|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MEETING DATE →** |  |  |  |  |  |
| **↓ TASK ↓** |  |  |  |  |  |
| Chair of the Day |  |  |  |  |  |
| Speaker |  |  |  |  |  |
| Speaker contact info |  |  |  |  |  |
| Member who arranged Speaker |  |  |  |  |  |
| Duty group member(s) absent |  |  |  |  |  |
| Photographer |  |  |  |  |  |
| Greeter/Attendance (7 am) |  |  |  |  |  |
| Toast |  |  |  |  |  |
| Grace |  |  |  |  |  |
| Fines |  |  |  |  |  |
| Introduce Speaker (get bio) |  |  |  |  |  |
| Thank Speaker |  |  |  |  |  |
| Door Prize (Greeter Provides) |  |  |  |  |  |
|  |  |  |  |  |  |

Rotary Club of St. John’s East – Monthly Responsibility Planner

Duty Group members: \_\_\_\_\_\_\_\_\_ , 2015

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Each Chair will look after their meeting by arranging volunteers for the tasks.

Weekly meeting assignment and attendance forms can be downloaded from the club website.