

# 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 300 and 500 words**, with photographs if available.

## **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.

## **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 attendance, receive money and give change. Record any advance apology a member offers.
- c) On the attendance sheet, 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.

- 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 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 say Grace 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 Top Table Steward is asked to...**

- a) Assist the caterers to bring out dessert to the President's table when ready.
- b) Clear the bulk of the dishes from the President's table.
- c) Serve coffee and tea to the President's table.
- d) Clear the President's table when requested.

**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 (1 ½ 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.