

Rotary Club of Kenmore
WEEKLY MEETING
ORDER OF BUSINESS
This is the Chairman's responsibility

Time	Item	Responsibility
6.26 6.28	First bell (Hit the bell hard to penetrate the noise) Second Bell	Sergeant
6.30	Welcome	Chairman
	Rotary Grace	See Roster
	<ul style="list-style-type: none"> • Toast to “The Queen of Australia”. • Toast to “The People of Australia”. • International Toast (optional, by invitation) • Invite everyone to sit down. • Invite members to Dinner buffet, table by table. 	Chairman
6.50	<ul style="list-style-type: none"> • #Bell# • Introduce President to welcome members and guests and to make announcements. 	Chairman
6.51	<ul style="list-style-type: none"> • President's welcome to Guests and Visitors • President's business and announcements • Call Spots to the lectern (speakers should keep their spots to less than two minutes duration). • Any Other Business • Time Reminder Bell (if required) • Invite members to Desert buffet, table by table. 	President President Chairman Sergeant
7.15	#Bell# Introduce Sergeant-at-Arms (warn the S-at-A that he must stick to timing and finish by 7.29. Bell him if necessary)	Chairman
7.16 7.25	<ul style="list-style-type: none"> • Fine Session • Heads and Tails (Optional if time is short) • Draw the Door Prize and Joker Raffle 	Sergeant
7.29	#Bell# Introduce the Guest Speaker (Please keep the introduction <u>short</u> . Summarise any long CVs or Resumes.)	Chairman
7.30 7.48	<ul style="list-style-type: none"> • Address of the Evening • Time Reminder Bell (if required). (<u>Sergeant should watch the time carefully and consult with Chairman</u>). 	Guest Speaker Sergeant
7.50 7.57	<ul style="list-style-type: none"> • Questions from the audience. • Vote of Thanks • Hand over to President 	Chairman
7.58 8.00	<ul style="list-style-type: none"> • Presentation to Guest Speaker • Close the Meeting 	President President

- NOTE: 1.** Give Attendance Sheet to Attendance Officer and Reconciliation Sheet to Treasurer.
- 2.** Give Guest Speaker's Speech and Spot Notes to the Bulletin Editor.

Amended 16 Aug 11