

Chairman – Role Checklist

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

1. Thank the President 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?"
5. Introduce the **Word of the Day** role
6. Welcome the **Laughmaster** and state the time of 2 minutes.
7. Thank Laughmaster and make supportive comments
8. Welcome the **Toastmaster** (who looks after introducing speakers and evaluators)
9. Thank Toastmaster for the assignment.
10. Welcome the **Table Topics Master** and state the time of the assignment (usually 10 minutes). The timer should give an indication when the allotted time of Table Topics is near the end.
11. Thank Table Topic Master.
12. Ask members to pay the \$4 meeting fee into the collection bowls as well as writing their nomination for favourite Table Topic on a piece of paper and passing to the chairman.
13. Call on the **Listener Grammarian** and state the time of the assignment (2 minutes)
14. Call on the **Timer** to give report
15. Call on **General Evaluator** to give report, and state the time of the assignment (3 minutes)
16. Announce the winner of the Yak Yak award
17. Ask the Education VP to complete the role assignment which is a review of the program for the next few weeks.
18. Ask if there is any **General Business**.
19. Ask guests for comments on the meeting
20. Close the meeting by thanking everyone for their participation and encourage attending the next meeting.