**Explanation of Your Rotary Duties**

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| Setting Up | * Arrive 5.30pm
* Move tables into groups
* Set up lectern and microphone (check working)
* Set up speakers table with bell and hammer, computer, projector, and screen (check all working)
* Sign for Presidents table
* Assist with set up at entrance
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| Greeters, Attendance, Raffle | * Arrive 5.30pm
* Set up table at entrance with attendance sheet (will be provided), Board for money collection, Raffle Tickets, Boxes for (1) Raffle money (2) Tickets,
* Greet everyone as they arrive, collect payment and tick list (some pay by DD)
* Note visitors on a list for President
* Ask visitors to sign visitors book for bowling club bar
* Ask club member to direct visitors to the bar and host them
* Name Badge Box – help people to find their name badge
* Sell raffle tickets for meat raffle $1.00 each
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| Predinner Toast & Parting Thought | * Be prepared to provide a toast or invocation which will start the meeting appropriately (some suggestions on Rotary International website)
* Provide a Parting Thought for members to ‘take with them’
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| Speaker Introduction & Host | * Arrive by 5.45. Try to meet speaker as they come in the door.
* Introduce yourself and others
* Offer a drink from the bar (you might like to pay for this)
* Guide to a seat at the Presidents table and sit there yourself for the evening, guide to dinner service etc
* Provide a written summary of talk to Bulletin Editor by following Friday
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| Photographer | * Take photos during evening of Speaker and members
* Use of smartphone camera photos are acceptable
* Send photos to Bulletin Editor by following Friday
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| Speaker Thank You | * Ensure you have gift pen or donation (if appropriate and provided by treasurer) before end of meal
* At conclusion of speaker presentation thank them appropriately and ask members to provide a round of applause
* Present the gift
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| 3 Minute Talk | * Prepare a **short** talk to present to the members about an interesting topic. This can be from your own life experience or an interesting current event or almost anything you consider would be of interest.
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| ‘Sergeant’ | * Prepare reasons to invoke fines from members
* Keep it lighthearted and entertaining
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