



Rotary Club of Oak Bay Preferred Practice For Introducing Speakers at Club Meetings

An important note for the users

The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.

Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.

It is emphasized that this document merely gives guidelines to the Board Committee Chairs and other Rotarians, and neither the Rotary Club of Oak Bay nor the persons who have written this document will be held liable in any event.

Rotary Club of Oak Bay

Preferred Practices for Introducing Speakers at Club Meetings

KEY FUNCTION

To ensure that speaker introductions are made professionally and with consistency.

AIM OF THIS DOCUMENT

To provide guidelines for introducing speakers at our Club's weekly meetings

PREFERRED PRACTICE

It is a privilege to be asked to introduce a speaker to our club members. Use this opportunity to the best of your ability. The speaker usually follows the informal and light-hearted part of the club's meeting such as the Celebrations Master. Your job as a speaker introducer is to shift gears and act as a bridge between the informal and the formal part of the meeting.

Your task is to introduce the speaker, not to take center stage. Keep the introduction brief but informative. Unless it is a very formal Club event, the introduction should be no longer than one to two minutes at most. Here are some points that will assist you in your task:

1. Do your research prior to the day of the meeting by contacting the speaker or the club's speaker organizer. Ask for a short bio of the speaker.
2. Find out what the speaker is talking about and the title of his/her talk.
3. Start your introduction by telling the audience the title of the talk.
4. Bear in mind that **at a minimum**, the audience needs to know the following things about the speaker:
 - a. Educational background (if the speaker has provided such information).
 - b. Accomplishments in his or her chosen field.
 - c. Speaker's interests outside his/her normal work – family, hobbies, volunteer activities, etc.
 - d. If the speaker is a Rotarian do give some of his/her Rotary-related background.
 - e. Personal anecdotes are good provided they are relevant to the speaker or the topic of his/her presentation.
 - f. Finally, before handing over the podium to the speaker, give the audience the title of the talk and the speaker's name with full title - Mr., Mrs., Ms., Dr., etc. Repeat the name if

you have already told the audience who the speaker of the day is. **Make sure you know how to pronounce the speaker's name.**

5. Wait at the lectern until the speaker comes to the lectern. Shake his or her hand and then step back.

Some DONTs

1. Do not forget to meet the speaker before you introduce him/her to the audience.
2. Speakers may send you a long bio. **DO NOT** read the bio. Select the salient points as listed above.
3. **DO NOT** assume that the speaker is known to our club and “therefore (using the old cliché) ... needs no introduction”. There are visiting Rotarians and guests who may know nothing about the speaker and this deprives them of this knowledge; it is also discourteous to both the speaker and the guests. **This is particularly relevant if the speaker is a club member.**
4. Avoid using jokes unless absolutely relevant to the subject (but not the speaker).
5. Do not try to upstage the speaker with your knowledge of the subject.

This Preferred Practice is compiled by:
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