

**Menai District Toastmasters Club – Version 05 – 2017/2018  
Standard Meeting Procedure and Agenda**

<b>Time</b>	<b>Assigned Task</b>	<b>Responsible</b>	<b>Detail</b>
<b>7:00</b>	<b>Call to Order</b>	Sergeant at Arms	Use the gavel to gain attention. "Toastmasters, Ladies and gentlemen, please stand, I call this meeting to order ". Introduce yourself as the Sergeant at Arms. Then "I now hand the gavel of authority over to our club President for control of the meeting". Walk forward to the President and hand over the gavel.
	<b>Introduce Chairman</b>	President	The President introduces the Chairman to the meeting.
	<b>Declares meeting Open</b>	Chairman	Toastmasters and Guests, I declare meeting number # ??? of Menai District Toastmasters Club open – Toastmasters, Ladies and Gentleman please be seated
	<b>Amendments to Agenda</b>	Chairman	Invite VPE to announce if there are there any changes to the Agenda?
	<b>Guest and Member Introduction</b>	Chairman	Will the Toastmasters with guests this evening please introduce them to the meeting, starting on my right?
	<b>Welcome to Guests</b>	Chairman	Thank you toastmasters. Toastmaster (call by name) Will you please extend a welcome to our Guests?" Ask the Toastmaster to explain this role. Thank the Toastmaster when role has been completed.
	<b>Apologies</b>	Chairman	Toastmaster Secretary have you received any apologies?" Thank you Toastmaster Secretary. Are there any further apologies? I will entertain a motion that
	<b>Motion and acceptance of Apologies</b>	Chairman	It has been moved that the Apologies be accepted. Do I have a Secunder? Toastmasters, it has been moved and seconded that the apologies as stated be accepted?" All those in favour say AYE. Those against say NO. Then declare the motion was CARRIED or LOST
	<b>Word of the Day</b>	Chairman	Will invite the assigned Toastmaster for the Grammarian role to announce the 'Word Of The Day'
	<b>Invocation</b>	Chairman	Toastmaster (call by name).. to deliver the invocation. Ask the Toastmaster to explain the purpose of this role. Thank to toastmaster when role has been completed
	<b>Loyal and 2nd Toast</b>	Chairman	Toastmaster (call by name) would you please propose the Loyal and 2 <sup>nd</sup> Toasts. Ask the Toastmaster to explain this role. Thank the Toastmaster when role has been completed.
	<b>Point of View Master (If programmed)</b>	Chairman	Invite the POV Master to lectern and request an overview of the role. The POV Master will then select 1 Toastmaster to speak against the POV, then select another Toastmaster to speak for the POV. The ME will provide evaluations later in the meeting.

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	<b>Introduce Table Topic Master</b>	Chairman	I would like to call on Toastmaster..... To deliver the Table Topics.
	<b>Introduce Master Evaluator</b>	Chairman	I would like to introduce Toastmaster..... as the Master Evaluator (ME) for the evening (Chairman hands control of the meeting to the ME)
	<b>Introduce Table Topics Evaluators</b>	Master Evaluator	Master Evaluator - asks Chairman if the first half of the meeting is to be evaluated now or left till later, then introduces the Table Topic evaluators. After the evaluations hands control of the meeting back to the Chairman
<b>7:30</b>	<b>Business session (WHEN PROGRAMMED)</b>		
	<b>Minutes of previous meeting</b>	Chairman	Toastmaster Secretary would you please present the Minutes from meeting number.....
	<b>Reading of Minutes</b>	Secretary	Secretary reads minutes. Then the Secretary moves that the minutes as circulated be RECEIVED.
		Chairman	It has been moved that the Minutes be received. Do I have a seconder? "It has been moved and seconded that the minutes be received". All those in favour say AYE. Those against say NO. If the AYE's or NO's have – declare the motion CARRIED or LOST
	<b>Business Arising</b>	Chairman	Is there any business arising out of the minutes?
	<b>Correspondence</b>	Chairman	Toastmaster Secretary is there any Inward or outward Correspondence?
		Secretary	Toastmaster Secretary presents any Inwards correspondence and moves that it be received and that any Outwards correspondence be endorsed.
		Chairman	"It has been moved and seconded that the Inwards correspondence be received and that any Outwards correspondence be endorsed." All those in favour say AYE. Those against say NO. If the AYE's or NO's have – declare the motion CARRIED or LOST

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	<b>General Business</b>	Chairman	Chairman to invite reports from the following Club Executives; President – VPE – VPM – VPPR – Treasurer.
	<b>Induction of new members - Appointment of mentors</b>	Chairman	Toastmaster VPM is invited to induct any new members and appoint Mentors.
<b>8:00</b>	<b>Break</b>		
<b>8:10</b>	<b>Call to Order</b>	Sergeant at Arms	Toastmaster SAA invites Toastmasters and Guests to return to their seats, announcing that the meeting will resume in 1 minute. After 1 minute, then hands control of the meeting to the Chairman.
	<b>Introduce Toastmaster</b>	Chairman	Invites Toastmaster....., to conduct the role of Toastmaster for the meeting. Ask the Toastmaster to explain the role.
	<b>Introduce Speakers</b>	Toastmaster	Toastmaster introduces the prepared speeches as per the Agenda
<b>9.00</b>	<b>Call on Master Evaluator</b>	Toastmaster	At the conclusion of the speeches, the Toastmaster invites the Master Evaluator - Toastmaster ..... to conduct the Evaluation Session.
	<b>Speech evaluations</b>	Master Evaluator	Explains Role and calls on individual speech evaluators to deliver their evaluations as per the Agenda
	<b>Grammarian Report</b>	Master Evaluator	Master Evaluator calls on the Grammarian to deliver the Grammarian report. Ask the Grammarian to also explain the role.
	<b>Listener Report</b>	Master Evaluator	Master Evaluator calls on the Listening Critic to deliver the Listener's report. Ask the Listener to also explain the role.
	<b>Timer's Report</b>	Master Evaluator	Master Evaluator calls on the Timer to deliver the timer's report. Ask the Timer to also explain the role.
	<b>Um and Ah counter Report</b>	Master Evaluator	Master Evaluator calls on the Um/Ah counter to deliver the Um/Ah counter's report. Ask the Um/Ah counter to also explain the role.
	<b>Point of View and Evaluators</b>	Master Evaluator	Master Evaluator explains the Point of View role and speakers against and for. The Master Evaluator will then evaluate the Point of View Master and the subsequent evaluators.
	<b>Hand back to Toastmaster</b>	Master Evaluator	Master Evaluator concludes Evaluation section, thanks the Evaluators and hands meeting back to the Toastmaster

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	<b>Awards</b>	Toastmaster	The Toastmaster invites the SAA to assist in presenting the awards for the Best or Most Improved, Table Topic, Speech, Evaluation and Assignment (Chairman – Toastmaster – Master Evaluator – Table Topic Master(s)).
	<b>Hand back to Chairman</b>	Toastmaster	Toastmaster hand back to the Chairman
	<b>Guest feedback</b>	Chairman	Chairman asks Guests' for their feedback
	<b>Member feedback</b>	Chairman	Chairman asks Members' for their feedback
	<b>President's Points</b>	Chairman	Chairman asks President for any comments
	<b>Apologies</b>	Chairman	Chairman asks if there are any apologies for the next meeting
	<b>Assignments</b>	Chairman	Chairman calls on VP Education for next meeting assignments
	<b>Vote of Thanks</b>	Chairman	Chairman calls on Toastmaster ..... , to deliver the vote of thanks.
<b>9:30</b>	<b>Meeting close</b>	Chairman	Chairman invites Toastmasters and Guests to attend the next meeting, which will be at Club Menai (or different venue) on Tuesday the ..... (date) Final words should be "I declare Meeting Number ..... closed".

