



# Meeting Report

Club \_\_\_\_\_

Meeting Date \_\_\_\_\_

Role	Name							
MC	<i>Include last names!</i>							
Humorist								
Impromptu Master								
		Level	Speech Type	Topic	For Chairperson use only Pass √			
Speaker 1								
Speaker 2								
Speaker 3								
Speaker 4								
Evaluator 1		<p><i>Enter information as the meeting is occurring, not in advance.</i></p>						
Evaluator 2								
Evaluator 3								
Evaluator 4								
Poet Laureate								
Timekeeper								
Wordmaster						Word of the Day		
Vote Counter								

Ribbon Winners
Best Impromptu
Best Speaker
Best Evaluator

Guests

Workshop(s) Conducted/Videos Viewed

Notes

**For Office Use Only**  
 Ready to file



## Vice President's Checklist

### ***Prior to start of meeting:***

- Post directional signs.
- Put out promotional materials for club.
- Observe if President and Club Manager are in attendance. If not, be prepared to step into that role.
- Get meeting report form for completion during the meeting.
- If there are guests, stop whatever you are doing. They are your first priority. If no guests, assist Club Manager with room set up.

### ***Protocol for guests:***

- Introduce yourself to the guest(s) and their parents. "Hi, I'm \_\_\_\_\_, the Vice President of the club. How did you hear about us?"
- Hand any parents of guests a visitor form. Advise them to please give the completed form to the Chairperson, who can also answer their questions.
- If a member invited them and is in attendance, make a determination if the member can adequately assist the guest in getting situated and will have an appropriate introduction ready. (Name, age, city of residence.)
- If you determine you should take charge of getting the guest situated:
  - "Let me help you get situated with a name card and a seat."
  - "I'll be introducing you at the beginning of the meeting. How old are you? What city do you live in?"
  - "Robert here is an experienced member. He'll explain how the voting works. You will probably be asked a question during the Impromptu segment of the meeting. Guests are encouraged to participate. You'll see how it works. If you'd rather not, as a guest you can say 'I pass.'"
- Confer with Club President about who will be introducing the guest(s).

### ***After Meeting***

- Your first priority, before putting your materials away is to touch base with guests.
  - "Did you enjoy the meeting?"
  - "That was great that you answered an Impromptu!"
  - "Do you have any questions?"
  - "Thanks for coming. I hope you join."
- Give completed meeting report form to Chairperson or Mentor.
- Put away directional signs and promotional materials.
- Assist membership with reset of room.