Rotary Club of Mount Barker

STANDARD DINNER MEETING FORMAT 2026/27. Weeks 1 and 3

Times are indicative only. The staff have been instructed to serve dinner at 7pm and the meeting must conclude by no later than 8pm.

TIME	ITEM (and description)	PERSON
6.30pm (1 minute)	**Meeting called to order** Sergeant-At-Arms calls the room to order, welcomes all, announces meeting number and calls for the Rotary Invocation and Loyal Toast	John
6.31pm (4 minutes)	**Invocation** **Toast**	*Check roster on website*
6.35pm (5 minutes)	Sergeant-At-Arms introduces President Shanon Prum. **President's remarks** President welcomes guests, previews the meeting ahead and makes relevant announcements. Introduces the Meeting Host, who announces all future items.	John Shanon
6.40pm (5 minutes)	**Rotary Spotlight.** The rostered member may choose to either: 1. Introduce another Rotary Club. Include information about the country and city, the history of the Club, major project(s) and any interesting facts and information. Club can be anywhere in the world, including Australia. Conclude with asking people to stand and toast the members of that Club. 2. Present information about a project or initiative of Rotary; facts about Rotary; interesting history; relevant matters of policy and procedure; or simply the things the speaker enjoys about Rotary (and why).	*Check roster on website*
6.50pm (10 minutes)	**Directors' reports and Member forum** Directors are called on to briefly report any relevant information. Call for other business from the floor (with or without notice). Note: All speakers to raise their hand to speak and to either stand, or move to the lectern.	Host
7.00pm (20 minutes)	**Dinner is served**	

7.20pm (25 minutes)	**Guest Speaker (see notes below)** Host to introduce the guest speaker with a very brief (two minute) outline of their credentials and subject. Include time for questions at the end. Control questions. People must raise their hand and wait to be asked to speak. Thank the speaker and present them with the gift.	
7.45pm (10 minutes)	**Sergeant-At-Arms session**	John
7.55pm (5 minutes)	**Closing remarks** Thank you and reminders	Shanon

RESPONSIBILITIES OF THE HOST

Chair the Meeting. Use this agenda as a guide

Guest Speaker: Host should contact the Guest Speaker during the week prior to the meeting to get information for their introduction, convey details about the meeting and check on set-up (including technology). On the night they should meet the speaker, arrange for their meal to be ordered (and paid for), settle them into the room and introduce them to others. Ideally they should sit at the same table with them.

Rostered Tasks: The Host should confirm with members rostered for the Invocation/Toast and the Rotary Spotlight that they will be doing the task. If not, the rostered member must find a replacement and advise the Host.

RESPONSIBILITIES OF THE SERGEANT-AT-ARMS

The Sergeant-at-Arms is responsible for maintaining the order, structure and demeanour of every meeting.

6.25pm: Ring the bell and announce the meeting will start in 5 minutes. Make sure everybody is in the room and seated.
6.28pm: Ring the bell and ask everyone to be seated for the start of the meeting.
6.30pm: Go to the podium, welcome people to the meeting and introduce the person rostered for the Invocation and Toast. When the Invocation and Toast is concluded, introduce the President.

Speaker (check timing and co-ordinate with the Host):
- At 17 minutes, or whatever is agreed with the Host sound the bell for a three minute warning
- At 20 minutes, or whatever is agreed by the host, sound the bell for a one minute warning.

Sergeant's Session
- Appoint a Deputy to collect money
- The session should run for not more than 15 minutes and conclude strictly before 8pm
- At the end of the Sergeant's Session, reintroduce the President to close the meeting.