

Rotary Club of St Johns Inc

Meeting Responsibilities & Duties



Summary of Meetings

- Normal breakfast meetings are 7:00am for prompt 7:15am start.
- **Set Up, Greeter, Attendance, Standby to arrive before 7:00am (morning meet)**
- Evening meetings are 6:00pm for 6:30pm start.
- **Set Up, Greeter, Attendance, Standby to arrive before 6:00pm (evening meet)**
- Note that all members (except the President and Sergeant) are rotated to assist with meeting duties.
- If you have any questions about for your duty, please ask an experienced member.
- **You must find a replacement and notify the President if they are unable to perform rostered duty.**

Set Up

Staging of Meeting equipment from storage.

1. Arrive at least 10 minutes prior to the meeting start (e.g. by 6.50 am) to set-up.
2. Assemble meeting equipment kept in storage cupboard.
3. Set up the head table, Rotary theme banner, flags (Rotary flag on the right) and Past Presidents display board.
4. Place name badges board on sign-in table and set out sign-in folder for Attendance.
5. Distribute notices onto tables (if any).

Speaker Host

Hosting/looking after guest Speaker.

1. Prior to arrival be aware of who the meeting speaker is and the topic.
2. Ensure speaker is made to feel welcome and introduced to President and other members.
3. At the start of the meal invite the speaker to the head of the line.
4. Gain sufficient information from the speaker to provide an interesting introduction to the club.
5. Introduce the speaker when requested by the President including name and topic.
6. After the meeting, farewell the speaker.

Greeter

Welcome people to meeting as they enter.

1. Welcome members, assist to find name badge.
2. Welcome guests and introduce to Attendance.
3. Introduce guest to other members.
4. NO visitor should be left on their own.

Thanks

*Thanking Speaker. (Usually combined with **Close**)*

1. Thank speaker for presentation.
2. If possible note a couple of points raised or learned from the presentation.
3. Present with a Rotary gift.

Attendance

Record attendance of members and visitors in appropriate folder.

1. Mark attendance list as members arrive.
2. Collect any meeting fees. (Speaker is not charged)
3. Provide visitors with a name label and club information leaflet if appropriate (if guest of a member, first visit is complimentary)
4. Reconcile meeting record (e.g. attendance numbers) for President to report at meeting
5. Count any money collected including Sergeant's box) and record on attendance list.

Set Down

Return meeting equipment to storage.

1. At the conclusion of the meeting, return all meeting equipment to storage cupboard.
2. Ensure that no member's property is inadvertently left behind.
3. Collect any surplus Rotary literature and store with Attendance folder.

Close

Closing meeting.

At conclusion of meeting deliver a prepared closing statement (e.g. a quip or quote).

Standby

Fills the place of any duty person not in attendance.