



## The CHAIRPERSON Role

### Before the Meeting:

- Prepare **one question** related to the meeting theme to guide the Introduction portion of the meeting. The answer shouldn't take longer than 20 seconds.
- Check **Easy-Speak** and make sure that all **meeting roles** are filled. Ask present members to take on roles as needed, focusing on the major roles. (5-10 min before the meeting)
- In the absence of an **Ah Counter** and/or a **Quizmaster**, be prepared to take on the roles.

### At the Meeting:

- Welcome everyone to the meeting and deliver a brief explanation of the meeting structure following the **Agenda**.
- Call on the members to explain their roles:

ROLE	MEMEBER NAME
INVOCATION	
TOAST	
GRAMMARIAN	
AH COUNTER	
TIMER	
BALLOT COUNTER	
QUIZMASTER	
JOKE MASTER	



- Ask each participant to introduce themselves by stating their full name and answering to your question by. Encourage the use of the **Word Of the Day** chosen by the **Grammarian**. Remind the audience to stick to a maximum of 20-second introductions. The Chairperson is the last one to introduce themselves.
- Introduce and hand over the gavel/ the control of the meeting to the **Toastmaster (TM):**\_\_\_\_\_ (The TM will conduct the meeting.)
- After the **TM** presents the Awards: ask guests for feedback, make announcements, confirm attendance for next week's roles.
- Close the meeting.

## NOTES