

Presiding Officer

Welcome (1:30 pm)

- Call the meeting to order** **1:30 pm**

- Announce the location of restrooms and ask everyone to silence their cell phones

- Introduce myself

- Welcome guests
 - Write guests names on the board.
 - Ask guests to introduce themselves
 - What's your name?
 - How did you find out about Toastmasters and our club?

- Read the club's mission statement:

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

- Introduce the Toastmaster of the meeting** **1:35 pm**

Closing (2:55 pm)

- Ask guests for comments
 - What did you think of the meeting?
 - Invite guests to join by visiting with the VP of Membership after the meeting

- Announcements from Officers

- Invite people to socialize after the meeting at Tim Horton's, 1-1767 152 Street, Surrey.

- Adjourn meeting** **3:00 pm**