

Rotary Speakers / Rota list

July to Dec 2019

As at: 27/07/2019 13:46

Date	Lunch/evening Meeting		1st Reception	Cashier
2019				
July				
2	Evening Meeting	Induction.	Adrian S *	John B
9	Lunch Meeting		Philip .B*	Ivan C*
16	Evening Meeting		Ivan C	Geoff C
23	Lunch Meeting		Mike E	Peter H
30	Evevning Meeting	Iain Cowie	Joyce F	Fred .C *
August				
6	Evening Meeting		Tony G	Joyce F
13	Lunch Meeting		Stuart J*	Peter H*
20	Evening Meeting		Roger M	Philip B
27	Lunch Meeting	River of Life Church Helen Hobbs	Joyce F*	Melvyn A
Sept				
3	Evening Meeting	Barbara Stevens	John B*	Philip B *
10	Lunch Meeting	Anna Watton - 'Freedom from Torture	Fred .C	Charles .H
17	Evening Meeting	not at Langley	Philip B*	Chris . P *
24	Lunch Meeting		Chris P	Mike E
October				
1	Evening Meeting	Stephen Bannister - Specsavers Brom	Philip B	Mike H
8	Lunch Meeting	not at Langley	Tony G *	Shekor T *
15	Evening Meeting		Stuart J	Peter H
22	Lunch Meeting	Joyce Fraser ,Sam King	Adrian S	Vic Hope
29	Evening Meeting		Joyce F*	Philip B*
November				
5	Evening Meeting		Mike H	Shekor T
12	Lunch Meeting		John B	Roger M
19	Evening Meeting		Charles H	Gilbert Mc
26	Lunch Meeting		Geoff C	Tony G
December				
4	Christmas Dinner	Chapter One	xxx	xxx
10	Lunch Meeting		Gilbert McG*	Joyce F
17	Evening Meeting		Ivan C	Peter H
24	No meeting		xxx	xxx

Revised Reception Host Duties and Cashier

Both Hosts

- 1 Arrive no later than 12.30pm / 7.00pm.
- 2 Get out the Visitors Book In the cupboard at the left of the far wall of our "lunchtime" dining room.
- 3 Put up the "pop-up" banners when we have guests.
- 4 **Both hosts to welcome our guests, including speaker, District officers and any other visitor.**
- 5 **Make them feel really welcome! Do not leave them to look after themselves! Maybe buy them a drink.**
- 6 **Ensure that all guests are guided to a seat when we are called for the meal.**
- 7 **Both Reception hosts are to sit on top table so that it is filled; President and speaker are not to be left alone!**
- 8 Both put away Visitors Book, lectern and pop-up banners at the end of the meeting.

First Host

The reception host is to welcome our guests when they arrive and to “look after” them until the start of the meeting.

To ask them to sign the Visitors Book.

The President will ask the reception host to give a Welcome to the Visitors.

Give the “Vote of Thanks” unless the talk has been given by a member of the Club, i.e as a My Job Talk, a District Governor, or someone known to the President in which case the President shall give the vote of thanks

Cashier

Put away Visitors Book and pop-up banners at the end of the meeting.

Take the money as per the Attendance sheet, usually prepared by Peter H.

Be sure to collect any “outstanding monies” indicated.

What to do with the money? Give it to the Treasurer, Vic Hope.

What if the Treasurer is not there? Give it to the Attendance Officer, Peter Halligan, who will check it and then he will transfer it into our account the next morning.

What if neither the Treasurer or the Attendance officer are present? Three options:-

- Make a bank transfer into our Rotary Club of Bromley - General account
- Sort code: 60-04-02 Account No: 42414725
- Give / send a cheque payable to Rotary Club of Bromley to the Treasurer, Vic
- Give the cash to the Treasurer, the next week if necessary.
- In all cases the Attendance sheet must be given or forwarded to the Attendance Officer, Peter.

Help the Reception Host put the pop-up banners away, if they have been used.