

# **NORTH STOCKTON ROTARY CLUB**

## **“THE COGS”**

### **Your Introduction To Service Above Self**

Upon your induction as a new member in the North Stockton Rotary Club, you will become a member of “the Cogs,” the ten (10) newest members of the club to whom the President looks for operational support at the weekly meetings. This small group of members allows you the opportunity to begin learning about Rotary International and Rotary, while at the same time starting to put into action the Rotary motto of “Service Above Self.”

The Cogs hold regular meetings on the second Tuesday of each month, at 11:15 a.m., at the Stockton Hilton. You are expected to attend each of these meetings during your term as a Cog. The length of time you spend as a Cog on the “Ladder” to full membership depends on the flow of new members. Therefore, you are encouraged to keep your eyes open for qualified prospective members like yourself in order to rotate out of this group.

The purpose of Cog meetings is to review the weekly duty assignments, to get to know each other better and to learn about the organization and operation of Rotary International and the North Stockton Rotary Club. Members of the Board of Directors are invited to attend the Cog meeting for the purpose of providing you with an overview regarding the responsibilities of their respective committees and informing you about the four Avenues of Service: Club Service; Community Service; Vocational Service; and International Service. The knowledge that you will acquire at the meetings will help you decide which committee or service area you would like to participate with in the future.

Besides attending the weekly club meetings, you are also encouraged to attend meetings of the North Stockton Rotary Club Board of Directors. Board meetings are held the first Tuesday of each month at Marie Callender’s, at 7:00 a.m.—I-5 and March Lane. Attendance at board meetings can be used as a make-up meeting, and since it is a breakfast meeting you would be a guest of the club.

There are also annual meetings of District 5220 that offer additional education and fellowship with your new Rotary colleagues. Every fall (September) a Saturday is selected for the District Leadership Safari. Not only are continuing education sessions held for club officers and members of the board, but new member programs are designed to discuss how members feel about the organization and help expand your knowledge of Rotary at the various levels.

In the spring (April or May), the annual District Conference is held. This is a four-day (4) event held for the purpose of fellowship and celebration of the past rotary year. The event usually begins with a golf tournament, followed by other social events and

motivational speakers, plus break-out sessions sharing the work of Rotary International programs. Each club provides a display to show the work they have accomplished during the past year and awards are presented to the top three clubs in a variety of categories, depending on club size.

The annual District Assembly is held shortly after the District Conference (May or June) for the purpose of preparing the in-coming officers and board members for the coming year. It is a time of reviewing the past with the out-going District Governor and preparing for the future with the in-coming District Governor. It is at this event that the official passing of power takes place.

Other District and International events that occur during the year include: the District 5220 R.I. Foundation Dinner (November); the annual building of the R.I. float for the Tournament of Roses Parade (January); the annual banquet to celebrate the official visit of the R.I. President (January in San Jose); and the International Convention. In addition to these annual events, various regional and international meetings are held around the world. You are welcome to attend whatever ones you wish.

**WELCOME TO THE FUN AND FELLOWSHIP OF BEING A ROTARIAN!!!**

## THE COGS WEEKLY DUTY ASSIGNMENTS

A sign-up sheet is provided each week in the badge cart for these tasks. Selections may be made on a first-come, first-serve basis, but ALL JOBS MUST be handled each meeting! The sign-up sheet should be delivered to the President before the meeting is called to order, at 12:30 p.m.

**HEAD COG:** This honor is given to the Cog who has spent the greatest length of time on the Cog membership “Ladder.” He/she has spent time in each of the areas of Cog service and may be called upon to perform any of the duties as needed. He/she also possesses one of the keys to the badge cart and keeps track that sufficient supplies are always available.

**SET-UP:** Two Cogs are assigned this task every week and should plan to arrive a little early to unlock the badge cart, set up the needed signs around the entrance to the meeting room and do any set-up needed inside the meeting room—e.g., flyers, decorations. This job will run until the meeting begins. You will be working with the day’s Greeter—e.g., NSR Past President—to welcome members, guests, and visiting Rotarians. Be sure to direct visiting Rotarians to appropriate sign-in sheet so they can receive credit at their home club for attendance.

**PORTABLE MICROPHONE:** This person is responsible for setting up the portable microphone and home base, and seeing that it works for every meeting.

At the start of every meeting this Cog delivers the microphone to members who are called upon by the President between 12:30 and 1:00 p.m. to introduce their guests, to respond to recognitions and to make announcements. It is important for the Cog to be alert to the need for the microphone and to deliver it promptly so that the pace of the meeting does not suffer. (Remember to turn microphone on before handing it to each user.)

It is also this person’s job to turn off the microphone and home base and lock it in the badge cart at the conclusion of the meeting. If you have any problem with the equipment, please ask the Stockton Hilton catering staff for assistance.)

**BULLETIN DISTRIBUTION:** Every week the Bulletin should be delivered by PIP Printing between 11:30 and 11:45 a.m. Whoever is at the badge cart should sign for it. After folding the publication, it should be distributed among the tables—e.g., six (6)

per table and three (3) on each side of the podium at the head table. You will find a wooden box labeled Last Week's Bulletin in the badge cart that is placed at one end of the cart every week. Place the extras in the box so members who have missed this week's meeting can pick up a copy next week.

**TICKET SALES:** Each week tickets are sold at \$1 each for the "Marble Game." Anyone wishing to buy a ticket is eligible for the drawing. The salesman for this assignment is inside the meeting room door at the table, next to the Stockton Hilton employee taking money for lunch. The sales proceeds and ticket stubs should be counted and turned over to the Club Treasurer at 12:30 p.m., so the money can be counted and reported to the President. This will also allow the Cog time to get their lunch before the meeting begins. Put all the extra tickets back in the badge cart. (Please give the Head Cog two (2) weeks lead time when the supply of tickets is running low.)

**EARLY LEAVERS:** At about 1:00 p.m., the President will introduce the program chairman for the day. This is the time the "Early Leavers" will exit. The Cog doing this assignment will be at the door to collect the ELF (Early Leaver Fine--\$5 per) tickets from visiting Rotarians or collect the badges from departing members. Fill out the Early Leaver Form and give it to the Club Treasurer at the end of the meeting so the appropriate charges can be made on the North Stockton Rotary Club member's monthly bill.

**ATTENDANCE:** Every club member has a badge and has been assigned a specific number. A copy of the Club roster, supplied by the Club Secretary, is used to take attendance. Shortly after 12:30 p.m. the number of each badge still left in the badge cart should be circled on the copy of the Club Roster. This will indicate the members who have not come to the meeting. At the conclusion of the meeting, the weekly attendance roster is given to the secretary to record the club's attendance.

On the first Tuesday of every month, after the meeting is over and before the badge cart is locked, a reconciliation of all badges should be done against the total roster to make sure no badges have gone "on vacation." The list then goes to the President-Elect, "Cog Chief," who will follow-up to try and find the missing badge(s).

**PHOTOGRAPHER:** A Polaroid camera is kept locked in the badge cart and is to be used each week to photograph the speaker and any special guests. The pictures(s) will be used in the following

week's bulletin. When taking a portrait photo, be aware of the background behind the subject—e.g., avoid “busy” visuals, such as the club banners, flags, or patterned wallpaper. A blank wall is best. A close-up of four (4) to five (5) feet should produce a photograph suitable for publication.

**CLOSE-UP:** At the conclusion of every meeting, two (2) Cogs will be needed to clear the tables of any extra bulletins or handouts, take down the signs around the entrance, collect all member badges and lock the cart. The staff of the Stockton Hilton will put all of the equipment in storage until the next meeting.

NORTH STOCKTON ROTARY CLUB

**COG WEEKLY ASSIGNMENT SHEET**

**MEETING DATE:** \_\_\_\_\_

**SET UP (2)** \_\_\_\_\_

\_\_\_\_\_

**PORTABLE MICROPHONE** \_\_\_\_\_

**BULLETIN DISTRIBUTION** \_\_\_\_\_

**TICKET SALES** \_\_\_\_\_

**EARLY LEAVERS** \_\_\_\_\_

**ATTENDANCE** \_\_\_\_\_

**PHOTOGRAPHER  
(GUEST SPEAKER)** \_\_\_\_\_

**CLOSE UP (2)** \_\_\_\_\_

\_\_\_\_\_