Chair

Guide and Tips

As Chair, you run the meeting. This requires a bit of preparation, but more importantly, this role will let you practice your leadership skills more than any other. At Toastmasters and Gavel, we meet to work on our speaking and leadership skills. Too often, the latter part is forgotten. Chairing a meeting may seem daunting, but over time, it'll come naturally and maybe even become fun! Here's an overview of a Chair's duties and things to consider.

DUTIES

Before the meeting

- Make sure all the **necessary roles are filled**. (Optional roles if there's not enough people: Sergeant at Arms, Jokemaster, Breakmaster.)
    1. **Arrive early** to fill out the board (either the agenda or role assignments in order)
    2. Write out the role assignments that were posted to your club's Discord channel from the previous meeting
    3. Check your club's Discord channel for any messages about lates or absences. When the meeting starts, **check to see that all roles are present.** Replace them with someone else if they can't fulfill their role.

       TIPS FOR REPLACING A ROLE:
        1. Try to pick someone who hasn't done the role in a while
        2. Try to pick someone who doesn't already have another role – or at least not a major one. Sometimes when there's a lack of people, you'll have to double up on some roles.
        3. Ask for volunteers or voluntell – but let the person know you've signed them up for a role. Be sensitive with new members. **Ask your VP Education for help** if you need to.

During the meeting

- **Introduce the meeting**. After the Sergeant at Arms gives you the floor, introduce the meeting in an **energetic, engaging manner**. Be sure to mention what we do at Gavel and why it's important and fun – even if there are no guests and new members. The meeting introduction should me more than just *"Hi, I'm Joe and I'm the Chair for tonight. Alright, officer roles."* Introduce the meeting in an engaging way! Tell a story if you'd like. Say something **unique and meaningful**.
- Introduce these roles/components in the following order:

1. Officer role introductions – Timer, Grammarian, Hawkmaster, Jokemaster (unless relegated to latecomers)
2. Table Topics Master (runs session on their own)
3. Table Topics Evaluator
4. BREAK
    1. Breakmaster
    2. 5-13 min washroom break
5. Speeches – *make sure to introduce the **title** and/or CC manual project*
6. Speech Evaluators
7. Officer roles – reports
8. General Evaluation
9. Ask for announcements from Counsellor or club executives

CONCLUSION

- **Wrap up the meeting** in a **memorable, engaging** way. Tell a joke, bring up something you learned or heard during the meeting, encourage people to keep doing a good job or sum up the meeting theme.

GENERAL TIPS

- Do **more than the minimum.** As Chair, you're the **glue of the meeting**. This means that you're in charge of not only re-assigning roles and making sure the meeting runs smoothly, but making the meeting **unique and engaging**. As with Table Topics Master, you need to have **colour commentary –** commentary that bridges the different parts of the meeting together and keeps the energy up. Bring your personality into it when introducing roles/speeches and interacting with what speakers said. Jokes, stories and creative explanations are always welcome
- **Keep track of the time.** If you need to, shorten the *Table Topics session, Breakmaster activity* or *Hawkmaster quiz* to end the meeting on time.
- Be encouraging! If someone did a good job, point it out
- Don't be afraid to take control of the room. If someone's being disruptive, tell them to stop. Aside from your Counselor or club President interjecting if they need, remember that **you run the show**