

Rotary Club of Salamanca: Revised Roles for Running Meetings

Chair

Meet and greet visitors to the club and introduce them to Club president (formerly Steward 2)

Time manage meeting as per Club protocol, introducing different meeting phases

Thank guest speaker (formerly Steward 2)

Steward 1

Collect remittances from Club members for breakfast and fines tickets

Manage e-payments via Square technology

Complete financial returns form and hand to Club treasurer along with any cash

Record apologies and inform Chair

Steward 2

Provide heads and tails prize

Set up items needed for meeting and pack them away with assistance from members (formerly shared between Stewards 2 and 3)

Corporal duties – collecting fines (formerly Steward 3)

Speaker Coordinator

Prior to meeting

Respond to member suggestions for speakers

Initiate contact with and invite potential speakers

Contact speakers again closer to the date for reminder

Send speakers detailed information about the procedure and venue well in advance

Make sure Club president and newsletter editor have speaker details in advance

At the Meeting

Get to the venue early to set up the laptop and make sure everything is working

Liaise with server re speaker's breakfast

Make sure lectern is in place

Meet speakers on arrival at venue, escort them to table, get them coffee etc

Introduce speaker to Club president

Introduce speaker to the meeting

Familiarise the speaker with the meeting as it unfolds (explain rules of Heads and Tails, fines, interpret acronyms as appropriate etc)

Make sure correct letter, brochure and pen are available for the vote of thanks by Chair

Have blank letters available for emergency use

Invite speaker for coffee after meeting

Attend to any follow-up matters that might arise

Notes

1. Meeting and greeting and thanking guest speaker is more appropriately handled by the Chair.
2. Meeting and greeting can take place during the pre-meeting informalities and will not interfere with running the formal meeting agenda.
3. Steward 1 duties remain unchanged. It is an exacting role that often takes up some of the formal meeting time. No additional duties are appropriate.
4. Steward 2's revised roles still include providing a heads and tails prize. This entails expense so should be evenly shared amongst the Club membership during the Rotary year.
5. Speaker coordinator's duties are included because they complement the other roles in running a Club meeting. Note that the speaker coordinator takes responsibility for the guest speaker(s) before, during, and after the meeting.
6. The speaker coordinator should never be rostered as Steward 1 or 2. This role is incompatible with these competing duties.