

# ROTARY CLUB OF KIHEI/WAILEA

## Club duties:

July 2008

Each month, Rotary Club of Kihei-Wailea members are given the opportunity to participate by helping with our weekly meetings as **Club Service**, one of the four Avenues of Service. This year, the jobs of Recorder and Technology Assistant have become permanent assignments (You know who you are, thank you!) And to create additional fellowship time, President Lis has suggested that those who can, please arrive at 11:30 for enhanced networking and socializing.

**Job descriptions for the regular weekly tasks are described below;** they are also posted on the inside door of the storage cabinet. If the date you've been assigned a task doesn't work for you, please find a replacement, perhaps exchanging with someone from the following week. Or, Gloria Lukens and Bob Richardson have kindly offered that they might be available to fill in for you. Call them. **You will be notified by email monthly and weekly as to your assignments.**

### 1. Meeting Room Set-up

Suggested time of arrival: **11:20 AM**

1. Open the cabinet if it is closed.
2. Set up easels for club banners. Both the easels and banners are stored in the cabinet.
3. Put business card holders and table easels on each table.
4. Set up podium with bell and gavel; put two club exchange flags on the podium.
5. Make sure registration table is set up with the door prize tickets, door prize bowl, door prize table easel and the door prize itself, visitor sheets, tags and forms.
6. Have flag set up by the podium.
7. Get out the ko'a bowl and put it on the table nearest the entrance door.
8. Have sign-up sheets and pens ready for distribution.

To lighten the burden on you, when members arrive before 11:30, attempt to integrate them into the set-up steps so that everyone will have the maximum available time for socializing.

### 2. Greeters

Three Greeters are needed each meeting: **arrival time: 11:30 AM**

1. One greeter is stationed near the resort's front lobby, near the round-about curbside and watches particularly for guests and speakers; this greeter shows guests and speakers where to go to sign in and obtains valet parking for their vehicles; speakers will be escorted to the meeting room and introduced to the club members doing set-up.
2. The second greeter will be by the sign-in table to help guests get registered and obtain the correct name tag or visitor make-up tag.
3. The third greeter stands at the entrance to the meeting room and greets all who enter, helping members find their name badge, if needed, and giving everyone a warm "Aloha!"

Greeters will assure that all guests and speakers have Rotarians sitting by them in the meeting room to make them feel at home.

Before meetings greeters should agree which one will be in charge of the portable microphones whenever there is someone speaking from the floor; arrange beforehand with the Sergeant At Arms (or whomever may be filling in) to give the microphone and receive it back for "Happy Dollars".

At the end of the meeting, Greeters do the reverse—saying goodbye and thanks for coming as people leave, and perhaps assisting speakers getting materials back to vehicles.

### **3. Door Prize: arrival time: 11:30 AM**

A gift or gift certificate with maximum suggested value of \$15 should be brought and displayed at the registration table. This person is also responsible for selling tickets for the drawing. At noon, bring the tickets to the President and give the money to the treasurer. Help with the drawing later in the meeting.

### **4. Inspiration: arrival time: noon**

Club meetings should have a short ice-breaker—a *pule* or *mele*, an original thought of one's own, a borrowed quotation, a short poetry reading, reading of a short section (or selection) from a book or a newspaper, etc. Or, a Rotary moment. The choice is entirely up to the member assigned the task and can be used to amuse, provoke, or inspire. **Maximum Time: 1-2 minutes.** Think of a TV commercial—they get their message out in 30 seconds—a 60 second commercial can seem extremely long!

The person to deliver the inspiration will be introduced by the Presiding Officer at the beginning of the meeting – usually after the welcome and introduction of guests.

### **5. Meeting Room Break Down time: 15-20 minutes after meeting.**

Basically the opposite of set up.

1. Assist presenters by gathering up their materials that are left on tables.
2. Close easels and roll up club banners. The easels and banners along with the bell and gavel, the ko'a bowl, door prize tickets and door prize bowl are stored in the cabinet.
3. Pick up business card holders, table easels, sign-up sheets and pens, the door prize table easel, visitor sheets, tags and forms and put them in the large plastic container.
4. Fold and close the cabinet.