**DUTIES EXPLAINED**

### Door

Your role is to;

* Be on the job early. Have a pen with you.
* Assist Treasurer to:
  + record attendance and assist to collect breakfast money from all attending. Treasurer will have the attendance sheet and the float.

1. Arrive at 7:00 am.
2. Arrange the box of membership badges etc on the reception table. (The table and chairs should have been positioned by RACV Club staff prior to your arrival)
3. Hand the guest speaker free car pass to chairperson for the day and place concessional club member car parking vouchers prominently on reception desk.
4. Greet members and visitors as they arrive.
5. Receive payments and record member attendance on the sheet
6. Record on the same sheet the names of visiting Rotarians or guests and issue them with name cards (these represent make-up cards for visiting Rotarians)
7. Advise President names and detail of all guests and visiting Rotarians in writing – required by President to thank guests for attending at close of meeting.
8. Draw attention to the concessional car parking vouchers, prominently displayed
9. Ensure that all unaccompanied visitors are introduced to an RCM greeter or member on arrival
10. Ask a member to look after the visitor for the duration of the meeting
11. Hand the attendance sheet to the Treasurer
12. During meeting collect raffle baskets from tables, ensure all tickets are taken from books and prepared for draw. Hand money to the Treasurer.

### Greeter

* Your role is to ‘be out front’ with a cheery welcome for all.
* Introduce guest speaker to Chairperson for the day and ensure visitors are made welcome by members.

1. Arrive at 7.15am. Position yourself to greet arrivals before they get to the registration desk.
2. Look out for recently joined members or visiting Rotarians.
3. Warmly greet and introduce yourself and ensure they are introduced to other members.
4. Ask visitors if they need a concessional parking chit and ensure they get one prior to leaving.
5. When gong sounds at 7.35am make sure visitors and new members are not left behind.
6. Show visitors to a table and check they have a member on either side. If you are not beside them, quietly observe whether they have been engaged by others on the table.
7. After meeting concludes, acknowledge visitors and ask if they enjoyed the meeting.
8. Encourage as appropriate that they return on another occasion.

### Chairperson

Your job is to;

* Obtain guest speaker badge – their name will have been put on badge by the Club Admin Chair
* Greet Guest Speaker on their arrival, take then to see the room and set up ready for their presentation, introduce to some members and President for chat prior to the meeting.
* Confirm attendance of Photographer and Reporter.
* Record any requests for announcements.
* Run the meeting according to times on the day’s running sheet.
* Retrieve Guest Speaker badge at end of meeting.

*Sunday/Monday prior to the meeting*

1. Liaise with Club Administration Director re:
   1. Any special arrangements
   2. Running sheet variations
   3. Booked announcements
2. Familiarise yourself with guest speaker profile.

*Day of Meeting*

1. Arrive by 7:15 am to:
   1. Meet the Guest Speaker – hand them special meeting badge with their name attached. [Dyno tape – supplied by Club Admin].
   2. Ensure that the audio-visual set up as required by guest speaker
   3. That guest speaker’s gift is available (Club Admin Director will have placed on lectern)
   4. Check with President re any special items at this meeting
2. At 7:35 am ensure that the members and guests start moving into the room for a prompt start.

*For the meeting*

1. You are responsible for:
   1. Timeliness of meeting
   2. Meeting starts according to running sheet for the day and concludes at 8.45am.
   3. Ensuring that guest speaker gets the full 20 minutes allocated, plus time for questions.
   4. Lead questions, remembering to summarise/repeat questions for the guest speaker when long or challenging to hear.

#### **THIS IS A Generic Meeting Schedule – USE RUNNING SHEET PROVIDED FOR THE DAY which is emailed by club admin director**

7.40am The President opens the meeting.

President then hands over to the Chairperson for the toast.

The toast is to *‘Rotary International’*.

The President briefly welcomes members and guests, then breakfast commences.

7:52 am: Breakfast continues while;

Call for arranged announcements by members

7.56 am: Introduce Director’s report for the day (if there is one scheduled)

8.06am: Introduce President for announcements.

8:13 am Introduce the guest speaker, drawing on the summary from the bio attached to the daily running sheet and/or your conversation with the speaker prior to the meeting. The speaker has 20 minutes before Q&A.

8:35 am: Call for questions from the floor (possibly only 2 or 3)

8.40am Thank the speaker and make a presentation of gift from Timor Leste as per the summary on the running sheet

8.41am Draw the Social EnterPRIZE raffle

Remind members to collect car park discount vouchers if needed

Invite members and guests to coffee and fellowship on ground floor following the meeting

8:43 am: Hand the meeting back to the President for final acknowledgements and close of meeting.

8.45 am: Meeting concludes by 8:45 am.

### Reporter

* You are writing the report for publication in the bulletin on Thursday following the meeting [copy, ready for publication, to Bulletin Editor by Wednesday evening please].
* Bulletin Editor is Nick Clift

1. Record the names of visiting Rotarians and guests including their home club names. (Obtain these from the door sheet).
2. Summarise the announcements in the meeting including a concise summary of the weekly Service Committee Director’s report.
3. Record the key points and message delivered by the guest speaker.
   1. Include anecdotes mentioned by the speaker that are relevant or of interest to members and more generally, residents of Melbourne.
4. Following the meeting, draft your notes and recollections into an article of no more than 500 words.
   1. Include your overall impression of the speaker’s presentation and your personal response to it. Try to find at least one positive thing to say, even if you disliked the entire presentation.
5. Email your record of the meeting (preferably as a Word document) to the bulletin editor **by Wednesday** evening at latest to facilitate production of next week’s bulletin by Thursday. The relevant Bulletin Editor for the week is included in the breakfast duty roster on the website.

### Photographer

**Camera and photo quality setting:**

1. Please ensure your camera is set to take quality photos. Ideally photo resolution should be set at 300 dpi. Note that the preferred (and usually the default) format for photos is as jpeg / jpg files—e.g. a photo will usually be saved on your camera using a file name such as <S5000031.JPG>.

**Photos to take:**

1. Two or three pre-meeting candid photographs. Where possible include members chatting with the guest speaker and visitors.
2. A few meeting shots—e.g. special announcements, inductions, banner exchanges, casual table views, guest speaker and view of chairperson thanking guest speaker—that “tell the story” of what occurred at the meeting.

**After the meeting (or event):**

1. **Weekly Meetings** - Cull your photo selection to around **8** photos, keeping in mind not only the weekly e-Bulletin, but also the annual report.
2. **For events**, such as Changeover, Auction, Paul Harris Fellow Breakfast, Camp Getaway [weekend event], any working bees and RC Echuca-Moama Steam Rally etc, please select enough photos that “tell the story” for the whole event.
3. Upload to the correct folder at the Club’s Google Photos website at <http://picasaweb.google.com> **within 36 hours** so they can be accessed by the e-Bulletin editor and website editor.

Sign-in details: Email address is [rccms.photos](mailto:rccms.photos@gmail.com)@gmail.com and the Password is 24501rccms

Note that, in general, there will be pre-created folders for all weekly meetings and advertised events, however, if there is no folder for an event ask Roger Thornton to create one.

**7.** Uploading process

* 1. Once you are in the appropriate Meeting or Event folder, the first thing to do is to delete the “Photos to be added by rostered photographer” file by click on this image and when it enlarges to delete via the “Actions” pull-down menu where you will find “Delete this photo”.
  2. Next, you can either go back to the appropriate Meeting or Event folder and click on “↑ Add Photos” to add successive photo files or click on the “↑ Upload” button wherever you are as long as you select the correct folder via “add to an existing album” … and make sure you do select the appropriate folder for the meeting or event.
  3. When the “Upload Photos and Videos” page appears, either use the “Drag photos here” option or click on the blue “Select photos from your computer” bar in the centre of the display to access the photo files that you have downloaded from your camera to the computer. Once the photo has uploaded and appears in the folder, you can place the mouse cursor over the photo, which will allow you to “Add a caption”, rotate the photo, or delete. Alternatively, there is an “Actions” menu for these and other operations.