

Inside Secrets of Quality Meetings

What would you do at home if you knew you had company arriving for a special event? The answer to that question is the answer to running sharp meetings in your club. It means we do everything a little better! Please read the section on club roles.

The toastmaster works from a prepared agenda with a theme and he or she has contacted the speakers several days before the meeting. The speakers provide the toastmaster with their times and introductions. Additionally, the toastmaster confirms the rest of his or her team preferably by phone. (The toastmaster should write an introduction so the club president can introduce him or her.)

The general evaluator contacts the evaluators and encourages them to TALK to their speakers! High tech email is a wonderful tool but high touch personal contact is stronger! The evaluators discover what the speakers are trying to accomplish and ask how they can help. It is easier to evaluate a manual presentation because there are clear goals. The speaker may not be working out of a manual but the speaker should still be trying to accomplish something worthwhile not just push air.

The table topics master can tie into the theme of the meeting to help give it continuity. It is important to involve members that don't have speaking roles and to ask guests if they want to participate.

The timer needs to be firm and keep the meeting flowing. Use the 30 second contest rule. When the red light or card is on the speaker, evaluator, or table topics contestant that person has thirty seconds to wrap up or be disqualified! You can carry things a step further by having the timer tap a glass or start clapping if the person isn't wrapping up.

The grammarian and ah counters job can become a fun part of the meeting. The Green River Club combines the two into one person's job. The grammarian listens for good words and phrases along with the poor. Then they charge a nickel for ahs and ums. At the end of the year the money is used for the holiday party.

(At the very end of the meeting the club president for Green River will ask if there are any happy dollars. A member can put a dollar into the ah can and share whatever they want. The club usually collects 2 - 5 happy dollars a meeting. They use the money for their club speech contests or to buy supplies.)

The vote counter encourages the members to write some comments for the speakers and other members who stand out. Additionally, he or she collects the votes and helps the president hand out the awards. This should be done with class!

Try this simple procedure. The person who is handing out the award should hold it in their left hand close to their body. They start by reaching out with their right hand to shake the other person's hand. The award is passed after they shake hands.