

# Rotary Club of Whakatu

## Duty Guide 2018-2019



### WELCOME!

It's great to have you as a member of Whakatu Rotary.

Please take time to read through this information about the club, your responsibilities, ways to be involved, and about Rotary in the wider sense.

#### New Members

You will be assigned a club mentor to help you find your way in the club. Don't be shy to also ask any other member, the President or board members.

There are many ways you can be involved in the club. These include:

- Attending the weekly breakfast meetings
- Joining members after the meetings for coffee (currently

at River Kitchen Cafe)

- Participating in fundraising events and helping in community and international projects
- Suggesting and promoting suitable project ideas
- Project managing a project or fundraiser
- Networking with other professionals. This can open up mentoring opportunities
- Becoming a board member – let us know if you're interested!
- Enjoying regular social activities with members and families
- Inviting friends and colleagues to become club members

### WHO WE ARE

The Rotary Club of Whakatu was chartered in 2003 with 22 members. It remains Nelson's only breakfast club.

The culture of the Whakatu club is informal and friendly, with an emphasis on engaging members and contributing to both local community and select international projects.

Membership is currently a wide mix of age and gender, most of whom head off to work at the completion of the weekly meetings.

Club meetings are fun and light on traditional Rotary protocol.

Members enjoy regular social occasions throughout the year.

### MEETINGS

Fridays, Trailways Hotel, 66 Trafalgar Street, Nelson. 6.45am-8am.

Full cooked and continental breakfast followed by club meeting, which may include a speaker.

Guests welcome and pay \$25 cash at the door.

For enquiries, contact: Sean Thomas 021 543 130 or email: [sean.thomas@tima.co.nz](mailto:sean.thomas@tima.co.nz)



## MEETING FORMAT

We are a relaxed club. Dress is informal or work standard.

We do not require RSVPs or notice of absence but if you are bringing along a group of visitors, it would be good to advise the President ahead of time.

**6.45am:** Check in, get your badge, grab a drink of your choice, buy a raffle ticket and have a chat with members and guests.

**7am:** Meeting starts with a greeting from the President, followed by breakfast.

**7.15-7.20:** Notices

**7.25:** Soapbox and raffle draw

**7.30am:** Guest speaker or club session

**7.55:** Questions, followed by parting thought and farewell

**8am:** Meeting closes

The meetings can take one of two forms – a speaker session in which a member brings along a speaker, or a club session, in which club business can be discussed or a more informal members' social session held.

Following the meeting you are welcome to join available members for an informal coffee at River Kitchen Cafe.

## CLUB DUTIES AND ROSTER

Members are assigned meeting duties. These are rostered and posted on the members page of the club website. They are also emailed to members some weeks ahead of a scheduled roster.

Please diary your duties and make sure you know what you are expected of you. You will be rostered to do each duty at least once a year.

Club members are responsible for finding a replacement if they are unable to perform their duty on a rostered day.

The four duties club members are rostered to perform each meeting are:

- Speaker's Host
- Soapbox
- Raffle, Speaker Thanks and Parting Thought
- Greeter and Administration.



## SPEAKER'S HOST

The speaker's host is tasked with finding a speaker who can either educate club members, entertain them or advise them of community needs. This could also be yourself. The speaker slot is not intended to be used to solicit for business or promote political interests.

If you know of a suitable speaker who is time dependent but it is not your rostered speaker date, please arrange to swap a duty with another member.

You can also request a specific date with Sean well ahead of time. Email him at: [sean.thomas@tima.co.nz](mailto:sean.thomas@tima.co.nz)

The speaking time is from 7:30am to 7:55am to allow time for questions and the meeting wrap up. Please make sure the speaker is aware they need to finish by 7:55am and that they can finish early if they wish as there are always plenty of questions.

AV equipment (laptop, projector, etc) are available at Trailways or the speaker may bring their own laptop. It is always advisable they also bring the appropriate projector cable to prevent 'oh no' moments at setup time. Please allow plenty of time before the meeting starts to allow for setup and any issues.

Please advise the web site administrator (currently Sean) as soon as you know who the speaker is, so that this can go on the website.

Speakers are guests of the club and do not pay for breakfast. If required they may bring a support person and this should be arranged ahead of time and the duty administrator advised. Otherwise anyone coming with the speaker is expected to pay \$25 for breakfast.



# GREETER & ADMINISTRATION

Please arrive by 6.30am to be ready to greet people!

(1) The member is tasked with greeting all members (in particular any new or prospective members), and guests, noting their attendance on the form provided. Club badges will be there to hand out. Handwritten name tags should be provided to visitors and guests.

Visitors are welcome.

(2) The greeter and administrator will also collect all cash for those paying for meals. This is important. The attendance sheet indicates who should pay what. Please take care to fill this in correctly.

(3) All money should be paid in cash. We do not have credit facilities or run an IOU system.

NOTE: Everyone attending the meeting is expected to pay for breakfast, whether they consume one or not. We pay Trailways on the number of people at the meeting.

## **In short:**

- Flexi-members (noted on the attendance sheet) pay \$25 cash at the door.
- Guests or visitors pay \$25 cash at the door (this may be paid by the member who has invited them).
- Members of the 85+ club (see attendance sheet) pay \$20 at the door.

## **Exceptions to this are:**

- Guest speakers - that week's guest speaker/s do not pay for the breakfast meeting. One support person may be paid for by the club but in general, unless arranged before, anyone accompanying the guest speaker should pay for breakfast.
- Prospective members invited by a member do not pay for their first two (only) meetings. After that, they should pay \$25.
- Visiting District Governors or Assistant Governors do not pay for breakfast meetings.

(4) After collecting up the meal money please:

- Leave a \$10 in the meals cash bag. It helps when folk turn up with a \$50 note!
- Enter the amount in the cash to be banked (this does not include the float) in the logbook with the date, and on the member attendance sheet.
- The monies to bank should be put in a cash bag marked meals, ready to be banked. Leave in the club briefcase.
- Advise a Trailways staff member of the total number of breakfast attendees so the club is charged appropriately for the number of breakfasts consumed.

# SOAPBOX

The only boundary is time! Which is three minutes. Please keep to this and take notice of frantic gestures from the president to wind it up. Going over three minutes takes valuable time from our speaker or club session.

Occasionally this slot becomes **Who Am I** in which new members introduce themselves to the club.

# RAFFLE, SPEAKER THANKS & PARTING THOUGHT

**Raffle:** Please arrive early to sell tickets!

The member should bring something to raffle (at least \$25 value - be imaginative), and actively promoting and selling tickets before the meeting starts at 7am.

The funds raised are an important club fundraiser. Please support this not only with good raffle prizes, but also buying tickets each week. Most members will be asked to do this once a year, occasionally it may be twice a year.

·(1) Advise the President what the prize is, so he/she can promote it at the start of the meeting.

·(2) Sell the tickets to members as they arrive for the meeting. \$2 per ticket or \$5 for three tickets.

·(3) Put the ticket stubs in one of the bags provided in the briefcase and bring to the front of the room. Ensure bag is emptied first of last week's stubs!

·(4) Advise of the need to buy new raffle books

**After collecting up the raffle money please:**

- Leave a float of \$10 in the raffle cash bag.
- Enter the amount in the cash to be banked (this does not include the float) in the logbook with the date, amount under the heading "Raffle". and on attendance sheet.
- The monies to bank should be put in a cash bag marked raffle, ready to be banked. Leave in the club briefcase.

**Speaker Thanks:** At the completion of the speaker's talk you will be called on to thank the speaker and offer a parting thought at the conclusion of the meeting. Sometimes a thankyou gift will be provided for you to present to a speaker. Gifts are generally reserved for speakers who are not in an official capacity or receiving some form of club support.

**A parting thought** is a short, pithy, sometimes humorous thought or quote. With enough notice it may be related to the speaker's topic (check the website for details of the speaker).

Have fun with it!



## ABOUT US

We meet on Fridays, at Trailways Hotel, 66 Trafalgar Street, Nelson. 6.45am-8am. Full cooked and continental breakfast followed by club meeting, which may include a speaker. Guests welcome and pay \$25 cash at the door. For enquiries, contact: Sean Thomas 021 543 130 or email: sean.thomas@tima.co.nz


## CONTACT:

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**Email:** [whakaturotary@gmail.com](mailto:whakaturotary@gmail.com).

**Website:** [www.whakaturotary.org.nz](http://www.whakaturotary.org.nz)

 Facebook: Rotary Club of Whakatu

 Instagram: whakaturotary

 Twitter: @WhakatuRotary

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