

## MELBOURNE ROSTRUM CLUB No. 6

### CHAIRMAN'S AGENDA for MEETING on / /

After being introduced by the President:

#### **INTRODUCTIONS**

**6.15** Announce "I declare this meeting of Rostrum Club 6 to be open".

Welcome members and visitors. Ask visitors to stand and introduce themselves. (Record visitors Names at Agenda Item " Farewell the visitors" )

Announce "This is a No smoking Meeting"  
"Mobile Phones and Pagers must be turned off."  
"Meals can be ordered at the Bar."  
"Will everyone please sign the attendance sheet  
and first time visitors also sign the Visitors' Book"

Outline the Meeting Highlight any special events and the time frame  
required for each. Stress the importance of adhering  
to the programmed timetable.

Announce coaches for  
Meeting:.....  
Speeches:.....

Ask "Does anyone have a matter they wish placed on  
the agenda for discussion during General Business?  
Any item not placed on notice at this stage will only  
be discussed if time permits"(Record name in Gen.Bus )

#### **APOLOGIES / LOA**

Ask "Are there any apologies on behalf of absent  
members?" (Ask secretary to record names )

Ask "Are there any requests for Leave of Absence?"  
( Grant these and ask Secretary to record names and duration  
of leave)

#### **IMPROMPTU/ SHORT NOTICE TOPICS / SPEAKERS**

Announce "Tonight's Topics are:.....  
Are there any volunteer speakers?"



Conducted by: .....

Time: ..... Bell at: .....

**IMPROMPTU/ SHORT NOTICE SPEECHES**

**6.45** Introduce “To speak for 3 minutes with a warning bell at 2 to one of the Topics, will you please welcome Speaker .....”  
 (Speakers to speak in reverse order of their experience, ie. novices first, experienced speakers last)

**PREPARED SPEECHES ( Includes EDITORIALS )**

**6.55** Introduce “To speak for ..... minutes with a warning bell at .....minutes to the topic of..... will you please welcome Speaker .....”

Speaker	Topic	Bell	Time
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**VOTE OF THANKS**

Call on “Speaker .....to move a Vote of Thanks to Speaker .....”

**7.15** Call on Coach of Speeches for comments.

Call on Training Officer. Details of Next Weeks meeting

**GENERAL BUSINESS**

**7.25** Announce “I declare General Business open”  
 ( Proceed to conduct General Business giving priority to items previously foreshadowed).

Item foreshadowed by Spkr.....

**7.40** Announce “I declare General Business closed.”

