



Club Roles

President

Vice President

Secretary

Treasurer

Education Director

Development Officer

Social Convener

Webmaster

Club Requirements

In order for club meetings to run smoothly, you'll need:

- A welcome desk and register
- GDPR permission forms in order to collect email addresses, etc.
- Someone to collect subs
- A pre-circulated agenda
- A Chair
- A Topics Chair and General Evaluator
- Agreed speakers and an evaluator for each speech
- A timekeeper, timing facilities and a timing sheet
- Copies of the appropriate evaluation forms.
- Facilities to provide refreshments
- Lectern

Club Meetings

Every effort is made to ensure your Speakers Club programme is diverse and engaging. A normal meeting format will normally fall into two parts. The first part of the evening will normally include a welcome and warm up session, followed by two or three prepared speeches and their respective evaluations.

During the second part of the meeting, there will usually be a Topics session or an educational activity. Educational activities may include seminars, workshops, debates, storytelling, public speaking games and other activities.

The meeting will normally conclude with a General Evaluation and Club business. Further details can be obtained from your Club President.