

## Checklist for BSC Zoom Meeting Roles

### Chair

Before the meeting:

- Check and note the agenda items
- Note speech etc times (see later)
- Plan a 'fill-in' in case of non-appearance of a speaker
- Plan Warm-up - keep it SIMPLE!
- Log on well before start of meeting

At meeting start:

- Welcome guests by name
- Remind participants to mute when not speaking
- Advise that pressing space bar can temporarily unmute
- Announce agenda and start/finish times (8.00pm - 9.15pm)
- Explain format for the evening (briefly!) - If there are first time visitors, provide explanation before each element
- Introduce Warm-up and speak first to allow thinking time for others.

Speeches:

- Introduce speaker and speech (explain assignment/module to visitors)
- Remind speakers there is no formal salutation
- Explain timing and why (see later)
- Ask for times after speech

Normally there will be another item before feedback to allow preparation time

Feedback:

- Advise timing
- Introduce member providing feedback (and its purpose, if we have visitors)
- Remind that written feedback is required

### **Impromptu Speaking**

The meeting chair should handover to the person chairing this part of the meeting.

This is about people's ability to put a short, coherent speech together without preparation time. It is NOT a test of knowledge, so keep subjects simple, especially for visitors.

Depending on numbers and other meeting activities, speech times could be 2 or 3 minutes. Have sufficient subjects to allow for a high turnout.

Try to provide the speakers with thinking time. Announce the theme for the session at the start.

To help with thinking time, it's probably best to give the subject, name the speaker, repeat the subject and then welcome the speaker.

Have links to include between each speaker to provide time for the person doing the feedback to make their notes.

Start the session with one or two experienced members, then any visitors, followed by other members. Prioritise members who don't have any meeting roles. Depending on time, it may be possible to fit other in.

At the end of the session, ask for speech times and hand back to the meeting chair.

### Feedback

Feedback for impromptu speaking is not timed because of the varying numbers.

### **Meeting Review**

If there is a meeting review, this should look at the chairing of the meeting, the impromptu speaking feedback and any other roles not receiving feedback.

### **Timing**

The purpose of timing is three-fold:

- To ensure the meeting doesn't overrun
- To encourage speakers to focus on the key message of their speech
- To prepare speakers for events where there is a strict time limit on speeches

	Target	Green	Amber	Red	All
Speech	6-8	5	6	7	8
Speech Feedback	6	3	4	5	6
Impromptu - 2m	2	1	1m 30s	2	2m 15s
Impromptu - 3m	3	1m 45s	2m 15s	2m 45s	3m 15s