



LEAMINGTON SPA SPEAKERS CLUB GUIDELINES FOR CHAIR

1. BEFORE THE MEETING

1.1 Who's speaking?

The Club Education Officer will let you know who will be giving a speech and at what level / assignment: ascleamingtonspa@gmail.com

1.2 Find out speech titles and times

Contact the speakers to ask the title, time and confirm assignment. You may need access to the Club Members spreadsheet for contact details from the Club Secretary: ascleamingtonspa@gmail.com

1.3 Allocate roles

Find:

- Speech evaluators – and let them know what level / assignment
- Topics chair
- Topics evaluator
- General evaluator

If you would like advice on who to approach, contact the Education Secretary.

1.4 Prepare the Agenda and circulate on Monday before meeting

Use an agenda template from the [Resources Section](#) of the Club website.

and see page 3 of this note for the format.

Circulate the agenda by email and as an attachment to a WhatsApp message. If you would like advice on how to word these, contact the Social Media Officer: ascleamingtonspa@gmail.com

1.5 Print off 15 hard copies for the room.

2. JUST BEFORE THE MEETING

Set-up the room – upstairs at the Royal Pug

Arrive at 7.45pm so you can set-up the room. The lectern and gavel, table and chair for you; lights on a stool/table for the timekeeper. You'll find the gavel and lights in a bag in the room.

Ensure you have a timekeeper.

3. DURING THE MEETING

3.1 Welcome from the Chair

A warm welcome and a one-word ice-breaker from everyone in response to a question from you!

3.2 Introduce each speaker / section on the agenda

Explain the lights for speeches.

The convention is you stand until the speaker starts and then sit down – but it's not a hanging offence if you don't 😊! The first speaker will be the President for her address.

For the speeches, remind the audience what assignment it is and get a time if you haven't been told beforehand.

3.3 Between Speeches

Make a link with the content of the speech before moving on. This helps create a flow to the evening.

3.4 Interval

Usually 15 minutes. Give the audience a time to return.

Check evaluators are ready.

3.5 Evaluations

You can make a comment on the speech / topics / general evaluation to again help create a flow to the evening, but it's not essential.

3.6 Topics

Handover the chairing role (and lecturn) to the Topics Chair

3.7 Meeting Close

After the General Evaluation, thank everyone and remind them of the next meeting (probably 2 weeks time!).

4. Example Agenda Format

See the next page for your example agenda.

LEAMINGTON SPA SPEAKERS CLUB

MEETING AGENDA

Date

Chair You!

President's Address

SPEECHES

Speaker	Speech title	Time (mins)
	Assignment number and name	

INTERVAL

EVALUATIONS

Name of evaluator	Speaker and assignment number
-------------------	-------------------------------

CLUB NOTICES AND BUSINESS

TOPICS Name, Topics Chair

Topics Evaluator Name

General Evaluator Name

LIGHTS FOR SPEECHES: Green at 2 mins before time; Amber 1 min before; Red at time.
LIGHTS FOR TOPICS: Amber after 1½ mins; Red at time 2 mins.