

WEEKLY DUTIES

<p>Chairman</p>	<p>Follow the timetable for the meeting as per run sheet – introducing speakers and keeping the meeting to time.</p> <p>Check with the President for any special duties during the meeting.</p> <p>Ensure the guest speaker is comfortable, introduced to members before the meeting and seen off after meeting.</p> <p>When sitting next to guest speaker, find some brief info that you can use for your introduction of the guest speaker to the club.</p> <p>Remind the guest speaker that the time slot is 15mins.</p>
<p>Duty Officer And Fellowship</p>	<p>Place out the following club items (located in plastic tub within the room) 30 minutes prior to the start of the meeting:</p> <ul style="list-style-type: none"> • Charter • Badges • Pull-up Banner • Fine bowl and Club Wine (Heads & Tails) <p>Pack all this away at end of meeting</p> <hr/> <p>Greet visitors, club members and guests at entrance. Hand out badges.</p> <p>Ensure Guests and/or Visitors receive a Visitor Card.</p> <p>ZOOM – launch Zoom Meeting to allow members to join the meeting virtually. Keep camera focused on the speaker at the time.</p>
<p>Vote of Thanks</p>	<p>Listen to the guest presentation and thank speaker/s on behalf of the club.</p>