

Rotary Club of Northumberland Sunrise PODS – July 2018 to June 2019

New Format for this Rotary Year - PODS are Responsible for Running the Entire Meeting 3 Times a Year

	POD 1	POD 2	POD 3	POD 4
Months	July 18 / Nov 18 / Mar 19	Aug 18 / Dec 18 / Apr 19	Sep 18 / Jan 19 / May 19	Oct 18 / Feb 19 / Jun 19
Concert Series	July 5 – Garage Dog + BBQ Aug 2 – Quick Shifters	July 12 – Paul Minor Band Aug 9 – Mad Man’s Window	July 19 – Clarington Concert Band Aug 16 – Brighton Concert Band Aug 30 – Storm the Palace + BBQ	July 26 – Blue Sky Fliers Aug 23 – Kim Doolittle
BBQ	Note the opening and closing concerts have BBQs starting at 5:00PM – All members pitch in.			
Captain Assistant	Doug McCann Susan Luyendyk Blake Holton Petra Becker Catherine Lees Mel Racine	Linda Givelas Paul Racine Hank Vandermeer Karen Trizzino Scott Allison Catherine Gissing	Kevin McAlpine Cathy Cavenagh Linda Goldie Beth Brook Karen O’Hara Tom Sears	Connie Ham Bob Clark Jeff Hurst Louanne Cable Kerry Lynch Elaine Sheppard

- Select 1 person per meeting to perform Presidential Duties at the podium, (Sample Duties Attached)
- Other POD members:
 - Set-up, clean-up (including preparing the projector, TV and Club Laptop)
 - Collect weekly dues, greet all guests and visiting Rotarians and run 50/50 draw
- Assign Tasks to a POD member for
 - Introduce Guests and Visiting Rotarians
 - Introducing Guest Speaker
 - Taking minutes and sending them to Doug McCann who sends out the weekly bulletin
- Program: PODS arrange Guest Speakers for the Month, Check with President to see if there is a Club Assembly during the month, and arrange a social event once per year.

Person acting for the President - Roles and Responsibilities

1. Ask the POD who will be:
 - a. Introducing Guests and Visiting Rotarians
 - b. Who will be introducing the Guest Speaker
 - c. Is the computer needed and is it set up and working?
2. Ask the President and Committee Chairs if they have any announcements
3. Watch the time and call members to breakfast no later than 7:30AM
4. Start the meeting no later than 7:40AM

Welcome	Welcome everyone to the meeting
4-Way Test	Everyone Stands and recites the 4-Way Test
Toast	Ask everyone to raise their glass and toast the Queen and Canada
Rotary Grace	Have everyone remain standing and recite Rotary Grace
Introduce Guests	Rotarian: To introduce Guests and Visiting Rotarians
Announcements	List Names here:
Happy Bucks	Either Scott Allison or POD appointee. Watch our time
Introduce Speaker	Rotarian: Introduces the Guest Speaker
Thank Speaker	Thank the guest speaker and give them certificate that we have inoculated 3 children in their name.
Draw	Have Guest Speaker choose 1 st ticket, and then each winner the subsequent tickets
O Canada	Have everyone rise and sing our National Anthem
Adjourn	Wish everyone a good week, remind them of anything important, and adjourn the meeting