

TOASTMASTERS INTERNATIONAL®

Power Speakers Toastmasters
Club 1575030 - Area 24 - Division B - District 47

LECTERN CHEAT SHEET - PRESIDING OFFICER

1. WELCOME MESSAGE:

- a. Introduce yourself.
- b. Welcome participants.
- c. Review meeting protocol:
 - c.i. Encourage members to check in on Facebook.
 - c.ii. Cell phone usage
 - c.iii. Addressing speakers and meeting administrators (point of order)
 - c.iv. Requesting assistance from the meeting Facilitator

2. STATE CLUB MISSION STATEMENT (as follows):

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

3. PERFORM EMPOWERMENT RITUAL

- a. Ask attendees to stand.
- b. Ask attendees to take a power pose.
- c. Ask attendees to take 5 deep breaths.

4. REVIEW MEETING AGENDA:

- a. Perform roll call and request volunteers for vacant roles.
- b. Provide meeting overview and request missing speech titles.
- c. Provide the words of the day and their definition from the agenda.
- d. Encourage participants to use them.

5. INTRODUCE MEETING PARTICIPANTS:

Ask participants to stand up, introduce themselves and comment on current topic.

6. INTRODUCE TOASTMASTER OF THE DAY (as follows):

Please welcome to the lectern our Toastmaster of the day (name).

7. AGENDA REVIEW FOR UPCOMING WEEK:

- a. Request volunteers for roles.
- b. Request speakers.

8. REQUEST COMMENTS FROM PARTICIPANTS:

- a. Request guest comments.
- b. Request Administrative comments.

9. MAKE CLOSING REMARKS:

- a. Provide meeting review.
- b. Thank participants for joining the meeting.
- c. Thank contributors for their participation.

10. ADJOURN MEETING (as follows):

Having completed my duties as Presiding Officer, I now call this meeting adjourned.

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