

MC DUTY ROLE

Pre Meeting

- 1: Check layout of meeting room and reset tables and chairs if required.
- 2: Set up Head Table with President's Lectern, President's Chain, Bell, Fines Box, Two Up paddle and coins, 2 bottles of wine.
- 3: Check with Ray Philp that microphone is working.
- 4: Check that Guest Speaker is present and that someone is organising their meal/coffee.
- 5: At 7:20 remind everyone to start moving down to meeting venue.
- 6: At 7:25 advise everyone that meeting is starting in 5 minutes.
- 7: Pass Two Up paddle and coins to nominated Tosser.
- 8: Ring the Bell and start meeting at 7:30 irrespective of late entries.
- 9: Follow meeting procedure as per Sergeant's Sheet attached.

Post Meeting

Gather Head Table equipment as in 1 above and arrange for its storage or safe carriage away.

Other Duties

Buy supplies of Red and White wine for Two Up prizes and claim reimbursement from Treasurer.