**Rotary Club of Dunedin**

**DUTY OFFICER**

**Tasks for meetings at Cobb & Co**

**PLEASE ARRIVE AT 12 NOON**

* Set up the President’s table with items from the box
* Set up the reception table with attendance sheet and box of members’ badges
  + Greet and register members and visitors
  + **Ask Visitors to sign the Visitors’ Book**
  + Record attendance on the attendance sheet
    - Note: visitors have blank name badges to be filled in with their name and Rotary affiliation if any
    - Visitors names are to be entered on the appropriate sheet and a copy given to the Meeting chair
* **YOU DO NOT NEED TO COLLECT ANY MONEY FOR MEALS. MEMBERS PAY THE RESTAURANT FOR THEIR MEALS AND COFFEES.**
* **Record on the Cashier’s Sheet any ‘Complimentary Meals’ to be paid by the Club.** i.e.
  + Guest speakers and any official partners
  + Any other official guests indicated by the President
  + Rotaractors (each should pay $8 into the Sunshine Fund)
* Count the Joker Jackpot money and put it in an envelope
* Count the Sunshine Fund money and put it in an envelope

**AT THE END OF THE MEETING**

* Hand the envelopes plus the Cashier’s Sheet to Steve Hydes or his nominee (David Neill or Cameron Olsen)
* Give the attendance sheet to Neville Horne or his nominee
* **Tear off the bottom of the Cashier’s Sheet with information of complimentary meals and cost and hand it in to the Restaurant staff.**
* Replace items from the President’s table in the box
* Collect all name badges and put them in the box
* Put all Rotary property in the store-room

Note: the Tech Support person on your team will look after setting up and putting away our technology.