

ROTARY CLUB OF EASTERN HUTT - ROSTERED DUTIES

Club meets at 5.30 for 5.50pm start

If you are unable to carry out a rostered duty ...

Please arrange for someone else to do it. Maybe swap duties with someone else but please don't leave it to the Supervisor.

If you need to leave early...

If you think you will need to leave early, please apologise during the break to either the Speaker or the President.

The person assigned to make a Bulletin Contribution is asked to...

- a) Submit to the Bulletin Editor by noon on Wednesday a composition for the bulletin on any topic of interest, between 200 and 500 words, with photographs if available.

The Supervisor is asked to...

- a) Remind everyone rostered for a duty prior to the meeting.
- b) Arrive no later than 5.15pm.
- c) Arrange for a member to fill the gap if the person rostered or a substitute fails to attend.
- d) Advise any change to the advertised duties roster to the President before the meeting commences.

The Host is asked to...

- a) Liaise with the Programme Director well before the meeting,
- b) Meet the Speaker on arrival, arrange for a complimentary drink if desired, and before the meeting starts, introduce him/her to the President.
- c) Sit with the Speaker with the President for the meal.
- d) Introduce the Speaker (max 2 minutes) when called upon to do so by the President.

The person assigned to Welcome Guests is asked to...

- a) Arrive no later than 5.15pm.
- b) Greet members on arrival and hand them their badges.
- c) Greet guests on arrival and direct them to the cashier for registering.
- d) Arrange for club member to introduce guests to other members. This helps to maintain our reputation for being a friendly club.

The Cashier is asked to...

- a) Arrive at the venue no later than 5.15pm.
- b) Mark in attendance, receive any money and give change. Record any advance apology a member offers.
- c) Insert each visitor's name on the Attendance Sheet. If they are a visiting Rotarian note their club. If they are a guest, note who will introduce them for the President.

- d) The Speaker, the District Governor, Assistant Governor, Exchange Students and Ambassadorial Scholars are not charged attendance. Prospective new members are not charged attendance for the first three visits.

The Assistant Cashier is asked to...

- a) Arrive at the venue no later than 5.15pm.
- b) Assist the Cashier in handling transactions.
- c) Issue a name card / make up card (in a clear plastic name card holder) to all visitors including visiting Rotarians.
- d) Ask all visitors to sign the visitor's book.

The Bar Managers are asked to...

- a) Arrive at the venue no later than 5.15pm.
- b) Serve drinks to and receive payment from members.
- c) After Opening Words or first course meal, pack-up the bar and return it to the store cupboard, give takings to the cashier and return all used glasses to the kitchen.
- d) Note that the District Governor, Assistant Governor, prospective members and guest speaker are entitled to one free drink.

The person assigned to say Opening Words or Grace is asked to...

- a) Arrive no later than 5.35pm.
- b) Give some Opening Words or a Grace of his or her choice religious or non-religious suitable for the occasion when requested by the President or Sergeant at the commencement of the meal.

The people assigned to Security are asked to...

- a) Patrol the car park three or four times during the course of the meeting. On the first patrol, check all vehicles are locked. (*Winter only*)

The person assigned to say Thanks is asked to...

- a) Collect the Speaker's gift before the meeting or at the break to present to the speaker.
- b) Thank the guest speaker on behalf of all the members of the club (1 ½ minutes max)
- c) Present the gift to the speaker

The person assigned to deliver the Parting Thought is asked to ...

- a) Give some comment or quotation, either profound or light-hearted and if possible related in some way to the evening's programme.
- b) Hand this over to the Bulletin Editor for publication.