

MEETING DUTIES

August 2017

CLUB RESPONSIBILITIES

If for some reason you are unable to carry out your rostered duties, it is **YOUR** responsibility to find some-one who can.

SET UP

All of the equipment is held in a small ante-room in the front entrance of the hotel. Please ask for the key from the bar.

Note that the "set up" duty is shared between the two persons listed. They also do the "cashier" and "V-host" duties.

Set out: sound system (black instrument case and portable speaker, refer to instructions in the instrument case for detailed setup instructions), lectern and microphone stand. Set up the video projector if necessary.

Hang up: Four-way Test, Charter and Queen/flag

Set up Badge Box (members and partners) at the entrance to the dining room.

Set up Sergeant's Bell, fine boxes and shrapnel box.

After the meeting put away all of the above.

Please endeavour to be at the venue by **5.15pm** at the latest.

CASHIER (also does setup)

An attendance list of members and apologies is brought to each meeting by the Treasurer. Many members pay for the meal by invoice whilst others pay cash. Tick each member as they arrive and also receive the cash from those who pay by that method as marked on the sheet.

Give the cash and completed attendance sheet to the Treasurer at the start of the meeting.

Advise Club Administration Director or President of any problems

VISITOR'S HOST (V-host, also does setup)

Welcome members and issue name tags.

Welcome all visitors. Introduce visitors to other members and ensure that they are not left to themselves.

INTRO & THANKS

Meet the Guest Speaker; introduce them to the President and other club members.

Organise a drink for them.

Accompany the guest speaker to the reserved table and generally make the evening a pleasant occasion. Sit with the Guest speaker during meal and obtain some background information you can use during your concise and informative introduction when requested by the President.

Propose the Vote of Thanks to the Guest Speaker on behalf of our Members and present them with the Rotary pen obtained from the President.

OPENING THOUGHT / RAFFLE / CLOSING THOUGHT

Give an **opening thought** (e.g. Grace if you want to) at the beginning of the Meeting.

Our **Club raffle** is based on all members participating. An alphabetical master list from the Treasurer shows all members of the Club. Ask the Guest Speaker (or other appropriate person) draw the raffle. Visitors may purchase a ticket at \$2.00 each.

Closing thought - provide a relevant closing thought and give the bulletin editor a copy.

FIVE MINUTE TALK & MICROPHONE

Make a 5-minute speech - preferably on an interesting aspect of Rotary that you have experienced - or on a subject about your vocation, hobby, or any other subject that will be of interest to members. **Ensure you keep to time.**

Microphone - At question time for Guest Speaker use the second microphone to provide for Members questions.

SERGEANT - Members are fined for misdeeds imagined or real, canvass members at fellowship time to find some good stories, the more amusing the better. The usual fine is a gold coin, the proceeds going to charity.

FRIEND INTRO - Try to bring a friend or acquaintance to Rotary that week in order to introduce them to Rotary.

STUDENT HOST - Our Rotary exchange student will be attending almost all of our meetings and it is your duty to make sure that they are not left to themselves.

During the week that you are rostered try to engage our student in some activity, be it a meal, coffee at a café, the movies, a drive in the country, anything to ensure that they continue to have a close association with our club and its members.

MEETINGS

The Club meets every Monday (Except Public Holidays) at the West Shore Beach Inn, 85 Meeanee Quay, West Shore, Napier.

Social networking starts at 5.30pm. Meeting concludes at 7.30pm.

APOLOGIES

As a Rotarian, it is **YOUR** responsibility to attend Club meetings. Unless you are apology exempt, members who are unable to attend must apologise to **David Anderson, phone 06 876 2618** before 11.00 am on the day of the meeting, or by email to apologies@ahuriri-rotary.org.nz. You are urged to "make up" your attendance at another club.

NOTE:-

1. If an apology is received by the proper time the meal cost will be credited.
2. If an apology is tendered but not received by the proper time the member will be classed as a "late apology" and will be billed as if the member has attended because the Hotel will have to be paid for the meal.
3. If an apology is not offered at all then the member will be classed as "Silent" and will be billed as above for the same reason. In questionable cases the President has the right to make a final decision.

EARLY LEAVERS

If you have to leave early, introduce yourself to the Guest Speaker during socialising and make your apology to him/her. Inform the President that you will be leaving early.

LEAVE OF ABSENCE (More than three consecutive meetings)

All applications for leave of absence must be presented to the Board with specific dates. A member on leave of absence has an obligation to **make up** except in the case of ill health.

NEW MEMBERS (see Friend Intro above).

It is every Rotarian's responsibility to propose new members. Some-one shared Rotary with you; it is your duty to share Rotary with others. The Club will pay the meal cost for the first night that you bring a potential member to a meeting. There is a nomination procedure and this must be followed, as per Rotary International and Club By-Laws.

SOCIAL NETWORKING/FELLOWSHIP

This is a very important part of any Rotary Club. It is up to every member to ensure that networking time is very rewarding for members and visitors. All members are asked to arrive early to promote acquaintance and friendship with others. Make a special effort to welcome visiting Rotarians and Guests. Make them feel at home. At dinner sit with different members each week. If you are sitting with visitors keep them informed during the meeting so that they feel part of our club. Encourage them to come back again.

MOBILE PHONES and PAGERS

Please turn off (or switch to silent) your mobile phone or pager during the meeting..

PLEASE STAND and use Portable Microphone for any questions for the Guest Speaker.

GRACE (Examples)

For what we are about to receive, may the Lord make us truly thankful,
and keep us mindful of the needs of others. Amen.

For food in a world where many walk in hunger,
For faith in a world where many walk in fear,
For Friends in a world where many walk alone,
We give thee thanks O 'Lord. Amen.