

Rotary Club of Kenmore
WEEKLY MEETING
GUIDE FOR DUTY OFFICERS

DUTY ROSTER

Your duty has been advertised in the Kog for some weeks. If you are unable to attend, **it is your responsibility to arrange a replacement**. When you do, please advise the Club Service Director.

The two **Duty Officers** are responsible for recording meeting attendance and accounting for dinner fees at the table by the door.

ARRIVAL TIME

Please arrive at the meeting venue no later than **5.45 pm** for our meeting at 6.00 for 6.30.

SETTING UP THE VENUE

Boulevard staff will have arranged all furniture for the meeting including the duty table and chairs. Our regalia and other club items are stored in the **steel cabinet** behind the bar. The **key** is normally kept on top of the cabinet.

At the attendance table:

- Place the box of **Dinner Badges** on the table.
- Place the red **Plastic Crate** of duty needs beside the table.

In the Meeting Room

- Hang the **Kenmore Club Banner** and three of the **Miniature Banners** of other clubs on hooks provided on back and side walls of the meeting space,
- Stand the **Club Charter** and the **Queen's Portrait** on the sideboard behind the President's table.

At the Lectern:

- Hang the **RI Theme Banner** on the lectern.
- Ensure there is a **Kenmore Rotary Object** and an **Object Authentication Document** under the lectern lid. These are in a carton in the storage cabinet.
- The **Mobile Microphone** is kept in the aluminium case in the cupboard. Ensure it is working and place it on top of the lectern.
- Place on the table behind the lectern
 - **Kip** with two pennies.
 - **Box** of raffle draw numbers.
 - **Box** of white numbered balls.
 - Two **fine-collection bowls**.
 - The framed **President's Collar**.
- Ensure power is connected to the lectern and that light and PA system is working.

President's Table:

- Put the **President's Collar** in front of the President's place.
- Put the **Bell and Striker** and the **Pewter Mug** in front of the Sergeant's place.

Electronic Equipment for Speaker

- This is not your responsibility.

CHECKING IN DUTIES

On the table, place

- Members name badges displayed in their open box.
- Members name sheet.
- Sheet for apologies, guests, makeups, visitors etc.
- Cash reconciliation sheet.
- A book of Raffle tickets.
- Makeup cards.

Recording Attendance

- Accept the dinner fee and check off each attendee on the name sheet.
- Record names of club guests (official club guests do not pay), members' guests, visiting Rotarians and those with makeups. Ensure spelling is **accurate** and printing is **clear**.
- Issue name cards to guests and other visitors.
- Issue makeup cards to visiting Rotarians.
- Give each attendee a ticket for the Door Prize.
- Ensure members take their Dinner Badges.

Reconciliation – as soon as the meeting starts :-

- Check the numbers attending and fill in the Attendance sheet.
- Count the cash and fill in the Reconciliation form. If the totals differ, try to find the reason but do not spend too much time on it.
- Give the counted cash to the Treasurer and declare any discrepancy or surplus.
- Give both Attendance sheet and Reconciliation sheet to the meeting Chairman.
- Seats will be reserved for you at the President's table.

AFTER THE MEETING

- Collect all the paraphernalia and replace it all in the places you found it.
- Collect any Dinner Badges from members and return to their box.
- Replace everything in their proper places in the steel cabinet.
- Report to the Club Service Director any shortage of forms or other items.