

EASTERN HUTT ROTARY – 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 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.

The Host is asked to...

- a) Liaise with the Programme Director before the meeting to obtain biographical information to aid in introducing the Speaker.
- b) Meet the Speaker on arrival, arrange for a complimentary drink if desired, and introduce him/her to the President before the meeting starts.
- c) Sit with the Speaker at the President's table for the meal.
- d) Introduce the Speaker, for no more than 2 minutes, focussing more on the Speaker rather than the topic, 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) Ensure a club member introduces 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 and receive meal payments. 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 when asked to do so by 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 their 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 the Opening Words or 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 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 Sergeant at the commencement of the meeting.

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 two or three times during the course of the meeting. On the first patrol, check all vehicles are locked.

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

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