

## **DUTIES**

### **SERGEANT**

1. Arrive at 5:45pm AT LATEST
2. Ensure squires set up room
3. Check all people with duties are there and know their duty
4. Check with the caterers to ensure meal on time
5. Make notes for any Fines
6. 6:10pm Start meeting with RI Toast
7. Call for Grace
8. Announce dinner
9. Watch progress of dinner, 6:40 or 6:45 start meeting
10. Introduce President
11. Run Sergeant session
12. Hand back to President for Closing
13. Call for parting thought

### **GREETER**

1. Stand near the door
2. Welcome all guests, including speakers
3. Check off attendance list
4. Collect money from any paying guests
5. Issue name tags to guests and speakers
6. Introduce speaker to the person who will do the introduction
7. Assign a club member to look after any guests – who should offer to buy them a drink (refund available from Treasurer)

### **GRACE**

1. Prepare for and say Grace

### **INTRODUCTION**

1. Talk to the Guest Speaker, make them feel welcome, offer them a drink (refund available from Treasurer) and work on an introduction
2. Introduce the Guest Speaker to the Club

## **THANK YOU**

1. Make notes of speech
2. Thank the Guest Speaker

### **SQUIRE (x2)**

1. Arrive at 5:45pm AT LATEST
2. Get the lectern from the storeroom (If locked the caterers have the key)
3. Set up the room prior to the meeting
  - a. Pull up Banners
  - b. Theme banner on lectern
  - c. Name Badges
  - d. Bell & hammer
  - e. Raffle tin & Collection boxes
  - f. Projector (if required)
  - g. Screen (if one can be “borrowed” from next door – otherwise use the wall)
4. Man the collection boxes during the Sergeant’s session
5. At end of meeting
  - a. Collect up name badges
  - b. Put everything away in the lectern
  - c. Return the screen to where it came from
  - d. Return the lectern to the storeroom
  - e. Return the storeroom key to the caterers
  - f. Check for and remove any leftover items (jackets, cell phones, papers...)

### **PARTING THOUGHT**

1. Bring a Parting Thought to share with the Club
2. Give a written copy to the Bulletin Editor