

Guide for Meeting Leader

The Meeting Leader is the one in the chair and has the key role in making it a smooth running, productive, and enjoyable one. He or she is also the host for the evening. The actual order of items within a programme and the number of Officer roles may vary from club to club. A person filling the Meeting Leader role should have made at least three stage speeches.

Before the Meeting

Before the meeting it is the duty of the Meeting Leader to contact the listed speakers and confirm their availability, or verify they have accepted their role. If one has to drop out for any reason, contact the EVP to arrange for a replacement speaker. The necessary data for introducing each speaker should be obtained at this time too. This includes very brief biographical details (not a CV), speech title, manual stage, objectives, time allotted, and the name of the evaluator (this should all be on the D71 website).

The Topicsmaster, Poetmaster, Wordmaster, and the General Evaluator should also be contacted to confirm their participation as well. (The General Evaluator is responsible for contacting the evaluators, grammarian, and timer in the same way.)

At the Meeting

It is a good idea to be there early so as to deal with any last minute changes; such as cancellation by any of the speakers or others on the programme.

Details of the procedure to be followed during the meeting are given on a separate page to allow for easy copying. Other clubs may follow different procedures.

Procedure:

Stand up, Thank the President, Accept the Gavel, Welcome everyone and include visitors by name,

State if there are any alterations to the printed agenda.

Call on officers for the evening to explain their duties, Wordmaster, Poetmaster, Timer, Grammarian

Introduce General Evaluator and ask him/her describe briefly their duties

Intraduce each speakers each as follows

Speakers name - Biography (the briefer the better)

Manual from which speech is taken (BEP etc)

Stage

Purpose of stage:

Objectives of speech:

Title.....Time

Name of Evaluator

Remain standing until the speaker begins: "Mr./Madam Meeting Leader..."

When the speaker finishes stand to thank them and lead the applause

One Minute's Silence for written evaluation
(Repeat for each speaker)

Thank all speakers and remind everyone to hand up written evaluations. Announce break for coffee for 10 minutes

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PART 2

Welcome everybody back

Introduce Questionmaster

Our questionmaster tonight is.....

Brief Biography

Hand over gavel to Topicsmaster

Accept gavel back from Topicsmaster and thank him/her

Introduce General Evaluator and pass over the gavel

Thank Gen. Eval. and accept gavel

Thank all contributors and return gavel to the President

KKT

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