

Chairperson Worksheet for NDG Leader

OPENING CEREMONY

1. Thank the Sergeant-at-Arms for his/her introduction.
2. Welcome everyone to the meeting.
Give an upbeat 1-minute talk on the impact Toastmasters has made upon your own life or on the lives of other members. Try to make your comments original.
3. Introduce the guest/visitor of the evening:

Example
" I'd like our most welcome guest(s) to rise and introduce themselves. Please say your name and why did you come to Toastmaster or how did you hear about us".
4. Announce any changes to the Agenda.

INTRODUCTION

5. Introduce the members who are performing key functions in the meeting.

Example
" I'd like to introduce our head table, those members who are performing key functions in our meeting. Please rise as your name is called and remain standing. Would the audience hold their applause until all of the introductions are completed. "

Sergeant-at-Arms

Toastmaster

Table Topics Master

General Evaluator

Grammarian

Ah Counter....

Timer
6. Invite people who are performing the following roles.

Example
Grammarian..... can you please rise and explain your function and present the Word of the day? What do we have to do when we hear that word?

Ah Counter..... can you please rise and explain your function on tonight meeting?

Timer..... can you please rise and explain your function on tonight meeting?

BUSINESS SESSION - MINUTES

1. Ask the secretary if we have quorum for the meeting.

Bang the gavel and say:

I hereby declare the Business Session open.

Ask the secretary: *Was the last meeting minutes sent to all members?*

Ask members:

Is there any member who has not receive the minute? Please raise your hand.

And if there are people that haven't received it, ask why.

Can I have a motion to approve the minutes?

1st person makes the motion to approve the minutes

2nd person makes the motion to approve the minutes.

For the ones that received the minutes, are there any correction to it?

If yes, please make sure the secretary is taking notes.

I will now take the vote

All in favor?

Is there anyone against?

Any abstention?

Ask the secretary to record the results

Bang the gavel and say:

I declare the minute for meeting xxxx is hereby accepted as read (or as corrected or as amended)." –

Note this is said only if we have enough members to approve the minutes

BUSINESS SESSION

2. Ask members:

Are there any business & announcements? Area Contest, Debate Night & Induction:

If there is an induction, please invite the VP Membership for it.

Once all this is done then bang the Gavel to close the business session.

3. Toast

4. Moment of Humor or Reflection

5. Introduce the Toastmaster of the Meeting and begin the applause.

Example

“Our Toastmaster of the evening is _____ (say he/she bio)”.

“Ladies and gentlemen, please help me welcome our Toastmaster for the meeting”.

Pass the gavel to Toastmaster.

CLOSING CEREMONY

1. At the end of the Education Session, accept the gavel from the Toastmaster and thank him/her.
2. Take 1 minute for your positive closing comments on the meeting.
3. Invite guests to stand and on how they perceived the meeting. (Don't insist if a guest doesn't want to say anything. on to the next guest.) Invite guests to visit again.
4. Present awards for Best Table Topics Speaker, Best Prepared Speech, Best Evaluator and First Timer or First Speech.
5. Call on the Vice President for Education for the next meeting(s). If time allows, ask if there are additional comments or announcements.
6. Ask for a motion to adjourn the meeting.

Two members have to raise their hands.

After the motion to close the meeting, say:

"I now declare this meeting closed" while banging the gavel.