



PRESIDING OFFICER

As Presiding Officer it is your job to announce any club business, introduce and welcome guests and be present for any issues or questions. It is your job to work with the Toastmaster and make sure that the meeting stays on time.

Before the Meeting:

Make sure you are aware of any awards that need to be presented. Ask for any business items that need to be addressed from fellow board members. Familiarize yourself with the meeting theme and any special activities that may happen during the meeting. Be aware of and try to adhere to Roberts Rules of Order for the business section as appropriate (specifically, any votes required of the club or motions from the floor to consider).

After the Meeting:

Make sure you are available to answer any questions or field any concerns.



PRESIDING OFFICER SCRIPT

Part 1 – Meeting Opening

(Get names of guests before meeting)

- "Welcome fellow members and guests to another meeting of Encinitas Toastmasters. For more than 35 years, our club has succeeded in creating a warm, friendly, and supportive environment, as we all gather every week to fulfill our mission of empowering our members to become better communicators and more effective leaders. Our mission is guided by our vision to be a place of deep community, where aspiring speakers and leaders come to learn, and great orators and proven pioneers stay to continue to grow share their wisdom.
- At each meeting we have a theme and tonight's theme is **(THEME)**. We'll be hearing more about this shortly from our **Toastmaster** for the evening, **(TOASTMASTERS NAME)**.
- "I see that we have guests with us tonight. Will you join me to introduce yourself and tell us why you've joined us here this evening?"
- New Business for tonight
- It's time for me invite our Toastmaster (name) to the lectern. (name) says, ".(theme quote or saying provided to you)..” Please welcome (name)

Part 2 – Meeting Closing

- When you are called back to the lectern at the end of the meeting... Thank you Ms./Mr. **Toastmaster**.
- "Would our guests please join me and tell us your thoughts on the meeting tonight?"
After all have spoken: "Thank you for visiting us tonight. Please know that our club is currently seeking new members, and you all are invited to join. Please see our Vice President of Membership Pat Rarus after the meeting for details."
- Our **Closing Thought** tonight is brought to us by **(name)**, who says
“ _____ ” Please welcome (name)!

NEXT WEEK....

- "Next week's Toastmaster is **(name)**. To help him out, we need to fill as many open roles for our meeting next week before we adjourn. Is there anyone here who is planning on attending next week, but hasn't yet claimed a role?" Add names to sign up sheet.
- "Please put away your chairs, and anyone who needs to leave immediately gather next

to the door. Have a great weekend, meeting adjourned!".

