

**CHAIR** – see *Speakers Guide sections E1 and G4*

- You are in charge and will set the tone for the meeting.
- Ensure that everyone, including the timekeepers, has a chance to speak.
- Ensure that everyone at the meeting, including guests, understands what is happening.
- This is your chance to innovate – to change the layout of the room or format.

Before the meeting

- Download agenda template from the Resources page of [chaucerspeakers.org.uk](http://chaucerspeakers.org.uk)
- Enlist speakers, evaluators and an impromptu speaking chair in consultation with Nick Rennie (holds programme for the year) and Peter Curtiss (education director) and prepare the agenda for the evening.
- Provide printed copies of the agenda for everyone at the meeting.
- Be prepared for a speaker, evaluator or the impromptu speaking chair not being available on the evening.
- Prepare a 'warm up' session and choose a timekeeper for each half of the meeting.
- Arrive early to arrange room / lights and ensure all participants are prepared.
- Tell the Impromptu Speech chair you want the meeting handed back to you at 9.40pm.

During the meeting

- Introduce and explain the agenda and any amendments.
- Announce apologies for absence.
- Welcome guests by name.
- Specify the salutation (chairman, ladies and gentlemen...) for the evening.
- Ask the audience to raise a hand if they wish to make a contribution.
- Explain the timing of the lights for speeches and evaluations – not topics.
- Explain each speech assignment and state the declared time, timings for the lights and title.
- Repeat each title for the evaluators who are writing notes.
- Welcome speakers and try to make their name the last word you say.
- Remain standing until the speaker starts speaking.
- Times for evaluations are: 4 mins for speech; 10 mins for impromptu speaking and 10 mins for general at your discretion – inform the relevant person and timekeeper of any changes.
- Ask the timekeeper for the actual times for each speech, evaluation and topic.
- Link each item without pre-empting the evaluator.
- Announce the date of the next meeting and close the meeting.

**TIMEKEEPERS**

- Check lights and master the stopwatch before the meeting.
- Use the gavel to keep warm-up contributions to 20 seconds.
- Times for evaluations are: 4 mins for speech; 10 mins for impromptu speaking and 10 mins for general unless the chair has informed you of a change.
- Write down and announce the actual times for impromptu speaking / speeches / evaluations.

**IMPROMPTU SPEAKING CHAIR** – see *Speakers Guide section C1*

- Agree finishing time with chair – normally 9.40pm.
- Explain topics, the timings / lights to the audience.
- Welcome speakers and remain standing until they start speaking.
- Ask guests in advance if they want to give a topic.
- **Give priority to members not included in the agenda** so everyone can speak.

**EVALUATORS** - see *Speakers Guide sections D1 and D3*

- Evaluations are: 4 mins for speech; 10 mins for impromptu speaking and 10 mins for general.
- State clearly if a speech has passed or whether the assignment should be repeated.
- Provide a written evaluation if requested by the speaker.