



2008 -2009

ROTARY CLUB OF DAYLESFORD

Meeting Agenda 2008 - 2009

President: Garry Rodoni Secretary: Lee Manning

Chairperson – nominated in Bulletin – needs to assist with memorabilia

NB. Times are approximate –

Chairperson may vary agenda but should always aim to close the meeting at or before 8.15 pm.

Fellowship and active participation should always be an important component of each Meeting.

Times	Agenda and Responsibilities.
6.30	Nominated helpers for the night - check set-up and availability of equipment needed including pen for Guest Speaker etc. Welcoming person needs to be at meeting by 6.30 to welcome all other members and guests
6.58	Chairperson – Warning Gong members move to tables – hand over to President – 7.00pm.
7.00	President – Welcome to members and their guests for the evening Nominated member - Rotary Grace / Rotary Toast Guests / Apologies (in Bulletin)
7.05	President’s Report – District Information / Board and Club Business
7.10	Chairperson First Course of Meal – Fellowship
7.20	Chairperson - Secretary /Other Director’s Reports
7.30	Chairperson – Second Course of Meal Fellowship
7.40	Chairperson - SAA Session – Heads and Tails
7.55	Chairperson – Introduce Guest Speaker, Presentation, Questions and Thank-You (15 minutes)
8.15	President – thank guests, members who officiated this evening Thank Guest Speaker/ Reminders / Close of Meeting