

Our Sponsors

With our gratitude.



Northern Territory Government



CROWNE PLAZA™
DARWIN



Rotary Club of Darwin Sunrise



**JOB DESCRIPTIONS
FOR OUR WEEKLY
DUTY ROSTER**



REVISED NOVEMBER 2006

Just Three items not listed and to remember – the Chair calls upon the Program Co-ordinator to introduce the Guest Speaker and its the Chair who gives a vote of thanks to the guest speaker along with the Club’s usual presentation as a memento of their visit.

A pleasant reminder to the guest speaker if going over time is not only quite appropriate but very necessary.

During the meeting the Attendance Officer will give you the names of Visiting Rotarians and Member’s Guests. Immediately prior to the International toast – thank them by name for their attendance.

Some members like to close the meeting by having members recite Rotary’s 4 Way Test.

The International Toast

Obtain the International Directory from the Attendance table and during the meeting select a Club to toast.

The alphabetical listing of Clubs in the front section will give a District number e.g. Darwin Sunrise NT Australia (D-9550) then go to District number pages to find the club listing.



Details are listed in the following order. Club name, Foundation year, Number of members, Meeting day, Time of meeting, Place of meeting, President and contact, Secretary and address Its really up to you which Club you choose – it could be the Club of an International Visiting Rotarian, the birth place of a member, a National Day, something from the news or the Host or Sponsor Club of an Exchange Student.

It is important that the Bulletin Editor gets the following details – Club name, Secretary’s name and postal address. Mark the Club listing in the Directory – use the book-marker supplied to keep the page and give him the book at the end of the meeting.

The Sergeant

The Sergeant ensures that all is in readiness for the meeting – banners, gongs, guest speaker presentation, presentation Club Banner (just in case) and fine containers.

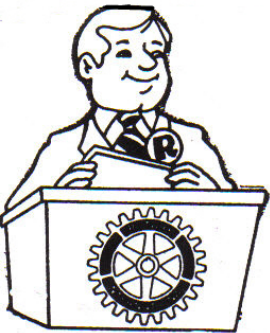
It is up to the sergeant to ensure the meeting starts on time with a few minutes warning given to members.

The Sergeant calls the meeting to order – welcomes everyone and introduces the Chair for the day.

During the meeting the Sergeant assists the Chair by calling the meeting to order for the Chair and the occasional word of advice or encouragement if the Chair is unsure of procedure.

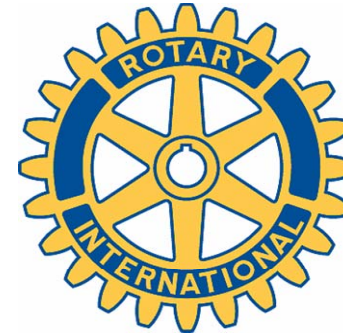
The fine session is a fun time for members – spread the joy and involve as many as possible but keep the number of fines to an individual at a reasonable level. Group fines should be kept to a minimum – one or two per session. . All members should be encouraged to provide snip bits on other members for the Sergeant's consideration. This also helps to make the fine session more pertinent to individuals. Members need not contribute more than \$5 per session in fines.

The Chair



The Chair controls the conduct of the meeting, in conjunction with the Sergeant. After being introduced by the Sergeant ask members to stand for grace (for visitors it's at the back of the Bulletin) and remember it starts with 'For good friends' This is then followed by the Loyal Toast. The day's Program is detailed with times on page 1 of the Bulletin – if you follow it – you can't go wrong!

Service Above Self



Weekly Duty Roster Job Descriptions

CONTENTS

WHY HAVE A WEEKLY DUTY ROSTER?

MEET AND GREET

THE SERGEANT

THE CHAIR

THE INTERNATIONAL TOAST

Why Have a Weekly Duty Roster for our Club?

The obvious response to this question is that it aims to provide an opportunity, over time, for all members to become involved and have an active part to play in the conduct of our weekly meetings.

It is also predicated on the old adage that 'Many hands make light work' and fulfils in some small way the Rotary Motto of 'Service Above Self' at the Club level.

The Weekly Roster is drawn up at least three months in advance and published for the information of all members and the Bulletin provides forward planning page for the next three weeks.

If you are unable to be present for meeting when you are rostered for duty, please arrange a swap with someone listed for that duty in future weeks and let the Bulletin Editor know of the swap. In the case of the Attendance Officer, Sergeant and Treasurer – prior notification of changes would also be appreciated to ensure the weekly Bulletin's program is amended when being typed each Wednesday.

It is strongly recommended that members on duty be present by at least 6.50 am to prepare for the meeting and be in attendance for our early birds.

Meet and Greet

The Meet and Greet person is very much the friendly and welcoming face of our Club!

First find the round 'Fellowship Badge' on the Attendance table – pin it on.

Next obtain a few of the Bulletins for the meeting, hand out to people as you greet them

Then position yourself just back from the top of the steps and establish eye contact as people come up the steps

Members will naturally look after themselves and their own guests leaving our Meet and Greet member free to continue at the door.

Regular Visiting Rotarians from Darwin Clubs will also generally look after themselves – they know the Club and the registration procedures.

It is the really the first time visitors the Club to whom our Meet and Greet member should give special attention. Once you know they are a first time visitor – introduce them to another member near by who will take them under their wing. - along the lines of 'xzy will look after you and show you the ropes for registering and breakfast'

This then frees you to continue at the door. Of course our other members when seeing a new face will take the cue and introduce themselves during fellowship.

