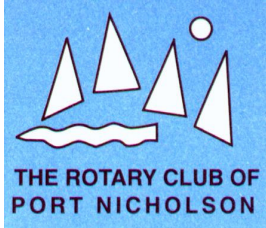


Weekly Morning Duties Explained.....



The duties assigned to members each week play an important part in the smooth running of our morning meetings. Here is a brief summary of what is required. If you have any further questions please feel free to talk to the Club Services Director.



Note: If you cannot do your duty for any given week, find your own replacement

Attendance Desk

- Arrive at 6:55am
- Have ready on the desk an attendance sheet, make up/visitor cards and spare card holders Both located in the 'White Club Box'
- When members, visitors or guests arrive:
- Record their attendance on the Attendance Sheet
- Take their \$20 and record as paid (cheques payable to Hotel InterContinental)
- Take details of Visiting Rotarians - and their Club (issue a make up card)
- Take details of guests and the host Rotarian (complete a visitors card)

Once members have all arrived and the welcoming by the President & Grace is completed:

- Total the money collected
- Use the "ready-reckoner" on the back of the Attendance Sheet to work out:
- Amount owed to the Hotel = \$19 * number having breakfast
 - this amount is taken to the Business Desk of the Hotel
- Surplus amount goes to Treasurer or nominee for banking
- Attendance Sheet is handed to the President for apologies/guests/visiting Rotarian names

Welcoming

- Arrive at 6:55am
- Take out of the 'White Club Box' the name tags ready to distribute
- Take out the 'Shrapnel (Small Coin) Pigs' and place them on the tables prior to people arriving
- Support the person on the Attendance Desk
- Hand out name badges and welcome each member by name (if possible)
- Assist the person on the Attendance duty to count the money and balance the return to the Hotel and the Club
- At the end of the meeting ensure that the Name Tags are gathered and placed back in the box –and returned to the White Club Box
- Gather the 'Pigs' and place them back in the 'White Club Box'

Grace

- When asked by the President, provide a grace for the breakfast that can either be read, an 'old favourite', one fitting the occasion, a Rotarian grace:
 - O lord and Giver of all good,
We thanks Thee for our daily food
May Rotary friends and Rotary ways
Help us to serve Thee all our days
- The Grace used can be either secular or religious

Introduction

- Be aware of who the speaker is and possibly do some research on the internet prior to the breakfast
- On the day introduce yourself to the guest speaker and if possible sit with him/her for breakfast
- Extract information that you can use to make the introduction both relevant and interesting
- At the invitation of the President introduce the speaker to the members providing some background on their profession, where they have trained, worked, etc
- Avoid stealing the speaker's thunder!
- Invite them forward to speak – the introduction should only take 2 minutes max.

Thanking

- Take note of specific facts or issues raised during the speaker's address
- Following the presentation and after any questions have been answered from the member's and at the invitation of the President, come forward to thank the speaker
- Make the thanking personal if you wish – on the significant of the work, or the relevance of the topic
- The thanking should only take 2 minutes max
- Invite the members to show their appreciation in the normal way

Parting Thought

- This is usually the very last act of each meeting
- At the invitation of the President stand and deliver the parting thought
- It can be:
 - A witty remark
 - A profound statement
 - A relevant quote linked to the speaker's topic
 - A challenging thought for all members to take on board for the week
- Feel free to be creative