

# Rotary Club of Toowoomba Garden City

## Chairman's List - DINNER 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 7.45.</li> </ul>
6:25pm	Sergeant to ring bell and call meeting to order.
6:30pm	<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>
6:40pm	<p>Dinner - Table service</p> <p><b>Note:</b> Check the member giving the vote of thanks is present and has certificate of thanks</p>
6:55pm	<p>Three (3) minute Speaker (if applicable)</p> <ul style="list-style-type: none"> <li>• Call to order and invite him/her to speak</li> </ul>
7:00pm	Hand meeting over to President for welcome, announcements, etc.
7:10pm	Sergeant's Session
7:20pm	<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>
7:40am	<p>Hand meeting over to President to close the meeting</p> <p>Advance Australia Fair</p>