TSF CLUB
IGNITING THE SPEAKER IN YOU

TSF CLUB
MEETING PREPARATION MANUAL

A Practical Guide on how to prepare for the TSF Club Meetings

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1. PURPOSE OF THIS MANUAL

TSF Club meetings are structured, timed and supportive. Every agenda item has a clear purpose and is led by a designated role. This manual tells each role-holder exactly how to prepare and how to present their part so that meetings run smoothly, members feel supported, and everyone learns by doing.

Use this document together with the official TSF Club Manual. The goal is not rigid formality but consistent quality: clear introductions, helpful evaluations, accurate timing, and a positive atmosphere.

2. OVERVIEW OF MEETING ROLES

Role	Primary Responsibility
Club Chair Person	Opens and closes the meeting; sets the supportive tone; announces next meeting.
Meeting Chair	Conducts the main body of the meeting; introduces speakers, evaluators and functionaries; keeps agenda moving.
Timekeeper	Times every segment; shows Green / Amber / Red signals; delivers time report.
Grammarian	Notes excellent language and gentle improvement points; may introduce Word of the Day; delivers language report.
Meeting Critique	Observes whole meeting process and atmosphere; delivers balanced overall evaluation.
Impromptu Lead	Prepares topics; runs the impromptu session with energy and fairness.
Prepared Speakers	Deliver 4–6 minute speeches according to assigned project; bring manual for written comments.
Speech Evaluators	Give constructive verbal (2–3 min) and written feedback aligned to project objectives.

Note: Office-bearer roles (Director – Training, Membership, Media, Admin) support the club outside the meeting itself. Inside the meeting the roles above are the active presenters.

3. STANDARD MEETING AGENDA (QUICK REFERENCE)

Typical meeting length: 60–90 minutes. Usually three prepared speakers. If time permits, more than three prepared speakers are allowed.

#	Agenda Item	Led By	Typical Time
1	Opening Remarks	Club Chair	1–2 min
2	Introduce Functionaries	Meeting Chair	1–2 min
3	Introduce Prepared Speakers	Meeting Chair	1–2 min
4	Prepared Speeches (×3)	Speakers	4–6 min each
5	Evaluations	Evaluators	2–3 min each
6	Impromptu Session	Impromptu Lead	1–2 min per speaker
7	Reports (Time / Grammar / Critique)	Timekeeper, Grammarian, Meeting Critique	4–6 min total
8	Voting – Best Speakers	Meeting Chair	2–3 min
9	Closing	Club Chair	1–2 min

4. DETAILED AGENDA ITEM GUIDANCE

For each agenda item below you will find: Purpose, Who leads it, Preparation steps, How to present it, and Key tips.

4.1 Club Chair Person – Opening Remarks

Purpose: Start on time, welcome everyone, set a positive tone, and hand over to the Meeting Chair.

Led by: Club Chair Person **Time:** 1–2 minutes

Preparation

- Arrive early and ensure the venue is ready.
- Confirm the Meeting Chair, Timekeeper, Grammarian, Meeting Critique and Impromptu Lead are present.
- Know the names of any guests so you can welcome them personally.
- Have the next meeting date/time ready (or confirm with Director – Admin).

How to Present

- Stand, smile, and begin exactly on time.
- Welcome members and guests by name if possible.
- If guests are present, give a one-sentence purpose of TSF Club: “We provide a free, supportive platform to practise communication and leadership skills through learning by doing.”
- Introduce the Meeting Chair by name and hand over control of the meeting.
- Sit down promptly so the agenda can move forward.

Key Tips

- *Keep it warm and brief. Do not deliver a long speech.*
- *Your calm, punctual start sets the culture for the whole meeting.*

4.2 Meeting Chair – Introduces Functionaries

Purpose: Explain the supporting roles so the audience understands how the meeting will be observed and timed.

Led by: Meeting Chair **Time:** 1–2 minutes

Preparation

- Confirm names and correct pronunciation of Timekeeper, Grammarian and Meeting Critique.
- Brief them (before the meeting) on when they will report.

How to Present

- Take charge with a short greeting: “Good afternoon / evening everyone. I am [Name], your Meeting Chair today.”
- Introduce each functionary in turn and invite them to stand briefly.
- Timekeeper: “Our Timekeeper is [Name]. He/she will time every segment and show Green, Amber and Red signals.”
- Grammarian: “Our Grammarian is [Name]. He/she will listen for excellent language and any gentle points for improvement.”
- Meeting Critique: “Our Meeting Critique is [Name]. He/she will observe the whole meeting and give overall feedback at the end.”
- Optionally invite the Grammarian to announce the Word of the Day (if used).
- Move smoothly to the next item.

Key Tips

- *Keep introductions short and clear. The functionaries do not need to speak yet.*
- *Explain that these roles help the meeting run smoothly and give valuable feedback.*

4.3 Meeting Chair – Introduces Prepared Speakers

Purpose: Build anticipation and give each speaker a warm, professional introduction without revealing speech content.

Led by: Meeting Chair **Time:** 15–20 seconds per speaker

Preparation

- Obtain from each speaker: full name, speech project number/title, speech title (if any), and evaluator's name.
- Write a brief, warm introduction for each (one or two sentences).
- Confirm the speaking order with the Director – Training or speakers themselves.

How to Present

- Announce: "We now move to the prepared speeches. Our first speaker is..."
- For each speaker state: Name → Project → Speech title (if any) → Evaluator's name.
- Give a warm, concise sentence that builds interest without spoiling the content.
- Invite the speaker to the lectern/front and lead the applause.
- After the speech, thank the speaker, lead applause again, and introduce the next speaker.

Key Tips

- *Never summarise or preview the speech content.*
- *Keep each introduction to 15–20 seconds so the focus stays on the speaker.*

4.4 Speakers Deliver Prepared Speeches

Purpose: Practise structured speaking according to the assigned project objectives.

Led by: Prepared Speakers (usually three) **Time:** 4–6 minutes each

Preparation

- Study the project description and evaluation guide in the TSF Club Manual carefully.
- Prepare and practise aloud; record yourself or present to a mentor/friend first.
- Bring this manual (or the project page) so the evaluator can write comments.
- Use brief note cards only if needed — avoid reading a full script.
- Arrive early, check the speaking area, and take a deep breath before starting.

How to Present

- Walk confidently to the speaking position when introduced.
- Pause briefly, make eye contact, then begin with your planned opening.
- Deliver the speech within 4–6 minutes, watching the Timekeeper's signals: Green at 4 min, Amber at 5 min, Red at 6 min.
- End clearly, pause, and return to your seat. Accept applause gracefully.

Key Tips

- *The audience wants you to succeed. Focus on connecting rather than on perfection.*
- *Respect the time limit — it is a core professional skill.*

4.5 Evaluators Give Feedback

Purpose: Provide constructive, encouraging feedback that helps the speaker grow.

Led by: Speech Evaluators (one per speaker) **Time:** 2–3 minutes each

Preparation

- Read the project objectives and evaluation guide for that specific speech before the meeting.
- Sit where you can see and hear the speaker clearly.
- Take brief notes during the speech; focus on strengths first, then one or two specific suggestions.
- Prepare to write comments in the speaker's manual after (or during) the verbal evaluation.

How to Present

- When called, stand and briefly restate the speech objectives so everyone knows the criteria.
- Begin with genuine strengths (what worked well).
- Offer one or two specific, actionable suggestions — never a long list of criticisms.
- End on an encouraging note that looks forward to the speaker's next speech.
- Keep the total verbal evaluation to 2–3 minutes.

Key Tips

- *New speakers need confidence more than criticism. Be especially encouraging for Speech 1A.*
- *Written comments should match the verbal evaluation and remain private to the speaker.*
- *Never evaluate content opinions; focus on delivery, structure and project objectives.*

4.6 Impromptu Session (Impromptu Lead)

Purpose: Train quick thinking, clear organisation and confident speaking under time pressure.

Led by: Impromptu Lead **Time:** 1–2 minutes per speaker

Preparation

- Prepare 8–12 varied topics in advance (light-hearted, reflective, opinion-based, situational, relevant to students/professionals).

- Avoid overly personal, controversial or embarrassing topics.
- Write each topic clearly on a separate slip/card or be ready to display them one at a time.
- Confirm with the Meeting Chair how many speakers and the total time available.

How to Present

- Explain the rules briefly: “Each speaker will receive a topic, have a few seconds to think, then speak for 1–2 minutes. The Timekeeper will signal.”
- Invite volunteers first; if needed, draw names randomly so everyone participates over time.
- Give the topic, allow a moment of silence (do not rush), then start the speaker.
- After each speech, thank the speaker and lead applause.
- If a speaker freezes, offer a gentle prompt or the option to pick a different topic, then move on gracefully.
- Watch overall time so the session does not overrun.
- Optionally, at the end, briefly highlight one or two techniques that worked well (no formal individual evaluation).

Key Tips

- *Pause briefly, state one clear point, support it with a short example or reason, and conclude cleanly.*
- *A simple structure works well: Point – Reason – Example – Close.*

4.7 Reports Segment – Timekeeper, Grammarian & Meeting Critique

Purpose: Provide factual timing data, language observations, and an overall process evaluation so the club continuously improves.

Time: 4–6 minutes total for all three reports

A. Timekeeper Report

Preparation: Obtain the list of timed segments and limits from the Meeting Chair before the meeting. Use a reliable timer and prepare Green / Amber / Red cards (or lights).

During the meeting: Start timing the moment the speaker begins (not during the introduction). Record exact times. Never interrupt a speaker mid-sentence.

How to present the report:

- Stand and state each person's name and exact time taken.
- Indicate whether they were within, under or over the limit.
- Keep the report concise and neutral — no judgemental comments.
- Thank the speakers for respecting (or working toward) the time limits.

B. Grammarian Report

Preparation: Optionally choose a "Word of the Day" — an interesting, useful word. Announce it early and encourage members to use it.

During the meeting: Listen to every speaker (including role-holders and impromptu). Note excellent vocabulary, vivid imagery, rhetorical devices, and also filler words (um, uh, like, you know, basically) or awkward phrasing. Keep notes brief and specific.

How to present the report (2–3 minutes):

- Word of the Day — who used it and how (if applicable).
- Language highlights — two or three specific compliments (quote phrases if possible).
- One or two gentle observations for improvement (filler words, grammar, clarity). Avoid embarrassing anyone.
- Encouraging closing sentence.

C. Meeting Critique Report

Preparation: Observe the entire meeting from start to finish with a constructive mindset. Take brief notes on start time, agenda flow, quality of introductions, energy, engagement, transitions, and whether the meeting finished on time.

How to present the report (3–4 minutes):

- Overall impression of the meeting atmosphere and energy.
- What went especially well (specific examples).
- One to three practical suggestions for smoother or more effective future meetings.
- Encouraging close that thanks participants and looks forward to the next meeting.

Important: *Never single out a prepared speaker's content for criticism — that is the Speech Evaluator's job. Focus on meeting process, roles and atmosphere.*

4.8 Voting for Best Prepared Speaker and Best Impromptu Speaker

Purpose: Recognise excellence in a positive, supportive way and encourage members.

Led by: Meeting Chair (collects votes and announces, or hands to Club Chair) **Time:** 2–3 minutes

How to Present

- Explain briefly: "We will now vote for Best Prepared Speaker and Best Impromptu Speaker of today's session."

- Use the club's agreed method (show of hands, ballot slips, or other simple method).
- Collect or note the votes fairly and quickly.
- Announce the winners with genuine appreciation, or hand the results to the Club Chair for the closing.
- Lead applause for the winners and for all participants.

Key Tips

• Keep the process light and positive — recognition, not competition for its own sake.

• Every speaker is celebrated by the act of participating; the awards simply highlight standout efforts.

4.9 Club Chair Person – Closing

Purpose: Formally close the meeting, confirm next steps, and leave everyone feeling valued.

Led by: Club Chair Person **Time:** 1–2 minutes

How to Present

- Announce the winners (if not already announced by the Meeting Chair).
- State the date, time and venue of the next meeting clearly.
- Nominate or confirm the next Meeting Chair (and any other key roles if decided).
- Thank everyone — speakers, evaluators, functionaries, guests and members — for participating.
- Formally adjourn the meeting: "This meeting is now adjourned. See you next time!"

Key Tips

• End on a warm, forward-looking note. Members should leave motivated to return.

5. ROLE-SPECIFIC PREPARATION CHECKLISTS

Before Every Meeting – All Role Holders

- Confirm your role assignment and any special instructions from the Meeting Chair or Director – Training.
- Arrive at least 10–15 minutes early.
- Bring any materials you need (timer cards, topic slips, evaluation notes, this manual).
- Check pronunciation of names you will introduce or report on.

Meeting Chair Checklist

- Obtain full speaker list with project numbers, titles and evaluator names.
- Prepare brief introductions for each speaker and functionary.
- Confirm timing plan with Timekeeper.
- Know the voting method and how winners will be announced.
- Keep a printed or digital agenda and stick to it.

Timekeeper Checklist

- Reliable timer ready and tested.
- Green, Amber, Red signal cards (or lights) visible to speakers.
- List of all timed segments and their limits.
- Note sheet for recording exact times.

Grammarian Checklist

- Optional Word of the Day chosen and ready to announce.
- Note paper for language highlights and gentle observations.
- Report structure rehearsed (highlights first, then suggestions).

Meeting Critique Checklist

- Note paper ready for process observations.
- Focus on atmosphere, flow, introductions, transitions and timing — not speech content.
- Report structure rehearsed (strengths → suggestions → encouragement).

Impromptu Lead Checklist

- 8–12 varied, appropriate topics prepared on slips or ready to display.
- Rules explanation prepared in one or two clear sentences.
- Plan for calling volunteers or random selection.
- Awareness of total time available for the segment.

Speaker Checklist

- Project objectives studied; speech prepared and practised aloud.
- Manual (or evaluation page) brought for written comments.
- Note cards (if used) limited to key words.
- Dress neat and arrive early enough to settle nerves.

Evaluator Checklist

- Project objectives and evaluation guide read in advance.
- Note paper ready; strengths-first approach planned.
- Verbal evaluation kept to 2–3 minutes; written comments ready.

6. TIMING & SIGNAL REFERENCE

Segment	Limit	Green	Amber	Red
Prepared Speech	4–6 min	4:00	5:00	6:00
Speech Evaluation	~2–3 min	Agree with Chair	—	—
Impromptu Speech	1–2 min	1:00	1:30	2:00

Signal meanings: Green = minimum time reached / you may continue; **Amber** = one minute (or 30 seconds) remaining — begin concluding; **Red** = time is up — conclude within the next few seconds.

7. SAMPLE SCRIPT PHRASES

These are examples only. Adapt the wording to your natural style while keeping the structure clear.

Club Chair – Opening

"Good evening everyone. Welcome to today's TSF Club meeting. It's wonderful to see familiar faces and to welcome our guests [names if known]. TSF Club is a free, supportive platform where we practise communication and leadership skills by learning by doing. I'd now like to hand over to our Meeting Chair, [Name], who will conduct the rest of the session."

Meeting Chair – Functionaries

"Thank you, [Club Chair]. Good evening everyone. I am [Name], your Meeting Chair today. Helping us keep time is our Timekeeper, [Name]. Observing our language is our Grammarian, [Name]. And giving us overall feedback will be our Meeting Critique, [Name]. Please stand so everyone can see you. Thank you."

Meeting Chair – Speaker Introduction

"Our first prepared speaker is [Name]. He/she will be delivering Speech [1A – Introductory / 2B – Storytelling / etc.]. The title of the speech is '[Title]'. Evaluating this speech will be [Evaluator Name]. Please welcome [Name]."

Evaluator – Opening of Feedback

"Thank you. The objectives of this project were [briefly restate 2–3 key objectives]. What I especially appreciated was… [strength]. One suggestion that may help next time is… [specific point]. Overall, a strong step forward — I look forward to your next speech."

Impromptu Lead – Rules

"We now move to the Impromptu Session. Each speaker will receive a topic, have a few seconds to gather thoughts, and then speak for one to two minutes. The Timekeeper will show the signals. Who would like to volunteer first?"

Timekeeper – Report

"Thank you. Here are the times. Prepared speeches: [Name] – 5 minutes 20 seconds (within limit); [Name] – 6 minutes 10 seconds (slightly over); … Impromptu: [Name] – 1 minute 45 seconds. Thank you all for your awareness of time."

Grammarian – Report Structure

"Word of the Day was '[word]' and it was used by [Name] in the phrase '…'. Language highlights: [Name] used a vivid metaphor when they said '…'; [Name] had excellent clarity in explaining… One gentle observation: we heard the filler 'like' a few times — something we can all watch. Overall, a rich language environment today. Thank you."

Meeting Critique – Report Structure

"Overall, the meeting had a warm and focused energy. What went especially well: introductions were clear and the transitions between speakers were smooth. One suggestion: we started three minutes late — arriving a few minutes earlier next time will protect the full agenda. Thank you to everyone who filled a role and to all who spoke. Looking forward to the next meeting."

Club Chair – Closing

"Congratulations to our Best Prepared Speaker [Name] and Best Impromptu Speaker [Name]. Our next meeting will be on [Day, Date] at [Time] in [Venue]. The next Meeting Chair will be [Name]. Thank you all for your participation and support. This meeting is now adjourned."

8. BEST PRACTICES FOR A SUPPORTIVE MEETING CULTURE

- Start and finish on time — it shows respect for everyone's schedule.
- Strengths first, then limited, specific suggestions — especially for newer members.
- Applause after every speech and role contribution — celebrate effort.
- Never interrupt a speaker mid-sentence (Timekeeper included).
- Keep evaluations private in written form; verbal feedback stays constructive and public.
- Guests are always welcome; explain the purpose briefly and invite them to return.
- Rotate roles so leadership experience is shared across the membership.
- Use the website (www.tsfclub.org) to record attendance, roles and speech progress.
- Remember the Member's Promise: attend regularly, prepare well, evaluate helpfully, and maintain a positive environment.

This manual is intended for enrolled TSF Club members for club activities. It is derived from the official TSF Club Manual published by Think Sustainability Foundation. For the complete educational programme, project details and certificates, refer to the full TSF Club Manual and www.tsfclub.org.

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