



Opening the Meeting

Time allocation: 1-2 minutes

This role is the first official face and voice of the meeting.

In this role you will open the meeting, bringing members back from the break at the appropriate time, welcoming the club to the second half of the meeting. Remember to use a nice loud voice that commands attention and connects with confidence to the members.

1. You have 2 minutes for your role in the beginning of the meeting.
 - a. A few minutes before starting – pipe up through any conversation and let us know “3 minutes to go before we start” (or something like that).
 - b. Welcome us to the meeting and give a mini speech about something – maybe something personal in your day or week, maybe something to do with the meeting theme? But something that grabs our attention and settles us in for the meeting. This may be 1 minute or so in length.
 - c. *If the meeting is online, read the below statement about online meetings.*
 - d. Hand the meeting over to the Chairman
2. After the break, you have 1 minute for your role to bring us back.
 - a. A minute or so before the break is due to finish – give us a warning that we will be starting again soon.
 - b. At the exact time to start – welcome us back, and give another 30 second speech about something from the first half or a highlight into the second half – anything at all, again to get our attention and get us settled.
 - c. Hand the meeting back to the Chairman

Enjoy this one- it can be a very fun role to have! 😊

ONLINE MEETINGS

A few housekeeping rules for our online meeting:

- Please keep yourself on mute unless you are speaking.
- When you are speaking, remember to look into the camera to connect with your audience instead of the screen.
- The TIMER role will always stay visible, helping us to keep the meeting on track.
- You can choose the gallery mode (think of the Brady Bunch) or Speaker View by clicking the button on the top right corner of your PC.
- And a simple trick to help clean up your screen, if we could do this together – please click the UP arrow next to your VIDEO button, choose Video Settings, scroll down to Meetings and tick the option to HIDE non-video participants.
- You will be asked to turn your camera on and off between some of the speakers, the chairman will give you instructions on when to do so.
- During the meeting, you can send a group or individual message to someone specific using the CHAT button on your screen. This will flash Orange when there is a message to read. You can send your kind words to a speaker after their speech by sending them a private message.
- If you need any assistance during the meeting, our Tech Role today is being held by _____, please direct any questions you have in a personal chat to _____.
- Finally, I ask that you put your phone, mouse or other device away so you can give the meeting and our speakers your fullest attention, just like you do online.