

The Chairman

The Chairman is like the conductor of an orchestra. S/he doesn't play an instrument but coordinates the activities of other professionals, maintaining control, providing direction and ensuring that the audience has an enjoyable time.

The Chairman simply follows the agenda ensuring things run smoothly and according to time.

At the beginning of the meeting, check the agenda to see if everyone is present and prepared for their role. Assign roles for absentees, for example, asking a member or guest to be timer. Find out the name of the visitors and welcome them to the meeting.

[Pathways Note](#): More information or ideas on Level 4 project - Manage Online Meetings

Chairman, Chairperson, Madame Chair, Chairwoman, or The Chair

Using non-sexist language.

A chairman is a person who presides over a company's board of directors, a committee or debate. The general trend of nonsexist language is to find a term which can apply to both sexes equally, as in the case of actor to refer to both men and women. Since *chairman* can seem inappropriate when applied to a woman, while *chairwoman* specifies gender, the terms *chair* and *chairperson* are generally preferred.

[Collins Australian Dictionary © 2004]

Chairman – Role Checklist

Here is a checklist you may want to use in your role as chairman.

1. Thank the person who introduced or handed to you (President/SAA) then say a few words of welcome mentioning the theme of the meeting.
2. Welcome the guests.
3. Ask for apologies. Apologies already received will be noted on the agenda.
4. Ask if everyone has an agenda. Then review each of the meeting roles check if the person is present and ready to do the role. Ask for volunteers or assign roles to the unfulfilled positions. Don't be afraid to show leadership by asking people if they would like to do a role, for example, "Susan, would you like to be the timer this morning?" Check that roletakers have passed their evaluation forms to their evaluators.

Online Meeting Note: Agenda can be shown over screen share and shared as a file in the zoom chat window. You may call on the Timer to show their 'lights' and sound their 'buzzer'. You may call on the Grammarian to type a Word of the Day or definition in the chat. You may cover meeting logistics, if not done by the SAA e.g. mute, applause (jazz hands vs reaction vs Participants icon), video on/off, chat/speaker feedback.

5. Welcome My 2 minutes.
6. Thank speaker and make supportive comments
7. Welcome the **Toastmaster** (who looks after introducing speakers and evaluators)
8. Thank Toastmaster for the assignment.
9. Welcome the **Table Topics Master** and state the time of the assignment (usually 10 minutes or as specified on agenda). The timer should give an indication when the allotted time of Table Topics is near the end.
10. Thank Table Topic Master.
11. Ask members to pay the meeting fee (as listed on the agenda) into the collection bowls as well as writing their nomination for favourite Table Topic on a piece of paper and passing to the chairman.

Online Meeting Note: Ask the technical host (President/SAA) to setup the poll to vote for the Yak Yak award – or ask everyone to type in their votes by private chat to the Chair.

12. Call on the **Grammarian** and state the time of the assignment (2 minutes or as specified on agenda)
Online Meeting Note: Ask the technical host (President/SAA) to run the poll and ask all to vote for the Yak Yak (and any other) award(s).
13. Call on the **Timer** to give report
14. Announce the winner of the Yak Yak award
15. Ask if there is any **General Business**, including VP Education discussing forward agenda.
16. Ask guests for comments on the meeting
17. Close the meeting by thanking everyone for their participation and encourage attending the next meeting.