

# Rotary Speakers / Rota list

19/08/2018 10:08

July 3rd to 27th Feb 2019 As at 29 July 2018

Date	Lunch/evening Meeting	1st Reception	2rd Reception	Cashier
<b>2018</b>				
<b>July</b>				
3	Evening Meeting	Antoinette .D	Roger M	Geoff .C
10	Lunch Meeting	Mike .H	Fred .C	Peter .H
17	Evening Meeting	Fred .C	Philip .B	Vic .H
24	Lunch Meeting	Roger .P	Tony G	Philip B
31	Evening Meeting	Chris .P	John.B	Peter .H
<b>August</b>				
7	Evening Meeting	Adrian S	Ivan .C	Mike .O
14	Lunch Meeting	John.T	Geoff .C	Kim. J
21	Evening Meeting	Billy .J	Charles .H	Peter .H
28	Lunch Meeting	Tony.G	Adrian . S	Chris .P
<b>Sept</b>				
4	Evening Meeting	Sue .P	Gilbert .Mc	Shekor T
11	Evening Meeting	Chris .P	Roger .M	John .B
18	lunch BCH	John .D	John . T	Antoinette .D
25	Evening Meeting	Kim .J	Gilbert .Mc	Mike .O
<b>Oct</b>				
2	Lunch Meeting	Michael W	John.B	Michael .H
9	Evening BCH	Anne .D	Billy J	Kim .J
16	Lunch Meeting	John .D	Philip .B	Peter .H
23	Evening Meeting	Fred .C	Anne D	Charles .H
30	Lunch Meeting	Gilbert.Mc	Roger .P	John. T
<b>Nov</b>				
6	Evening Meeting	Adrian S	Mike .H	Gilbert .Mc
13	Evening Meeting	Billy Jordan	Michael W	Charles .H
20	Evening Meeting	Geoff .C	Sue P	Michael W
27	Lunch Meeting	Melyvn A	Kim. J	Sue .P
<b>Dec</b> 2019				
5 Wednesday	Christmas CHA ONE	Roger .M	Shekor.T	Adrian .s
11	Lunch Meeting	Shekor.T	Mike .O	Peter .H
18	Evening Meeting	Ivan.C	Kim. J	Sue .P
25	NO MEETING			
<b>Jan</b>				
1	NO MEETING			
8	Lunch Meeting	John B	Melyvn A	Fred C
15	Evening Meeting	Philip .B	Sue P	Tony .G
22	Lunch Meeting	Charles .H	Chris .P	Peter .H
29	Lunch Meeting	Roger .M	Roger .P	John .B
<b>Feb</b>				
5	Evening Meeting	Mike .H	Geoff .C	Peter .H
12	Lunch Meeting	Antoinette .D	John . T	Roger M
19	Evening Meeting	Mike O	Adrian . S	Billy . J
26	Lunch Meeting	Roger .P	John.D	Melvyn A

2019

March				
5	Evening Meeting			
12	Lunch Meeting			
19	Evening Meeting			
26	Lunch Meeting			
	Evening Meeting			
April				
2	Evening Meeting			
9	Lunch Meeting			
16	Evening Meeting			
23	Lunch Meeting			
30	Evening Meeting			
May				
7	Evening Meeting			
14	Lunch Meeting			
21	Evening Meeting			
28	Lunch Meeting			
June				
4	Evening Meeting			
11	Lunch Meeting			
18	Evening Meeting			
25	Lunch Meeting			
July				
August				
Sept				
October				

**Revised Reception Host Duties and Cashier**

**Both Hosts**

- 1 Arrive no later than 12.30pm / 7.00pm.
- 2 Get out the Visitors Book and Lectern. 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**

Ask guests to enter their names in the Visitors Book, including e-mail address

Announce and welcome visitors when asked to do so by the President

**Second Host**

Give a Vote of Thanks to the speaker

**Cashier**

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.