

# Rotary Club of Toowoomba Garden City

## Chairman's List - BREAKFAST MEETING

Timing	Duty
Prior to meeting	<ul style="list-style-type: none"> <li>• Check the member giving the vote of thanks is aware of duty.</li> <li>• Meet the guest speaker and obtain brief details for introduction.</li> <li>• Ensure he/she is aware of requirement to finish by 8.10.</li> </ul>
6:55am	Sergeant to ring bell and call meeting to order.
7:00am	<p>General welcome</p> <p>Loyal toast</p> <p>Introductions:</p> <ul style="list-style-type: none"> <li>• Guest Speaker/s</li> <li>• Visiting Rotarians / Rotaractors</li> <li>• Club Guests</li> <li>• Members Guests</li> </ul>
7:05am	Breakfast – Table Service
7:15am	Chair's 3-minute talk (can be done while members are finishing breakfast)
7:20am	Hand meeting over to President for welcome, announcements, etc.
7:30am	Sergeant's Session
7:35am	<p>Introduce Guest Speaker</p> <ul style="list-style-type: none"> <li>• Invite questions if time allows</li> <li>• Call on member to give vote of thanks</li> </ul>
8:00am	<p>Hand meeting over to President to close the meeting</p> <p>Advance Australia Fair</p>