

Rotary Monthly Host Responsibilities

Speakers

- Please arrange for speakers for your assigned month well in advance. The quality of the weekly programs helps to attract and retain membership. Check out the District 5960 Speakers Bureau for assistance.
 - * Go to www.rotary5960.org, click on Membership on the menu bar at the top, then Speakers Bureau.
 - * Click on District 5960 Speaker Referral List on the left. You will be required to login to your Club Runner account.
- Keep in mind: it is not appropriate for speakers to sell products or their profession; confirm date, time and location; find out any needs (i.e. technology) and if other guests will be joining the speaker; inform them they have 20 minutes to speak and the club adjourns at 1:00pm; collect a short biography from the speaker to properly introduce.
- Notify the club president, club admin. chair and public relations chair upon scheduling to update speaker calendar and the Source. Include biography.

Setup

- Arrive a minimum of 20 minutes early
- **If you are not able to attend, it is your responsibility to inform your partner and find a replacement.** Our goal is to have two greeters at the sign in table greeting guests and members in order for it to be a welcoming environment especially for prospective members and speakers. A rolling cart should be in the room with our club supplies.
- Put out podium for president/speakers.
- The small USA flag goes by the podium, along with the bell and gavel; Happy dollars basket near podium, hang Four-Way-Test and Rotary banners in front of the fireplace if that has not already been done by restaurant staff.
- Have table set up for greeting. A yellow table covering and Rotary table runner are in the cart. Place on table: Rotarian buttons, guest nametags, pens, attendance sheet, guest sign-in sheet, and meal selection menu (supplied by the restaurant) and color-coded cards.
- One greeter stays at the table until all meal selections have been made and checks for accuracy of numbers before giving to kitchen staff (by 12:10 at the latest). Latecomers can speak with the restaurant staff to order a meal.
- Assist guests in filling out guest sign-in sheet, selecting a meal and providing them a nametag.
- Collect \$10 from visiting Rotarians and prospective members visiting for more than 3 meetings. Student-of-the-Month guests and speaker guests do not pay.
- Offer make-up sheet to visiting Rotarians.
- Offer application packet to prospective members
- Notify club admin. chair if supplies are running low (i.e. name tags, deposit forms etc.)

Record Keeping

- Immediately after the meeting complete the financial deposit form and give it to the club treasurer with all cash, checks and Happy Dollars.

Take Down

- Responsibility includes putting away all items used for meeting in the cart: podium, flag, banners, gavel, bell, forms, projector and screen if used, Happy Dollar Basket, etc. The restaurant staff will return the cart to the storage area.
- Send Thank You card to speaker. Cards are available in the Rotary file box if you don't have one.

Thank you