



Chairperson

The rostered Chairperson and the Club President are responsible for looking after the guest speaker and for running the meeting. The Chairperson ensures that the guest speaker is welcomed on arrival, introduced to the President and other members, offered a drink, and is invited to sit with the President. The Chairperson is also responsible for submitting a meeting report to the Bulletin editor by the Friday following the meeting, in time for inclusion in the next edition of *The Glenferrie Rotarian*.

The role of the meeting chairperson is to:

1. Manage the meeting agenda
 - a. The meeting agenda is provided to the Chairperson and the Club President in advance of the meeting by the Club Service Director.
2. Co-host (with the club president) the guest speaker
 - a. Greet them when they arrive
 - b. Ensure that they have all the equipment and facilities that they require
 - c. Ensure they have a drink
 - d. Show them to their seat at the President's Table
3. 6:55pm - Launch the meeting:
 - a. Call the meeting to order at 6:55pm
 - b. Lead the toast: 'To the people of Australia and Rotary International'.
 - c. Introduce the club President for his or her preliminary remarks
4. 7:30pm - Introduce the speaker:
 - a. Introduce with brief bio. Keep your introduction reasonably brief.
 - b. Invite speaker to the lectern.
5. 7:50pm – Return to lectern, thank speaker and moderate question time
 - a. Try to have at least one question prepared to start the process
 - b. Allow ~5 mins for questions.
6. 7:55pm – Thank speaker and invite the club president back to the lectern to hold the raffle and close the meeting.
 - a. If the speaker is a non-Rotarian, they are to be presented with a Certificate of Appreciation which certifies that the "club will make a donation of \$100 to Australian Rotary Health in recognition of their time with us".
7. Make sure the speaker is seen off the premises after the meeting as any good host would do.
8. Write a meeting report no more than 300 words and submit it to the Bulletin Editor by the next Friday afternoon.



Welcome, Setup and Take Down and Attendance Confirmation

Two members are allocated the task of welcoming members and guests as they arrive, ensuring the room is set-up properly, taking down and storing the club's paraphernalia and recording and verifying the attendance of members and guests. The two members assigned to the task should work together, dividing tasks between themselves where appropriate.

The role of members assigned these duties are:

1. Ensure that the room is set up properly for the meeting (see below) and that the Rotary paraphernalia is properly displayed.
2. Ensure the name badges are displayed on a table at the entrance to the room.
 - a. Note that there are two cloth rolls for badges, one is for club members' badges, and the other is for partners' badges
 - b. Guests will have a temporary name tag prepared for them by the Club Service Director
3. Welcome members and guests as they arrive at the meeting and hand them their name badges.
4. Upon their arrival, immediately introduce the guest speaker to the meeting chairperson.
5. Check off on the meeting registration list (provided by the Club Service Director) each attendee as they arrive. Take the names and, for non-members, the email addresses and mobile phone numbers of anyone who is not a member and who is not registered. Those not listed will be required to pay via EFT to the clubs bank account. Write the details on a piece of paper and give it to the person asking them to pay asap so that the meeting account can be finalised:

A/C name: RC Glenferrie

BSB: 633000

A/C Number: 144 713 757

Ref: Mtg dd/mm/yyyy

6. Take down the Rotary paraphernalia and get it ready to be put away into storage.
7. Put the Rotary paraphernalia away in the storage cupboard (unless Kooyong staff indicate that they prefer to do this).
8. Retrieve the name tags from members, partners and guests and put them away in their correct cloth role. The temporary plastic nametag holders are to be retrieved for re-use.



Welcomer

Be early. Wear the Welcome badge and make sure that all members feel welcome.

Visiting Rotarians and guests should be introduced to a member who will make them welcome and offer them a drink. Ensure that no visitor is left unattended. Give the guest speaker the Speaker's badge and make sure it is visible and introduce the speaker to the Chairman.

Setting up and Putting Away

Please make sure that all setting up is completed prior to fellowship commencing at 6:30pm. Kooyong Lawn Tennis Club staff will often prepare the facilities in advance of the meeting, but it is the responsibility of members assigned this duty for the meeting to make sure it has been done in accordance with club requirements (see below).

Correct Room Setup

- The Rotary Club of Glenferrie lectern banner is to be draped over the lectern.
- The Rotary Club of Glenferrie Club banner is to be placed behind the lectern.
- The club Past Presidents Board is to be displayed on the right-hand side of the room (i.e. right-hand side when facing the lectern)
- There are three flags that are to be displayed:
 - The Australian Blue Ensign flag is to be displayed on the right of the Past Presidents Board, with the 'Star of Federation' facing forward.
 - The flag of the State of Victoria is to be displayed to the left of the Past Presidents Board, with St Edward's Crown emblem facing outwards.
 - The flag of the United Nations is to be set up next to the Australian Blue Ensign.
 - If for any reason the Past Presidents Board is not displayed, the flags should be displayed as above on either side of the lowered slide screen, or either side of the lectern.