

Chair

Before the Meeting

To prepare for the meeting, contact the Topicmaster and the Toastmaster as you will be introducing those members. This also helps to confirm that the members filling those positions will be in attendance.

The Meeting

The Chairperson has the overall control of the meeting. It is the responsibility of the Chairperson to ensure the meeting is kept on schedule and to ensure a smooth transition from one section of the meeting to the next. The Chairperson also sets the tone of the meeting. The following information outlines the duties of the Chairperson based on the current meeting structure.

Call to Order

1. Call the meeting to order by saying "I call meeting #___ of Schooner Toastmasters #3978 to order."
2. Call for the reading of the Club mission statement.
3. If any guests are present ask the Toastmaster who brought the guest to introduce him or her. If the guest did not come with a member, the VPM should be prepared to introduce that person.
4. Ask the members to introduce themselves. If you ask them to comment on anything during their introduction, it should be a positive comment to help set the tone of the meeting. Ask members to keep comments brief.
5. Ask the V.P. Education for any changes to the agenda.
6. Explain that the next part of the meeting is Table Topics and introduce the Topicmaster who will explain the purpose of Table Topics.

When there is a Business Meeting

- At the start of the business meeting explain that the purpose of the business meeting is to conduct the business of the club and to provide practice in conducting a business meeting. This includes chairing the meeting, presenting committee reports, making and amending motions.
- Call for the parliamentary minute.
- Ask the members if there are any errors or omissions of the minutes of the **last two previous meetings** (these should be posted on the website). If there are no corrections to be made, declare the minutes approved as posted. If any corrections are made, you may declare the minutes approved as corrected.
- Next, ask for any club officers' reports. Particularly if guests are present, you should ask each officer in turn rather than waiting for one to volunteer a report. It is preferable to check with club officers prior to the meeting and then call on those who you know have a report.
- Then call for any old business (or business arising from the minutes). When this is complete, you call for any new business.
- After new business is concluded, ask if there is anything for the good of the club.

- Now call for a break. The length of the break is determined by you. Take into account whether the meeting is still on schedule. The break provides the opportunity to make up lost time.

When there is no Business Meeting

- When the Topicmaster returns controls of the meeting to you, ask if there is anything for the good of the club.
- Now you call for a break. The length of the break is determined by you. You should take into account whether the meeting is still on schedule. The break provides the opportunity to make up lost time.

Prepared Speeches Section

- When the time for the break has elapsed, reconvene the meeting. It is your responsibility to ensure this happens when it should (ask the timer to time the break and let you know when there is one minute left). Do not wait for the members to realize the time is up.
- Explain that the next portion of the meeting is the Prepared Speeches section and tell the club something about the role of the Toastmaster which is to introduce the speakers and to provide a bridge between speakers. Then introduce the Toastmaster of the evening. Your responsibilities are now over until the wrap-up portion of the meeting.

Wrap-up Section

- Call on the quizmaster for the questions.
- Encourage any guests for their comments on the meeting. When they have done so, encourage them to join the club.
- Ask the Vice-President Education for the preview of the next meeting.
- Call on the timer for the winners. It is preferable for you to determine the order in which the winners should be announced, usually leaving the announcement of the best speaker to the end.
- Ask the Finesmaster for his/her report.
- Call on the members for any smiles, chuckles or groans. It is a good idea to be ready with one in case no other member has one for the evening.
- Adjourn the meeting.

General Points for Chair

1. Never leave the lectern unattended.
2. In any introduction, try to obtain some information on the person being introduced that the club members may not know.
3. At the end of an introduction, ask the club to welcome the person by saying something like "Please join me in welcoming.." or "Please welcome ..".
4. When a motion is made, it must be seconded before any discussion is held. The mover has the right to begin any discussion on the motion. When discussion is complete, the secretary should be asked to read the motion. Call for the vote by asking for those in favour to so indicate. If during the discussion, it

becomes apparent that there is general agreement on the motion, a vote is not necessary. In that situation, you can say "If there is no objection, the motion is carried."

5. If a member tries to discuss an issue without making a motion, you should request that person to make a motion and this provides direction to the discussion.
6. If, during discussion on a motion, other issues are raised you should point out that it does not pertain to the motion. All discussion should be relevant to the motion on the floor.