

Chair

A FEW DAYS BEFORE THE MEETING:

- Choose a theme for the meeting and include it in the agenda.
- Email the meeting agenda to club members and encourage them to sign up for roles in advance.
- Coordinate with the Greeter and Sergeant at Arms to ensure external members and guests are escorted to the room and the room is set up correctly.
- Remind each speaker to enter their Project/Time, Project/Speech Title and Speech Introduction directly in the agenda if they have not already.

BEFORE THE MEETING STARTS:

- Review the agenda and fill vacant roles

OPENING REMARKS:

- Good afternoon Fellow Toastmasters and welcomed guests.
- I'm pleased to be your chair for today's meeting, the theme of which is "Outside Your Comfort Zone."
- In the lead up to today's meeting, I asked: "What sorts of challenges require you to step outside your comfort zone?" and "How do you motivate yourself to go beyond what is comfortable?"
- Would anyone like to share some insight into what's outside their comfort zone and how they overcome those challenges?
- Let's dive right into our agenda for today.
- I'd like to ask our Time Keeper, _____, to explain the timing protocol.
- Next, our Grammarian, _____, will introduce the role.
- I'd like to ask _____ to share the Thought of the Day.
- Our Humourist today is _____.

- Lastly, our Toaster _____

SPEECHES SESSION:

- I'd like to welcome our Speech Evaluator, _____, to read the speech objectives.
- Our first speaker today is _____.
- Read introduction of speaker, which they provide.
- Please welcome _____, "Say Speech Title" – "Say Speech Title Again", _____.
- Shake speaker's hand.
- Thank speaker at end of speech.
- Fellow Toastmasters, please take a moment and complete your evaluation

- **ONLY IF THERE IS A SECOND EVALUATOR AND SPEAKER**

- I'd like to welcome our next Speech Evaluator, _____, to read the speech objectives.
- Our second speaker today is _____.
- Introduction of speaker.
- Please welcome _____, "Title" – "Title", _____.
- Shake hand.
- Thank you very much, _____.
- Fellow Toastmasters, please take a moment and complete your evaluation

TABLE TOPICS SESSION:

- Next, I'd like to welcome _____, our Table Topics Master, to the podium.
- The TTM will introduce the General Evaluator after the TT session

REPORTING SESSION

- I'd like to call on our Grammarian, _____, to give her/his report.
- I'd like to ask _____, our Time Keeper, for their report.

MEETING WRAP UP

- Confirm the Chairperson for the following meeting
- Ask for any Announcements
- Ask those who haven't spoken for comments
- Close the meeting