

### **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 Steward**

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

#### **First Steward**

- With the Second Steward, set up the rostrum, put up the three banners, set up the sound system and put the bell and gavel on the head table along with the red post box. Also set up projector, screen and computer.
- 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.
- With the Second Steward, pack the gear away after meeting.

#### **Second Steward**

- With the First Steward, set up the rostrum, put up the three banners, set up the sound system and put the bell and gavel on the head table along with the red post box.
- Assist the first steward in welcoming guests and introducing them to other Rotarians.
- Prepare a vote of thanks for the guest speaker and present them with the token gift from the club.
- With the First Steward, pack the gear away after meeting.

#### **Raffle Steward**

- 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 Steward's duties, it is your responsibility to find a replacement.**