

# **ROTARY CLUB OF CHARLOTTETOWN ROYALTY**

## **Weekly Duty Roster Roles**

### **Chair:**

- **Chairs weekly meeting**
  - **If unable to chair assigned meeting will advise Chair of Program Committee**
  - **Arrive by 7:00 am; ensure Sgt at Arms, Secretary, President, auctioneer, Co-Chair are present. Find replacement(s) if required.**
  - **Chair meeting based on Agenda (will be emailed to Chair by Chair of Program Committee along with intro for Guest Speaker)**
  - **introduces self/shares a vocational minute about self**
  - **Lead members in reciting Four Way Test**
  - **Call on Secretary for report**
  - **Call on weekly auction**
  - **Invite members to enjoy their breakfast**
  - **Call on Sergeant at Arms for Happy/Sad Dollars; Health & Happiness Report**
  - **Call on President For weekly report**
  - **Introduce Guest Speaker**

### **Co-Chair**

- **Will fill in for Chair if Chair unavailable**
- **Advise Chair of Program Committee if unable to attend meeting**
- **Following Guest Speaker - Introduce self**
- **Thank Guest Speaker**
- **Call for any Club Business**
- **Thank Chair, Desk Worker(s), Sergeant at Arms**
- **Next Meeting: Guest Speaker (will be emailed to Co-Chair by Chair of Program Committee**
- **Coins for Eyesight**