

# Chair

The main duties of the Chair are to coordinate and conduct the entire meeting, introduce participants, and act as a genial host. The Chair sets the tone and theme for the meeting and hands out awards.

Serving as Chair allows you to practice planning, time management, organization, facilitation and motivation skills

## Before the meeting

**Choose** the theme for the meeting. Choosing a theme early allows other role holders to coordinate their parts with the chosen theme.

**Confirm** roles are filled and reach out to members to fill any vacant roles.

**Remind** participating members of their roles and provide guidance as needed

**Coordinate** with the Speakers, Grammarian and Topicsmaster about potential theme

**Prepare** a brief 1 - 2 minute speech on the theme of the meeting. You may use this to lead into the toast.

## Upon arrival at the meeting

**Arrive** early to complete any last minute details

**Check** with speakers to address any last minute issues

**Sit** near the front of the room and ask that speakers do the same for quick and easy access to the lecturn

## During the meeting

**Preside** with sincerity, energy, enthusiasm and decisiveness

**Strive** to begin and end the meeting on time. You may have to make adjustments to the schedule to accomplish this task. Ensure each part of the meeting adheres to the schedule

**Lead** the applause before and after the Table Topics session, each prepared speech and the General Evaluator's remarks

**Introduce** the General Evaluator as you would any speaker. They are responsible for introducing other members of the evaluation team

**Introduce** the Topicsmaster

**Present** Awards

**Adjourn** the meeting

# Chair Worksheet

Theme

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## Opening

**Sergeant at Arms** will call meeting to order and introduce you

Welcome & Theme Talk	
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Guest Introductions	
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Agenda Changes	
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Roles for next week	
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Toast	
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## Introduction of Roles

Timer	
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Grammarian	
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Quiz Master	
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## Business Section (No applause please)

Sergeant At Arms	
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Secretary	
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Treasurer	
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VP Public Relations	
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VP Membership	
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VP Education	
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President	
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## Prepared Speeches

Introduce the <b>Toastmaster</b>	
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The **Toastmaster** presides over the prepared speeches and will call for a break after the speeches

## Table Topics

**Sergeant at Arms** will call meeting to order and introduce the **Topicsmaster**

## Evaluations

**Topicsmaster** will introduce the **General Evaluator** who shall preside over the evaluations.

The **General Evaluator** will re-introduce you for the close of the meeting

## Wrap Up

Call on the <b>Quizmaster</b>	
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Guest Feedback & First Time Ribbons	
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## Awards Presentations

Best Speaker	
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Best Evaluator	
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Best Table Topics	
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Icebreaker Awards	
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Enthusiasm Award	
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## Close & Clean Up