

Rotary Club of Kenmore
WEEKLY MEETING
GUIDE FOR MEETING CHAIRMAN

You are the CEO of the meeting. The Duty Officers (including the Fellowship Officer), and the Sargeant-at-Arms are part of your team

If you are unable to Chair the meeting :

- As soon as possible advise Club Service Director, Ken Ryan H3876 0533, W3374 2135.

At the previous meeting :

- Check that the rostered Duty Officers and Fellowship Officer will arrive for duty at 5.45pm next week.
- Check that the rostered Sargeant-at-Arms will attend next week.

During the week before the Meeting :

- Check with any Duty Officer, Fellowship Officer or Sargeant you've not already spoken to.
- The Program Officer will contact you with details of the Guest Speaker. It is his responsibility to finalise details with the Guest Speaker.

On the day of the Meeting :

- At your discretion, check that duty officers and Sargeant will be attending at 5.45pm, or have arranged a replacement.

At the Meeting

- Arrive by 5.45pm.
- Satisfy yourself that Club Charter, the Queen's portrait, Banners and other regalia and equipment are in place, and that there's an Object and Certificate in the Lectern.
- Tell the Fellowship Officer for the evening who the Guest Speaker is and to be alert for their arrival and to introduce him or her to you.
- Collect spots from members who wish to speak at the meeting. (PTO for schedule).
- Chair the meeting, following the Order of Business.
- Control Question time. The meeting must end at 8.00 pm.
- Hand the meeting over to the President to propose Vote of Thanks.
- At close of meeting, give any speaker's notes and CV to the Kog Editor.

Members' Spots

Try and keep number of spots down to six.
Request each speaker to speak for two minutes or less.

Name	Topic
1	
2	
3	
4	
5	
6	