

Stewards Duties for the Rotary Club of Kalamunda

- Note 1:** Stewards should be in attendance prior to 6.15.
- Note 2:** If there is a guest speaker, the first steward introduces the speaker and the second steward thanks the speaker.
- Note 3:** The first and second stewards are responsible for setting up the equipment for the meeting, and for packing it away afterwards, as set out below.

Welcome

- Welcome Rotarians and distribute badges.
- Welcome visiting Rotarians and/or guests and ensure that they have a visitors' name tag.

Set up & Clean up

- Set up the sound system, projector and screen or whiteboard.
- Meet and welcome any guests. Introduce them to fellow Rotarians.
- Greet the guest speaker and get some information on their background.
- Introduce the guest speaker.
- Prepare a vote of thanks for the guest speaker and present them with the token gift from the club.
- Pack the gear away after meeting.

Raffle

- Make sure there are stocks of tickets. (Inform the MC if we are running low.)
- Sell as many tickets as you can for \$2 a ticket or \$5 for 3 tickets. Try to ensure that all present have the opportunity to buy a ticket.
- Screw up the butts.
- Divide the money raised in two. Half goes to the winner, and half to the club. (Give the club's money to the treasurer.)
- When called, select a suitable person to draw the winning ticket.

If you are unable to fulfil your duties, it is your responsibility to find a replacement.