

Rotary Club of Kenmore  
**WEEKLY MEETING**  
**GUIDE FOR FELLOWSHIP 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.

**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**

Normally the duty officers set-up the venue. If required for some reason, you may assist with the set-up.

**YOUR DUTIES**

**Before the meeting:**

- Be available near the entrance door to greet members as they arrive.
- Greet visiting Rotarians, and other visitors and if needed assist them with registration and introduce them to a group who can then look after them.

**At 'First Bell':**

- Assist with moving people towards the dinner tables.
- Ensure that each table is mostly filled.

**At start of the meeting:**

- Respond to the Chairman's request to lead the meeting in 'Rotary Grace'