

## MENAI DISTRICT TOASTMASTERS CLUB – CHAIRMAN’S MEETING PROCEDURES AND AGENDA

Time	Assigned Task	Responsible	Detail
7:00	Call to Order	Sergeant at Arms	Use the gavel to gain attention. <b>“Ladies and gentlemen, I call this meeting to order”</b> . Introduce yourself as the Sergeant at Arms. Then..... <b>“Ladies and gentleman would you please stand.”</b> - <b>“ I now hand the gavel of authority over to our club President”</b> . Walk to the President and hand over the gavel.
	Introduce Chairman	President	The President introduces the Chairman to the meeting. If Club President is absent, then the next senior club officer (i.e VPE / VPM / VPPR)
	Declares meeting Open	Chairman	“Toastmasters and Guests, I declare meeting number ### of Menai Toastmasters Club open” –GAVEL <b>“Ladies and Gentleman please be seated”</b>
	Apologies	Chairman	<b>“Toastmaster Secretary have you received any apologies?”</b> Thank you Toastmaster Secretary. Are there any further apologies? I will entertain a motion that the apologies as stated be accepted.
	Motion and acceptance of Apologies	Chairman	Do I have a Seconder? “It has been moved and seconded that the apologies as stated be accepted” All those in favour say AYE.” Those against say NO. If the AYE’s or NO’s have – declare the motion CARRIED or LOST
	Guest and Member Introduction	Chairman	<b>“Will the Toastmasters with guests this evening please introduce them to the meeting, starting on my right”</b>
	Welcome to Guests	Chairman	Thank you toastmasters. Toastmaster .....Will you please extend a welcome to our Guests?” (when concluded) <b>“Thank you Toastmaster.....”</b>
	Amendments to Agenda	Chairman	Invite VPE to announce if there are there any changes to the Agenda?
	Invocation	Chairman	I would like to call on Toastmaster..... to deliver the invocation
	Loyal and 2nd Toast	Chairman	Toastmaster .....would you please propose the Loyal and 2 <sup>nd</sup> Toasts.
	Point of View Master	Chairman	<b>When programmed on the Agenda.</b> The Chairman will introduce the Point of View Master to deliver a Point of View, which will be followed by a speaker against and a speaker for, chosen by the Point of View Master.

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7:10	Introduce Table Topic Master	Chairman	I would like to call on toastmaster . To deliver the Table Topics.
	Introduce Master Evaluator	Chairman	I would like to introduce toastmaster .....as the Master Evaluator (ME) for the evening (Chairman hands control of the meeting to the ME)
	Introduce Table Topics Evaluators	Master Evaluator	Master Evaluator - asks Chairman if the first half of the meeting is to be evaluated now or left till later, then introduces the Table Topic evaluators. After the evaluations hands control of the meeting back to the Chairman
7:30	<b>Business session</b>		
	Commence Business Session	Chairman	We will move into a business session and I declare the business session open”
	Minutes of previous meeting	Chairman	Toastmaster Secretary would you please present the Minutes from meeting number .....
	Reading of Minutes	Secretary	Secretary reads minutes. Then the Secretary moves that the minutes as circulated be RECEIVED.
		Chairman	It has been moved that the Minutes be received. Do I have a seconder? "It has been moved and seconded that the minutes be received". All those in favour say AYE. Those against say NO. If the AYE’s or NO’s have – declare the motion CARRIED or LOST
	Business Arising	Chairman	Is there any business arising out of the minutes?
	Correspondence	Chairman	Toastmaster Secretary is there any Inward or outward Correspondence?
		Secretary	Toastmaster Secretary presents any Inwards correspondence and moves that it be received and that any Outwards correspondence be endorsed.
		Chairman	<b><i>It has been moved that the correspondence be received. Do I have a seconder?</i></b> <b><i>"It has been moved and seconded that the Inwards correspondence be received and that any Outwards correspondence be endorsed."</i></b> All those in favour say AYE. Those against say NO. If the AYE’s or NO’s have – declare the motion CARRIED or LOST

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Time	Assigned Task	Responsible	Detail
	<b>Induction of new members - Appointment of mentors</b>	Chairman	Toastmaster VPM is invited to induct any new members and appoint Mentors.
<b>8:00</b>	<b>Break</b>		
<b>8:10</b>	<b>Call to Order</b>	Sergeant at Arms	Toastmaster SAA invites Toastmasters and Guests to return to their seats, announcing that the meeting will resume in 1 minute. After 1 minute, then hands control of the meeting to the Chairman.
	<b>Introduce Toastmaster</b>	Chairman	I invite Toastmaster....., to explain and conduct the role of Toastmaster for the meeting. Please welcome .....
	<b>Introduce Speakers</b>	Toastmaster	Toastmaster introduces the prepared speeches as per the Agenda
<b>8 :58</b>	<b>Call on Master Evaluator</b>	Toastmaster	At the conclusion of the speeches, the Toastmaster invites the Master Evaluator - Toastmaster ..... to conduct the Evaluation Session.
	<b>Speech evaluations</b>	Master Evaluator	Explains Role and calls on individual speech evaluators to deliver their evaluations as per the Agenda
<b>9:05</b>	<b>Grammarian Report</b>	Master Evaluator	Master Evaluator calls on the Grammarian to deliver the Grammarian report. Ask the Grammarian to also explain the role.
	<b>Listener Report</b>	Master Evaluator	Master Evaluator calls on the Listening Critic to deliver the Listener's report. Ask the Listener to also explain the role.
<b>9:11</b>	<b>Timer's Report</b>	Master Evaluator	Master Evaluator calls on the Timer to deliver the timer's report. Ask the Timer to also explain the role.
	<b>Um and Ah counter Report</b>	Master Evaluator	Master Evaluator calls on the Um/Ah counter to deliver the Um/Ah counter's report. Ask the Um/Ah counter to also explain the role.
	<b>Point of View and Evaluators</b>	Master Evaluator	Master Evaluator explains the Point of View role and speakers against and for. The Master Evaluator will then evaluate the Point of View Master and the subsequent evaluators.
	<b>Hand back to Toastmaster</b>	Master Evaluator	Master Evaluator concludes Evaluation section, thanks the Evaluators and hands meeting back to the Toastmaster

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Time	Assigned Task	Responsible	Detail
	<b>Awards</b>	Toastmaster	The Toastmaster invites the SAA to assist in presenting the awards for the Best or Most Improved, Table Topic, Speech, Evaluation and Assignment (Chairman – Toastmaster – Master Evaluator – Table Topic Master(s)).
	<b>Handback to Chairman</b>	Toastmaster	Toastmaster hand back to the Chairman
<b>9:18</b>	<b>Guest feedback</b>	Chairman	Chairman asks Guests for their feedback on their experience about the meeting
	<b>Members Feedback</b>	Chairman	Invites Members for their feedback on the meeting
	<b>Presidents points</b>	Chairman	Invites to President to provide comment on any issue
<b>9:20</b>	<b>Apologies</b>	Chairman	Chairman asks if there are any apologies for the next meeting
<b>9:22</b>	<b>Assignments</b>	Chairman	Chairman calls on VP Education for next meeting assignments
<b>9.25</b>	<b>Vote of Thanks</b>	Chairman	Chairman calls on Toastmaster....., to deliver the vote of thanks.
<b>9:30</b>	<b>Meeting close</b>	Chairman	Chairman invites Toastmasters and Guests to attend the next meeting, which will be at Club Menai (or different venue) on Tuesday the (date) Final words should be "I declare Meeting Number ..... closed".