



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 Host is asked to...

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

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.

Hall Set-up...

- a) Arrive no later than 5.00pm
- b) Assist with setting up the room, e.g. bringing in tables, chairs, etc.
- c) Put out Members' name tags

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

- a) Arrive no later than 5.15pm.
- b) Greet members and guests on arrival.
- c) Issue a name card / make up card (in a clear plastic name card holder) to all visitors including visiting Rotarians.
- d) Arrange for club member to introduce guests to other members. This helps to maintain our reputation for being a friendly club.

- e) On the attendance sheet, tick off each member as they arrive and insert each visitor's name. If they are a visiting Rotarian, state their club. If they are a guest, state who they are a guest of.
- f) 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 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 Grace 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 Opening Words/Toast is asked to...

- a) Arrive no later than 5.35pm.
- b) Say 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 Dinner.

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) Thank the guest speaker on behalf of all the members of the club (1½ minutes max.)
- b) Collect the Speaker's gift before the meeting or at the break and present this 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.

The Committee, or person, assigned to provide a Report, or Bulletin Contribution is asked to...

- a) Submit to the Bulletin Editor by noon on Wednesday, a composition for the bulletin on:
 - a. an update report on your Committee's activity over the past 3 months.
 - b. any topic of interest, between 200 and 500 words, preferably with photographs if available.