

Checklist for Chairing BSC Meetings

Before the meeting

Check all participants are available

Check speech titles

Have 'fill-in' in case of non-appearance of a speaker

Plan Warm-up - keep it SIMPLE!

Take pen and paper for timekeeper

At the meeting before starting

Set out room incl. table for Timekeeper (and Meeting Reviewer if appointed)

Check which club officers wish to speak in club business

Check for expected guests

Check guests' names including pronunciation

Appoint timekeeper. Give time indicator cards and timing instructions.

Meeting

Welcome/Housekeeping:

- Fire exit
- Mobiles off
- Loos
- Welcome guests by name

Explain format for the evening (briefly!) - if there are first time visitors, this should include a brief explanation of our Speaker Development Roadmap and Modules.

Introduce club business

- Introducing club officers incl. role titles e.g. education officer, treasurer etc

Introduce and chair the Warm-up session - NOTE: All present participate, so keep it simple. All stand to speak but no salutation.

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Speeches:

- Introduce speakers and feedback provider
- Remind speakers to use an informal salutation of their choice e.g. **'Good Evening Everyone'** or something similar.
- Remind reviewers that written feedback is required
- Explain timings
- Stand until speaker gives salutation
- Pay attention to the speaker throughout their speech
- Ask for times after speech

All speeches to be completed before any feedback to allow time for preparation

Feedback:

- Explain timing
- Introduce member giving feedback (ditto on standing)

Give precise time for interval:

The interval is nominally 15 minutes. If the time is say, 8.51, then the restart could be 9.05. But if it is 8.53, then better to go for a restart at 9.10. **State current time.** Announce who will chair Impromptu Speaking post-interval.

Return to chair after Impromptu Speaking (before feedback) - to facilitate this, sit close to the front of the room after the interval. Impromptu feedback is not timed because of the varying numbers speaking.

Meeting Review (if included on agenda):

- Explain timing
- Introduce Reviewer

Close meeting - target 10.00pm latest

- Award Star Speaker trophy
- Close meeting
- Ask for glasses etc to be put on table
- Disassemble and pack equipment ready for removal