

CHAIRPERSON OF THE DAY

Guidelines

Thank you for agreeing to serve your Association as 'Chairperson of the Day.' The information below is being provided to assist you with your responsibilities. The Chairperson sets the tone of the meeting through his/her professionalism and timely oversight of activities from the podium.

- An agenda is provided for each person at the head table. An additional agenda is located at the podium. Look over the agenda when you arrive and take mental note of those you will introduce, the order of introductions and the times indicated
- As Chairperson of the Day you have the opportunity to thank your fellow members in the Association for their support, leads and inter-trade. This also helps to establish a comfortable relationship with your audience at the outset of your remarks
- In the event there is a Trade Talk and/or Leads presenter, be sure you have the proper pronunciation of those individual's names and the firms they represent. Please speak clearly, so that everyone in the room is able to hear your introduction. A Trade Talk should fall within the range of 5-7 minutes and a Leads presentation 3-4 minutes. You are responsible to signal to the individual at the podium when their time is over. Your audience will appreciate you for adhering to the schedule (per agenda)
- When you introduce the guest speaker it is best to be brief and give highlights of his/her background. Remember, it is the presenter's opportunity to address the Association. We want to allow the maximum time available to our speakers for their presentation, rather than consume the time with long recitations of all that he/she has accomplished
- When the speaker has concluded his/her comments, you may proceed to the podium and ask the audience to join you in expressing appreciation. If there is time for a few questions, you should remain at the podium with the speaker to assist with the exchange and monitor the time. When the time is up, please promptly thank the speaker once again and turn the meeting back to the President or presiding officer present
- Thank you for participating in the Association as its Chairperson of the Day. Your time and efforts are appreciated and contribute towards maintaining high quality meetings.