

Meeting Checklist for Chairman

1. Remind the Sergeant at Arm (SAA) to bang the gavel and make an announcement at **2 Minutes** before the meeting, and again at **2 Minutes** before the start of the second half.
2. Check with VPM or Treasurer if there is any new member that needs welcoming to the club
3. Lead the applause
4. Remind for members to fill out Competent Leadership (CL) manual for roles performed in the meeting
5. Remind the timer that bell should be rung once by the timer at **30 Seconds** and once more at **1 Minute** after allocated time of a task or speech has expired
6. A break of minimum 5 minutes and maximum 15 minutes, depending on how likely the meeting is to finish on time.
7. Ask members if there are any announcements to be made before the end of the meeting.
8. Collect the guests' names and welcome guests, and ask guests for any comment before the end of the meeting