

NEW!

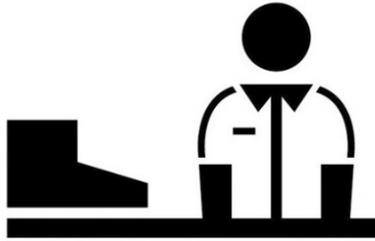


Johnny K's helpful tips for new members rostered for roles during meetings.

You may have recently joined Rotary and you notice on the duty roster you are listed down to be: on reception, required as a corporal, or have been asked to be the chairperson for the day. The job description for being rostered for reception and chairperson is provided in your Club Directory; however, there are some tips I have learned that may assist you further in fulfilling each role successfully.



If you are anything like me when I joined Rotary, you will take a while to learn every member's name. If you are rostered for reception duty it is always a good idea to encourage every member to collect/wear their name badge. Not only is it expected that all members do wear their badge to meetings, it also provides you with an ideal opportunity to take a peek at their name badge when welcoming them to Rotary! And, please remember, I have never met a Rotarian yet that has ever objected to being met with a broad smile and a warm handshake.



The good news is if you are asked to be a cashier, you will always be partnered with an experienced Rotarian. If you do find yourself on your own, don't hesitate to tell someone immediately. One thing I always try to remember is to make sure I have plenty of change. ***(Another helpful tip also is to encourage all members to provide the exact money if possible)***. Importantly, if you do come across a visiting Rotarian, prospective new member, or the speaker (***speakers do not pay***) – always encourage someone to keep them company from the very moment they arrive. One final tip I did learn from my days working in hotels is to never put someone's money completely away until you have provided them with their change.



If you find yourself down as corporal, please don't worry as it is without doubt the easiest role to undertake at Rotary. Not only that, but you get to feel like Robin Hood in the role! You will have the wonderful duty of taking fines from Rotarians who only have themselves to blame for their petty (sometimes exaggerated) misdemeanours! A good tip is to always scan the room for arms raised. Rotarians are a generous lot....they are always happy to comply to being fined for a good cause.



When I was asked for the very first time to be the chairperson for the day, I felt very honoured to undertake such an important role. I finally felt I was being entrusted with such an important role to the success of any meeting. My biggest tip for this role is to leave absolutely nothing to chance. For example, I always made sure I had a good introduction (**written word for word in the event I became really nervous**) to welcome the speaker. Furthermore, I took it upon myself to ensure the speaker would always feel comfortable at the meeting by catering to their every need/requirement. Finally, please don't forget to provide them with a gentle 'prearranged' signal that they must finish in a minute or two. Some speakers will speak for hours if they are not gently reminded they have to wind their talk up!