

Rotary Club of Northumberland Sunrise PODS – July 2019 to June 2020

PODS are Responsible for Running the Entire Meeting 3 Times a Year

	POD 1	POD 2	POD 3	POD 4
Months	July 19 / Nov 19 / Mar 20	Aug 19 / Dec 19 / Apr 20	Sep 19 / Jan 20 / May 20	Oct 19 / Feb 20 / Jun 20
	July 4th BBQ – Opening Concert – ALL Members Attend			
Concert Series	July 4 --Band + BBQ Aug 1 – Band	July 11 –Band Aug 8 – Band	July 18 – Band Aug 15 – Band Aug 29 – Band + BBQ	July 25 – Band Aug 23 – Band
	August 29th BBQ – Opening Concert – ALL Members Attend			
Captain Assistant	Petra Becker Mel Racine Susan Luyendyk Blake Holton Kevin McAlpine	Catherine Gissing Linda Givelas Scott Allison Doug McCann Hank Vandermeer	Linda Goldie Cathy Cavenagh Beth Brook Karen O’Hara Tom Sears	Paul Racine Connie Ham Bob Clark Kerry Lynch Karen Trizzino Dave Houston

- 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 guests and visiting Rotarians (give them name tags) 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: Arrange Guest Speakers or program for the 2 regular meetings held on the 1st and 3rd Wednesdays, and organize one “sweat equity” event and one social event for the month. (Note: Sometimes these events are already scheduled)

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