



Bloomington Rotary Club

Job Descriptions - Housekeeper, Greeter, and Invocator

Housekeeper

Arrive by 11:40am.

On the President's table, set out the podium, the bell, and the gavel. The microphone will already be set up and waiting to be placed on the podium. Double check the microphone to assure that it is turned on. If it isn't turned on, church staff can be notified to assist.

On the table in the hallway, set out the box of badges (opened). The greeter will stand by this table to greet guests as they arrive.

On the check-in table in the room, set out the "scooter" bucket. The secretary will have the sign-in sheet, etc., for taking attendance and checking in visitors. The member who is hosting 50/50 will set it up.

There are 4 banners. Be sure to set up the Club Banner at behind the President's table. The other 3 banners are optional; there are several hooks around the room that can be used to hang the banner. There is a long stick on the cart to assist with hanging the banners.

Greeter

Arrive by 11:40am.

There is a GREETER button in the badge box for you to wear.

Stand just outside the door and warmly greet everyone who enters with a smile and handshake. Members are encouraged to mark their attendance on the attendance sheet. Visiting Rotarians from other clubs are encouraged to sign the Guest/Visiting Rotarian sheet. She/he may also like to ask the Secretary for an attendance slip to submit back to her/his club's secretary to make-up a meeting. Guests should be connected as quickly as possible to her/his host for the luncheon. The host will sign the Guest/Visiting Rotarian sheet and will provide the guest with a nametag.

After the meeting has been called to order, the Club President will call you to the podium to introduce any guests or visiting Rotarians. Introduce the visiting Rotarians. The club will respond with, "Hi, ____!" Invite the Rotarian Host to introduce and to provide brief information about her/his guest. The club will respond with applause.

Invocator

Rotary International is open and inclusive to all faith beliefs. The invocation can be a prayer, a blessing, a poem, or a motivational reading of less than 3 minutes. The invocator is called to the podium by the Club President at the beginning of the meeting, after the club recites the Pledge of Allegiance and sings the first verse of, "America."