

Rotary Speakers / Rota list

22/10/2018 15:36

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

Date	Lunch/evening Meeting		1st Reception	Cashier
2018				
July				
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
August				
7	Evening Meeting	Adrian S	Ivan .C	Mike .O
14	Lunch Meeting	John.T	Geoff .C	Kim. J
21	Evening Meeting	Mike .E	Charles .H	Peter .H
28	Lunch Meeting	Tony.G	Adrian . S	Chris .P
Sept				
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	Peter .H
25	Evening Meeting	Kim .J	Michael .W	Mike .O
Oct				
2	Lunch Meeting	Michael W	John.B	Michael .H
9	Evening BCH	Mike .E	Adrian . S	Kim .J
16	Lunch Meeting	John .D	Philip .B	Peter .H
23	Evening Meeting		Fred C	Michael .H
30	Lunch Meeting		Melvyn A	John. T
Nov				
6	Evening Meeting		Sue .P	Kim J
18	Raid			
20	Evening Meeting		Gilbert .Mc	Michael W
27	Lunch Meeting		Kim. J	Sue .P
Dec				
2019				
5 Wednesday	Christmas CHA ONE		Roger M	Adrian .s
11	Lunch Meeting		Ivan .C	John T
18	No Meeting			
25	NO MEETING			
Jan				
1	NO MEETING			
8	Lunch Meeting		Michael H	Fred C
15	Evening Meeting		Adrian . S	Tony .G
22	Lunch Meeting		Chris .P	Peter .H
29	Lunch Meeting		Roger .P	John .B
Feb				
5	Evening Meeting		Geoff .C	Charles h
12	Lunch Meeting		John . T	Roger M
19	Evening Meeting		Michael W	Peter .H
26	Lunch Meeting		Charles .H	Melvyn A

2019

March

5	Evening Meeting		Ivan C	Geoff .C
12	Lunch Meeting		Fred .C	Peter .H
19	Evening Meeting		Philip .B	Michael H
26	Lunch Meeting		Tony G	Philip B
April				
2	Evening Meeting		Gilbert .Mc	Shekor T
9	Lunch Meeting		Roger .M	John .B
16	Evening Meeting		John . T	Chris P
23	Lunch Meeting		Gilbert .Mc	Peter .H
30	Evening Meeting			
May				
7	Evening Meeting		Ivan .C	Adrian S
14	Lunch Meeting		Geoff .C	Kim. J
21	Evening Meeting		Charles .H	Peter .H
28	Lunch Meeting		Tony G	Chris .P
June				
4	Evening Meeting		John.B	Michael .W
11	Lunch Meeting		Adrian . S	Kim .J
18	Evening Meeting		Sue P	Peter .H
25	Lunch Meeting		Geoff .C	Charles .H
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 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

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.