



## President's Checklist

### ***Prior to arriving at meeting:***

- If possible, print out a copy of the speaker schedule on the morning of the meeting.

### ***Prior to starting the meeting:***

- Introduce yourself to guests, if any.
- If there are guests, make sure the person who brought them, or the VP, is prepared to introduce them.
- Obtain introductory material from today's MC
- The meeting should start when
  - 1) The room is set up
  - 2) The MC, Humorist, and Impromptu Master, Wordmaster, and Timekeeper for the day are present.
- If necessary to get the meeting started promptly, consult with the Chairperson about taking volunteers for any missing roles.

### ***Opening Announcements***

- Turn off cell phones
- Bathroom location and that you do not need to request permission to get up and go.
- Introduce the Wordmaster to explain his/her role.
- Request self-evaluation forms, quizzes, etc., be turned in to Club Chairperson or Club Mentor.
- Remind Level III-and-up, and officers, that they may complete speech evaluation forms for today's speeches.
- If GUESTS are in attendance: Introduction of Guests by person who brought them, or by the VP.
- Ask if the Chairperson has any announcements.
- Go over today's schedule.
- Introduce the MC.

### ***Closing Announcements***

- Provide a 1-2 minute general evaluation of the meeting (form available).
- Go over the schedule for the next meeting and fill in any openings.
- Remind Level III-and-up and club officers that if they completed any Executive Evaluations, they should be turned in to the Chairperson or Club Mentor and unused forms should be returned to the Executive Evaluation Folder.
- Announcements from the floor.
- Ask if the Chairperson has any announcements.
- Remind members to bring guests.
- Date and location of the next meeting \_\_\_\_\_.
- Request that members assist Club Manager in the reset the room.
- Adjourn meeting.

### ***After Meeting***

- Touch base with guests.
- Give adjusted schedule to Chairperson or Club Mentor.
- Assist membership with reset of room.



# MEETING EVALUATION WORKSHEET

*For reference. Does not need to be turned in.*

Check the "+" column if a particularly good job was done in an area, or the "-" column if this is an area for improvement that could be mentioned. Use these to help you develop your meeting evaluation comments (Do not simply verbally run down this list during your evaluation.)

*Use the space below to prepare your 1-2 min. meeting evaluation.*

| + | MC  | - |
|---|---|---|
|   | Was prepared  |   |
|   | Had adequate (or better) introductions for prepared speakers              |   |
|   | Had adequate introductions for others                                     |   |
|   | Managed any scheduled changes well  |   |
|   | Remembered key meeting elements and transitioned well                     |   |
|   | Maintained proper lectern etiquette                                       |   |
|   | Requested voting results in proper order, and had ribbons ready.          |   |
| + | Impromptu Master  | - |
|   | Described purpose correctly.  |   |
|   | Asked questions that were easy to respond to.                             |   |
|   | Remembered to ask for vote.   |   |
|   | Transitioned well at the end of the segment.                              |   |
| + | Timekeeper  | - |
|   | Handled the signals quietly and unobtrusively.                            |   |
|   | Kept time accurately.   |   |
|   | Tracked eligibility accurately.   |   |
| + | Wordmaster  | - |
|   | Provided a good word choice for "Word of the Day"                         |   |
|   | Tracked filler words particularly well                                    |   |
| + | Vote Counter  | - |
|   | Efficiently collected votes.  |   |
|   | Counted the votes privately.  |   |
|   | Stood to provide voting results.  |   |
|   | Waited to be asked for vote results and gave the results in proper order. |   |
|   | Advised MC, in advance, if there was a tie.                               |   |
| + | Individual Evaluators   | - |
|   | Followed the 4 Steps to an effective evaluation                           |   |
|   | Sandwiched the negative between positives.                                |   |
|   | Was constructive in criticism.  |   |
| + | General Comments  | - |
|   | Lectern etiquette observed  |   |
|   | Dress code met  |   |
|   | Professional behavior   |   |
|   | Majority reached eligibility  |   |