

MEETING DUTIES

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

Set out: sound system (found in the suitcase under the cover of the lectern), lectern and microphone stand. Set up the video projector if necessary.

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

Set up Badge Box (members and partners), Visitor's Book and make up register at the top of the stairs. **NOTE - Please take the Badge Box to the dining area at the commencement of dinner.**

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

Open the Honours Board.

After the meeting put away all of the above.

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

VISITOR'S HOSTS

Welcome members and issue name tags.

Have members fill out Make Up, register as appropriate.

Welcome all visitors, fill out their makeup card and have them sign the visitor's book.

Introduce visitors to other members and are not left to themselves.

Give visitor book to President just prior to meeting commencing. (Important)

Advise Club Administration Director or President of any problems.

OPENING THOUGHT / RAFFLE / MICROPHONE

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 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.

Microphone - Question Time for Guest Speaker provide for Members questions.

INTRODUCTION & THANKS

Meet the Guest Speaker; make out a makeup or visitors card.

Introduce them to the President and other club members.

Organise a drink for them.

Show the Guest Speaker to the Top 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 a Polio Challenge

Certificate, a Donation of \$10 has been made by our Club to the Polio Challenge, on their behalf.

(See the President for Signed Certificate.)

FIVE MINUTE TALK & CLOSING THOUGHT

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.**

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

MEETINGS

The Club meets every Monday (Except Public Holidays) at the Quayside Restaurant, Bluewater Hotel, Ahuriri, 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 **Mike Smith, phone 06 845-9311** 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

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.