

# MEETING FACILITATOR (CHAIRMAN)

Introduce meeting segments, keep sessions to time



30 seconds maximum between speakers

### Objectives of Role:

- Facilitate smooth transitions between meeting segments
- Build excitement with introductions and comments
- Keep meetings to time (or early)

## Why does this role exist?

- To allow members to develop skills as an MC, extending those skills gained in regular Toastmasters environments

## Process

1. Review agenda and Meeting Facilitator's Run Sheet (provided by VPE). Ask questions.
2. Arrive to meeting early enough to set yourself up for success in this role.

## How does this role connect with the Toastmasters Program?

**CL:** Toastmaster in any of the following projects:

- Project 4 (Time Management)
- Project 5 (Planning and Implementation)
- Project 7 (Facilitation)

**AC:** Specialty Speeches: Project 5: Introduce the Speaker

## Are there any resources available in the club that might assist you to complete this role?



- Creativity Fiddle Set (p19)
- Reusable Name Cards – dry erase tents (p22)
- Jumbo Hand Clackers (p23)
- Lights and Sounds Buzzers (p26)

## My Notes: What did I learn about being an MC?



---

---

## Seize Teachable Moments



Can you briefly highlight a training idea or insight for the audience in 30 seconds or less between roles? Reflecting in this way can add pizzazz to your role as Meeting Facilitator.

*Special thanks to Ross for co-authoring this entry.*