

**Chairperson's Weekly Meeting Agenda**  
**Rotary Club of Dartmouth**

**1. Greeting**

*"Good afternoon Rotarians, Visitors, Guests and Friends. Welcome to the regular (or business) meeting of the Rotary Club of Dartmouth"*

**2. O' Canada**

*"Please join us as " \_\_\_\_\_ " leads us in the singing of O' Canada"*

**3. Blessing**

*"Will " \_\_\_\_\_ " please give a message of thanks"*

**4. Sgt-At Arms**

*"We will now ask the Sgt-at Arms to recognise visiting Rotarians and guests and report on our attendance for today"*

**5. Secretary's Report**

*"While we continue to enjoy our meal we invite the Secretary to give a report on any correspondence."*

**6 President's Report**

*"Mr. /Madame President do you have any business?"*

**7. Committee Reports** (business meeting or regular updates)

*"Are there any Committee Reports?"*

**8. Guest Speaker** (if applicable)

*"We will now ask " \_\_\_\_\_ " to introduce our guest speaker*

*" \_\_\_\_\_ " would you care to thanks our speaker"*

**9. Happy Bucks**

*"Are there any Happy Bucks"*

**11. 50/50 Draw**

**10. Fines Master/Roto Router**

*"Would the fines master care to speak?"*

**12. Toast to Rotary the World Over**