

Checklist for Chairing BSC Meetings

Before the meeting starts

Plan Warm-up - keep it SIMPLE!

Try to arrive early to welcome guests

Check which club officers wish to speak in club business

Appoint timekeeper.

Meeting

Welcome/Housekeeping:

- Welcome guests by name
- Fire exits
- Phones off
- Loos

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 - all* present participate, so keep it simple.

Ask them to stand to speak but to remain at their chair. (* First time visitors should be spoken to before the meeting starts to check they are OK with this.)

Speeches:

- Introduce speakers and feedback providers
- 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
- Announce speaker, the module they are delivering and their speech title
- Call speaker to the lectern
- Stand until speaker gives salutation
- Pay attention to the speaker throughout their speech
- Ask for times after speech
- All speeches should be completed before feedback to give time for preparation

Speeches continued ...

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 but before feedback. Impromptu speeches are timed but times aren't announced. Feedback is not timed because of the varying numbers speaking.

Close meeting - target 10.00pm latest

- Award Star Speaker trophy and remind recipient to return it at the next meeting.
If unlikely to attend, then return it to the equipment box.
- Close meeting
- Ask for glasses etc to be put on table