**Duties for Duty Roster:**

**Sergeant:**

Arrive early and ensure all the items are ready including the microphone and all items put out by the Stewards for the meeting and then run the meeting to the Run Sheet.

Ensure you have organised a member to undertake the toast (members are often reluctant to do this if asked on the spot)

When starting ensure there is a Night Reporter and Photographer.

**Speaker Host:**

Ensure you have the Bio on the speaker before the night. The person responsible for Guest Speakers will be able to provide this. When Face-to Face, enjoy small talk with the Guest Speaker during the meeting to get to know them and make them feel welcome. Introduce the Guest Speaker to the members for their talk and control the questions at the end of the talk. Always thank the Guest Speaker and ask for a round of recognition.

When on Zoom then please ask all to mute during the talk.

**Night Reporter:**

Record a one-to-two-page summary of the meeting and send a copy of this to rcwphc.bulletin@gmail.com by Wednesday morning. A template is available from the Bulletin Website.

**Front Desk: (only Face-to-Face) – Not required at The Vicar**

**Stewards: (only Face-to-Face) No one designated to this task, honouree role for people arriving early.**

Please arrive early e.g., some 15 minutes before everyone else. Club Services will bring the following items. These are to be setup on the Main Table just in front of the Bar:

1. Brass bell and gavel.
2. One bottle of red wine and one bottle of white wine.
3. Wooden box for raffle.
4. Heads and tails: Two pennies and cradle.
5. Microphone from venue host. Please test to ensure load enough but not too loud.
6. Small Rotary themed banner hanging over chair at front next to screen.
7. Setup some 35 normal chairs and tables to suit for Members and Partners. Set up tables with 6-8 chairs.

Please remember to put all away at end of meeting.

**IT Support:**

Setup PC and ensure projector is active otherwise contact staff on duty. To get PC to cast on the screen:

1. Start “Chrome” and click on “” in top right hand corner.
2. Select “Cast” and then select “Source” and then “Screen”
3. Then Select the network “Cellar TV”
4. Test to ensure as you change screens the screen is still displayed on the screen.
5. Now test the volume on the Screen from the PC. Go to Home screen of PC and click on “KD Lang”. Let this play and ask Staff to adjust Volume to suit. Adjusting the volume on the PC will have no effect, so turn it right down.

Under documents create a folder using the current date, YYYYMMDD. Copy any presentations into this directory. Talk to the Guest Speaker and copy any presentations into this folder. Show the speaker how to use the remote and offer help during their presentation.

Now all ready to go.

When on Zoom: Ask people to Mute who have not muted during Guest Speaker talk or when necessary.

**Photographer:**

Using your camera (smartphone or camera) take photos of people mixing prior to meeting. Ensure a photo is taken of each table and photos of guest speakers. Try to get photo of Guest Speaker and Speaker Host with Rotary advertising.

**Do not send your photos embedded into the email.** The following “best practice” allows the photos to be attached to your email.

Best practice to send photos from your smartphone is to go to your photos, select the photo you want to send, select share, select email and then email to rcwphc.bulletin@gmail.com.

If on Zoom then take a couple of screen shots (Windows Key and PrtScr simultaneously) of all people on Zoom together and Guest Speaker. Take a couple as sometimes it is hard to get a good photo. To take individual photos, select Pin on the individual and then take the screen shot.

Send all photos to rcwphc.bulletin@gmail.com by Wednesday morning.

Please make sure they are attachments to the email and not embedded into the email.

Neville Hansen

Sept 2023

Version 1

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