

"World Famous Toastmasters" Club XXXXX

12/29/2006

Opportunities Schedule

	Name	2-Dec	6-Jan	24-Jan	3-Feb	3-Mar	
1							<p>MEETING PREPARATION PROCEDURES</p> <p>Leaders do the homework! Confirm every single person!</p> <p>Preparation is the key to every successful meeting!</p> <p>Remember-- a meeting is two thirds completed by the time you arrive!</p>
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6							<p align="center">LEAD THE WAY!</p>
7							<p>TOASTMASTER confirms:</p> <ol style="list-style-type: none"> 1. SP(Speakers) 2. IN (Inspiration)= 1-2 min. max 3. HU (Humorist)= 1-2 min. max 4. TT (Table Topics)= 10 minutes max 5. R (Refreshments & Host) 6. CL-EV Competent Leader Manual Evaluator
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13							<p>GENERAL EVALUATOR confirms & notifies TM prior to mtg:</p> <ol style="list-style-type: none"> 1. EV1= 1-2 min. max 2. EV2=1-2 min. max 3. EV3=2-3 min. max 4. TK= timekeeper 5. GR = bring word of the day 6. AH counter
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19							<p>PRESIDENT confirms:</p> <ol style="list-style-type: none"> 1. All club officer reports 2. SB (Sgt backup) 3. Presiding officer (in absence of Pres.)
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23							<p>VP Education confirms:</p> <ol style="list-style-type: none"> 1. Toastmaster and General Evaluator 2. BU= Back-Up for whatever comes up (To be contacted first if an opening) 3. Sgt-At-Arms
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27							<p>Added Notes:</p> <ol style="list-style-type: none"> 1. We recommend each member be contacted by PHONE to confirm roles. 2. If unable to fulfill your role, please contact the Backup (BU) first when seeking your replacement. 3. Please study & follow the meeting plan provided when you joined. <p>It is also available on our website: http://www.geocities.com/voltm3670.</p>
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A President's Distinguished Club