**Duties for Duty Roster:**

**Sergeant:**

Arrive early and ensure all the items are ready including the microphone and all items put out by the Stewards for the meeting and then run the meeting to the Run Sheet.

Ensure you have organised a member to undertake the toast (members are often reluctant to do this if asked on the spot)

When starting ensure there is a Night Reporter and Photographer.

**Speaker Host:**

Ensure you have the Bio on the speaker before the night. The person responsible for Guest Speakers will be able to provide this. When Face-to Face, enjoy small talk with the Guest Speaker during the meeting to get to know them and make them feel welcome. Introduce the Guest Speaker to the members for their talk and control the questions at the end of the talk. Always thank the Guest Speaker and ask for a round of recognition.

When on Zoom then please ask all to mute during the talk.

**Night Reporter:**

Record a one-to-two-page summary of the meeting and send a copy of this to rcwphc.bulletin@gmail.com by Wednesday morning. A template is available from the Bulletin Website.

**Front Desk: (only Face-to-Face)**

Please arrive early e.g., some 15 minutes before everyone arrives. Welcome people and record attendance against the attendance sheet and receive money (Cash or Card) from people who have not paid online. Provide the Treasurer with the attendance sheet when the meeting starts.

**Stewards: (only Face-to-Face)**

Please arrive early e.g., some 15 minutes before everyone else. Items to be placed in the meeting are:

1. Lectern with small Rotary themed banner hanging over the front
2. Brass bell and gavel
3. One bottle of red wine and one bottle of white wine
4. Wooden box for raffle
5. Heads and tails: Two pennies and cradle
6. Two flags and stand: Australian and Rotary. Australian flag goes on the left when viewing flags from Members tables.
7. Pull up themed banner for the year (in 2022-23 – Imagine Rotary)
8. Names badges
9. Microphone from venue host.

Please remember to put all away at end of meeting.

**IT Support:**

Setup PC and turn on overhead projector and projector screen. Under documents create a folder using the current date, YYYYMMDD. Copy any presentations into this directory. Talk to the Guest Speaker and copy any presentations into this folder. Show the speaker how to use the remote and offer help during their presentation.

Test the projector and the audio prior to the meeting starting.

When on Zoom log in as Administrator. Mute people who have not muted during Guest Speaker talk or when necessary.

**Photographer:**

Using your camera (smartphone or camera) take photos of people mixing prior to meeting. Ensure a photo is taken of each table and photos of guest speakers. Try to get photo of Guest Speaker and Speaker Host with Rotary advertising.

If on Zoom then take a couple of screen shots (Windows Key and PrtScr simultaneously) of all people on Zoom together and Guest Speaker. Take a couple as sometimes it is hard to get a good photo.

Send all photos to rcwphc.bulletin@gmail.com by Wednesday morning.

Please make sure they are attachments to the email and not embedded into the email.

Neville Hansen

July 2022

Version 3