Chair

* Select a theme and inform the VPs of Education.
* Arrive early and tweak agenda as needed.
* Provide smooth transitions from one role to the next.

Before the meeting:

1. Select a theme (preferably as soon as you find out that you are the Chair) and inform the VPs of Education immediately. Be creative!
2. Prepare your opening remarks regarding the theme. Explain why you chose it. Include an anecdote or a quote if you feel it will enhance your message. As a Chair, you need to have a lot of spirit and be enthusiastic and animated.

At the meeting:

1. Arrive early! The agendas will always need tweaking. Your job is to make sure the meeting runs smoothly, and you can’t do that if there are critical blanks in the agenda. So arrive early, take attendance as people arrive, and rearrange the agenda as needed. Be sure to talk to the members to double-check that they know what their role is and ask people if they’d like to fill in for a blank role. If someone is not present by 10:00 AM, his or her role is at risk of being taken away.

During the meeting:

1. When introduced by the SAAs, shake hands, greet the audience, say your prepared remarks, and announce any changes to the agenda. At this time, if there are any announcements that everyone should be made aware of, announce it as well.
2. Afterwards, you should ensure smooth transitions by introducing the Toast, timer, Grammarian, Quizmaster, OPP, lesson, and Topicsmaster.
3. When you are introduced later in the meeting by the Wild Card, ask for the Quizmaster and inspiration/humor.
4. During ribbon presentation time, you should build excitement by giving clues about the person. You can mention specific techniques that resulted in a stellar performance. Ask for a drum roll, then announce the name of the winner and shake hands with them. Give the same recognition that each winner deserves. Doing so will make them appreciate you more.
5. Ask for guest comments. Introduce the winner of last week’s Spirit Award. Ask the VPs of Education to confirm next week’s agenda. Give another reminder of any announcements. Adjourn the meeting by banging the gavel.