

# MENAI TOASTMASTERS CLUB



## APPENDIX A CHAIRMAN'S GUIDE

The following is a guide for the benefit of you, the Chairman. It presents an outline meeting agenda and a suggested script which may be followed. The script is based on a regular meeting agenda. Bear in mind, however, that meetings may vary based on the theme the Vice President of Education has scheduled. For example, some meeting themes will consist of:

- x Contests (Table Topics, Tall Tales, Humorous Speech Contests),
- x Workshops (speech evaluation, table topics),
- x Special Occasion Dinners (Change over, Youth Leadership, Speechcraft).

All of these will vary the format of the meeting. You must be flexible in your approach and be prepared to deal with the variations. Several days prior to the meeting you have been assigned to chair, check with the EVP on how best to conduct the meeting.

### Outline Agenda

<b>Time</b>	<b>Agenda</b>
<b>7.00 p.m.</b>	<b>Call to order</b>
<b>The Invocation Loyal toast Apologies Introduction of Visitors and Guests Welcome to visitors and Guests</b>	
<b>7.15 p.m.</b>	<b>Table Topics Evaluation of Table Topics</b>
<b>7.30 p.m. 8.00 p.m. 8.10 p.m.</b>	<b>The business session Recess Speech Programme</b>
	<b>Evaluation of Speeches</b>
<b>9.20 p.m.</b>	<b>Master Evaluator's Report Other Business (optional) Vote of Thanks</b>
<b>9.30 p.m.</b>	<b>Close</b>

# **YOUR CHAIRMAN'S GUIDE**

**7.00pm**

## **CALL TO ORDER**

The Sergeant at Arms calls the meeting to order and introduces the President who then introduces the Chairman for the evening.

**NOTE:-** If the President is absent, then the next Senior Executive member should stand in as Acting President. The next in the chain of command, so to speak, would be the Vice President Education.

"Toastmasters, I declare this <number>'th meeting of Menia Toastmasters Club open. Toastmasters, before we commence I would like to review the assignments for this evening's meeting.

At this point go through the list of assignments, ensuring there is a Toastmaster assigned to every role. You need also to ensure there speech programme has been arranged with speakers and evaluators, if a normal meeting. After this step has been completed to your satisfaction, thank the Toastmasters for their acceptance of assignments and proceed with the invocation.

## **IN VOCATION**

I now call upon Toastmaster <first & last name> to deliver the Invocation."

At the completion of the invocation, thank the Toastmaster and say a few words of encouragement or inspiration in relation to the invocation.

## **LOYAL TOAST**

"Mr. Sergeant - at - Arms, would you please ensure that all glasses are charged."

Pause and wait for the Sergeant-at-Arms to notify you that all glasses are charged. They may not all be, and it's very likely that someone is waiting for theirs to be charged. You can choose to wait or to move on with the meeting remembering to come back to the Toast when you see that all glasses are charged or when the Sergeant-at-Arms notifies you.

I call upon Toastmaster <first & last name> to present the Loyal Toast.

## **APOLOGIES**

"Mr. Secretary, have you received any apologies?"

"Thank you Mr. Secretary. Are there any further apologies?"

"I will accept a motion that the apologies be accepted. It has been moved and seconded that the apologies, as stated, be accepted. All those in favour please say '**AYE**'. Those against say '**NO**'. I believe the '**AYES**' have it and declare the motion carried."

## **INTRODUCTION OF AND WELCOME TO GUESTS**

"Will those members with guests this evening please introduce them to the meeting, commencing on my right."

"Thank you Toastmasters. Toastmaster <first & last name> will you please extend a welcome to our guests."

Thank you Toastmaster <first name> for extending the welcome.

**7.15pm**

## **TABLE TOPICS**

If you are chairing a dinner meeting be mindful of when the meal is to be served, or is being served. You may want to call a halt to the proceedings for approximately five minutes, at a suitable breakpoint, to enable the Table Topics Master to enjoy his meal. Be thoughtful of the Table Topics when everyone else is enjoying their meal.

"Toastmasters, it is at this stage of the meeting I ask the Table Topics Master, Toastmaster <first & last name> to present his session."

"I ask him to explain the purpose of the session and the timing arrangements for the benefit of new members and guests and to assure himself that the Table Topics Evaluator and the Timer are ready."

At the conclusion of the Table Topics thank the table Topics Master for successfully carrying out his assignment and say a few words about the session itself. Call on the Master Evaluator to introduce the Table Topics Evaluator.

"Thank you Toastmaster <first name> 'for a very entertaining and interesting session'. I now call on the Master Evaluator Toastmaster <first name> to explain his session and to introduce the table Topics Evaluator."

At the conclusion of the evaluation open the business session.

**7.30pm**

## **BUSINESS SESSION**

### **MINUTES**

"I now declare the Business Session open and ask the Secretary to read the Minutes of our previous meeting."

"Thank you, Mr. Secretary. Are there any corrections to the Minutes ?" If the secretary does not move that the minutes be accepted then...

"I will accept a motion to the effect that the Minutes be taken as a true and correct record."

If, however, the secretary does move that the minutes be accepted then ask for a seconder to the motion...

"Toastmasters, do we have a seconder for the minutes?"

"Toastmasters, it has been moved and seconded that the secretary's minutes be accepted as a true and accurate record."

"All those in favour please say '**AYE**'. Those against say '**NO**'."

"I believe the '**AYES**' have it and declare the motion carried. Is there any business arising from the Minutes?"

If any discussion ensues remember that, as Chairman;

1. Only answer if you can be accurate and impartial.
2. Refer the question to a member if you can't answer it.
3. If the question involves discussion, refer to General Business.

## **CORRESPONDENCE**

"Mr. Secretary, is there any correspondence? Please abbreviate as much as possible." If the secretary does not move that the inwards correspondence be received then...

"I will accept a motion that the inwards correspondence be received and that the Secretary's action regarding the outwards correspondence be endorsed."

If, however, the secretary does move that the inwards correspondence be received then ask for a seconder to the motion...

"Toastmasters, do we have a seconder?"

"Toastmasters, it has been moved and seconded that the inwards correspondence be received and that the Secretary's action regarding the outwards correspondence be endorsed."

"All those in favour please say '**AYE**'. Those against say '**NO**'." "I

believe the '**AYES**' have it and declare the motion carried."

"Is there any business arising from the correspondence?"

If there is no business arising from the correspondence, move on to reports.

## **REPORTS**

Formal reports are presented first. These are normally **adopted**. Verbal reports are **received**.

"Mr. President, will you please present your report."

The President will present his report and when finished will normally move that his report be adopted or received. This will be seconded by a member Toastmaster. If he

doesn't, you may wish to ask the President to place a motion for his report to be adopted or received. Once the motion has been made and seconded...

"It has been moved and seconded that the President's report be adopted (or received). All those in favour please say '**AYE**'. Those against say '**NO**'."

"I believe the '**AYES**' have it and declare the motion carried."

"Is there any business arising from the President's report? "

If there is no further business...

"As there is no further business, Mr. Treasurer, will you please present your report? "

If, however, there is further business, let the discussion carry on, being mindful of the time. You may want to break it off and postpone it to general business or to the end of the meeting. In which case...

"Mr. Treasurer, will you please present your report? "

The Treasurer will present his report and when finished will normally move that his report be adopted or received. This will be seconded by a member Toastmaster. If he doesn't, you may wish to ask the Treasurer to place a motion for his report to be adopted or received. Once the motion has been made and seconded...

"It has been moved and seconded that the Treasurer's report be adopted (or received). All those in favour please say '**AYE**'. Those against say '**NO**'."

"I believe the '**AYES**' have it and declare the motion carried.

"Is there any business arising from the Treasurer's report? "

And on it goes. Make sure you've asked for reports from;

x The EVP,

x The Membership VP,

x The Publicity VP.

The Membership and Publicity VPs may not always have reports to present. Nonetheless, they should be asked.

And finally, in case there are ad hoc reports that need to be presented which you are unaware of...

"Are there any other reports?"

And go through the cycle of movement, seconding, adoption and vote taking. Remember, **written** reports are **adopted**, **verbal** reports are **received**.

**Please note that should any report be disagreed with, the motion should be changed to "that the report be received".**

## **GENERAL BUSINESS**

"The meeting is now open for general business. I would prefer that all motions be in writing. "

Keep to time. If this session runs past recess, advise the meeting that the matter will be raised later, between the completion of the speech programme and the close of the meeting at 9.30pm.

It is as well to let all understand that we have a timetable to keep and that it is your job to see that the meeting keeps to it.

## **8.00pm**

### **RECESS**

"Toastmasters, I now propose a recess of ten minutes. There will be a further opportunity for general business - time permitting - at the conclusion of the formal speech session."

This meeting will resume at 8.20pm for the formal session.

## **8.10pm**

### **SPEECH SESSION**

The meeting is called to order by the Sergeant at Arms. The Chairman introduces the Toastmaster of the evening who conducts the "formal session" , and presents him with the gavel of authority.

The introduction of the Toastmaster by the Chairman should be presented in a formal manner. (Refer to the pamphlet "Introducing the Speaker". Copies are available from the VP Education.)

After the speeches, the Toastmaster calls on the Master Evaluator to complete the Evaluation session. Make sure that the Grammarian, the Timer and the Parliamentarian have each presented their findings from the meeting.

When the evaluation session is completed the Toastmaster formally returns the gavel to the Chairman.

If time permits, the Chairman may reopen the business session for any further general business.

### **RETURN TO GENERAL BUSINESS**

"Toastmasters: The Business Session is reopened."

If a debate was in progress at the time of the adjournment, it should be resumed at this point and the call should be given to a speaker for or against the motion in accordance with the rules of debate. For instance, if the speaker at the time of the adjournment was "in favour" the debate should be resumed by a speaker "against" the motion.

Be conscious of the time and close the debate in time to award the "Stirrer's Spoon" and check assignments for the next meeting.

## **PRESENTATION OF AWARDS**

At least four awards need to be presented;

The best Table Topic

The Best Speech

The Best Evaluation

The Best Assignment (Chairman – Table Topic Master – Master Evaluator – Timer  
Grammarians – Um/Ah Counter – Listener – Welcome to Guests – Vote of Thanks

## **VOTE OF THANKS**

The Chairman invites the Toastmaster assigned to deliver a Vote of Thanks to the Guests and Members, who participated in the meeting.

## **9.30pm**

### **CLOSE**

Before closing the meeting, ask for any apologies for the next meeting. Ensure the Secretary or the VP of Membership are noting down the names.

“Toastmasters, are there any apologies for the next meeting? ”

Thank those present for their attendance and add a word of encouragement to any guests, **thanking them by NAME**. Invite them to say a few words about their impressions of the meeting. The intention of the guests is to conduct their own evaluation of the meeting and the Club to determine whether they may want to return to a subsequent meeting.. It’s a good idea to solicit their feedback, for meeting improvements. How you may want to phrase the invitation is up to you.

And finally...

“Toastmasters, it has been my pleasure to serve as your Chairman for the evening.”

“We meet again in this room at 7.00pm sharp on Tuesday <date>. ”

“I now declare this the <number> meeting of Menai Toastmasters Club closed. ”

**Congratulations...Well Done!**