



EDUCATIONAL FEATURE

75¢

DEMONSTRATION OF A REGULAR MEETING

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This demonstration of a regular ITC club meeting can be used to stimulate interest of non-members, to inform beginning members, and/or serve as a review in basic procedures for continuing members.

It demonstrates the importance of teamwork with each participant's role complimenting the others. A well-informed team should be able to "sell" the aims and objectives of ITC. A question and answer period or informal session can be of benefit as a PR tool.

BE PREPARED: BE FRIENDLY: BE INFORMED: BE ENTHUSIASTIC; BE YOU!

Occasion

To groups or organizations as part of their scheduled program.
To persons who may be interested in forming an ITC club.
To business firms or professional groups who may wish to promote ITC training within the company for employees.
To newly organized ITC clubs as an orientation to basic procedures.

Format

This demonstration meeting requires approximately one hour if no business meeting is included.

There should be a minimum of five experienced participants. The commentator and presiding officer should assume only one role. The other participants may do more than one assignment, if necessary. Care should be taken to select only well qualified members for the team, as they will project the image of ITC to the public. Their experience and enthusiasm will add to the positive public relations the organization seeks to build.

A business meeting, including a report from the delegate to council, may be added if time and the number of members on

DEMONSTRATION MEETING

team allow. This gives the audience an insight into council, as well as club, activities.

PROGRAM THEMES

The two examples used in this feature are suggested themes only. They are built around the theme "Golden Key" and "How Does Your Garden Grow?" Other program theme suggestions can be found in the ITC manual "Programs With A Purpose" (Catalogue # 123.) The team should use its own creativity in selecting a theme they feel will result in an unique meeting.

Possible subjects for the speeches to be given during the body of the meeting are:

Stage fright for beginners
Platform presence
How to listen
Goal setting

Word pictures
Conversation
Why ITC?

Any subject that has educational and role model value is a proper choice. If possible, one speech should be serious, The other may be humorous for balance.

The other portions of the program should harmonize with the general theme. Table topics and lexicology usually involve the audience so there will be some variety in format and activity level.

DEMONSTRATION MEETING SCRIPT

Each participant should be given a copy of the script with the appropriate part highlighted.

COMMENTATOR:

"ITC was founded in 1938 primarily to give people experience in leadership and speech development through participation, practice and evaluation. The ability to organize ones thoughts, as well as to express them in a way that prevents misunderstanding, is just one of the many advantages of our training.

The meeting today is a demonstration meeting. While all ITC clubs follow the same general pattern, there is always opportunity for variety. Alternate program formats might include use of panel or round table discussion, book reviews, oral reading, lessons in how to preside at a meeting, vocabulary building, management techniques, creative listening, parliamentary procedure, and other educational features. I shall call attention specifically to the portions of the program that are emphasized in our training. You will have an opportunity to ask questions about any part of the meeting before we conclude our presentation.

It is my pleasure as your commentator to introduce the program participants. Please hold your applause until all have been

introduced. (Each participant should rise as introduced and remain standing. Lead applause when all are standing.) You have met our participants. Now let us begin the meeting.

It is the duty of the presiding officer to call the meeting to order. This formal procedure signifies that the meeting is officially in progress."

PRESIDENT: (Raps the gavel once)

"The demonstration meeting will come to order."

COMMENTATOR:

"Notice that the presiding officer rapped the gavel firmly so that all could hear. This opens a meeting correctly. When all were at attention, the meeting was declared in order."

PRESIDENT:

"The invocation will be given by _____ followed by the pledge of the organization, led by _____. Will you please rise?"

(Optional: The pledge of allegiance to the flag of the country of residence may be substituted, if desired.)

INVOCATION:

(This is an example only- you may substitute one of your choice.)

"We know that you are with us, oh Creator. We ask a special blessing upon each one attending this meeting. Let us be ever aware of the privileges we enjoy - to meet without fear - to speak without restraint - to listen with open minds. Bless this occasion in all that it supplies in material and spiritual gifts. Help us to use these gifts to better serve those who share with us in this universe. Guide us all. Amen."

PLEDGE:

"We, as members of International Training in Communication, hereby pledge to give active thought to leadership training and speech improvement, hoping through better communication to achieve greater understanding throughout the world."

COMMENTATOR:

"For this meeting an invocation was given. An inspirational quotation/poem is used in many instances. If an inspiration is used, it may follow the pledge."

PRESIDENT: (Two suggested programs follow. Make selection and adjust script accordingly.)

"Welcome to our House of Learning. A key to open the door of this house was given to you when you expressed an interest in ITC. We call it the Golden Key because the treasures you can find behind the door will do much to enrich your life and the lives of others. Skills once learned are always with you and your Golden Key will never be lost.

(Alternate)

"Almost everyone is interested in gardens. Some prefer the cottage type garden; some are inspired by works of art such as Van Gogh's "Sunflowers"; some aspire to window boxes of herbs; while still others envision a plant or two in the home. Some may be stimulated by sitting in the sun admiring a few well-cultivated blooms. Growth in ITC can be compared to that of an expert gardener. Our experts have learned to create gardens in their minds using the training the organization offers. All plants, if they are to flourish and grow, require similar treatment - fertile soil, sunshine and rain. The skilled gardener tends the plants with loving care to ensure that conditions are perfect for their growth just as ITC provides each individual member with the tools and the opportunity to develop to their full potential. I have much pleasure in extending a warm welcome to each member of this audience. I hope you will enjoy a relaxing hour in our ITC garden."

"Seated at the head table are members who have taken advantage of the training offered by ITC. (Introduce those seated here and lead the applause.) We have other special guests in the audience. Will the Hospitality/Protocol chairman, _____ please introduce our guests?"

PROTOCOL/HOSPITALITY CHAIRMAN:

"Madame/Mr. President. We have with us as guests _____."
(introduces guests and leads applause....if no guests are present, chairman uses fictional names.)

PRESIDENT:

"We are glad you were able to be with us today. We hope you will find our meeting both profitable and entertaining. Now it is time to enjoy our meal and the conversation with those who share our table."

COMMENTATOR:

"The presiding officer's welcome should include everyone and set the mood for the meeting. The introductions can be made in various ways. The president should always establish why people are seated at the head table. The protocol chairman may then be called upon to introduce other guests. In some clubs this is done by the hospitality or membership chairman. In any event, the goal is to put the members and guests at ease by introducing them correctly. If food is served, it is served at this time. We begin to eat as soon as the presiding officer has picked up the fork. The presiding officer has the

responsibility for not keeping people waiting. The fork should be lifted briefly and placed on the side of the plate so everyone else may start if he/she is not ready to begin. At a large meeting it is not necessary to wait for all to be served before the presiding officer begins to eat. When the time allotted for the meal has elapsed, the presiding officer rises and stands behind the lectern as a signal to the audience that the program is about to resume.

Next on the program is Table Topics designed to assist the member to gain poise and self confidence. It will also stimulate creative thinking at an instant's notice. This part of the program is directed by Topic Leader. The participants answer extemporaneously."

PRESIDENT: (Introduces the topic leader)

"There are many surprises behind the door in our House of Learning. You never know what you may find. One of our members has discovered interesting situations in forays into the obscure corners of our house. With the Golden Key the doors will be unlocked for you by our topic leader _____." (lead applause.)

(Alternate)

"Gardens do not grow in a beautiful, orderly way without care and cultivation. Our topic leader today has cultivated a flowerbed full of creative ideas through ITC training. There are the poppies of poise - the roses of reason - the allysum of eloquence - that bloom alongside other blossoms too numerous to mention. We will be led today in a tour of this arboretum by topic leader _____." (lead applause)

TOPIC LEADER:

"Madame/Mr. President." (Wait for recognition and proceed.)

Be sure to establish a time limit. Topics could be about a current topic of interest or completely imaginary. This is a time when members can be involved along with the leader. Bridge the performances with appropriate comments. At the conclusion say - "Madame/Mr. President, this concludes Tabletopics."

PRESIDENT:

Thank you, Madame/Mr. Topic Leader." (Leads applause)

COMMENTATOR:

"After topics, the business meeting would normally be held. It is that part of the meeting devoted to handling the required items of business necessary for orderly functioning of the club.

(Business portion is optional according to the audience. See exhibit for business script, if desired.)

As we are not holding a business meeting today, the presiding officer will continue with the program."

PRESIDENT:

"There being no business, the chair declares a 10-minute recess. Will those taking part in the next portion of the program please take their places at the head table?"

COMMENTATOR:

"The recess precedes the program part of the meeting to provide time for the participants to move to the head table and to prepare for the program. Members may use this time to socialize.

Now we come to the program part of the meeting. The presiding officer must plan a transition into the program and the introduction of the Program Leader responsible for presenting the participants. Whenever possible, the theme of the meeting should be incorporated into the presentation. The introductions by the Program Leader should also qualify the speakers as members worthy of speaking about the subjects. The main objective of the introductions is to put the speakers at ease and to stimulate the audience's interest in the program."

PRESIDENT:

"Our program leader today has held the "Golden Key" in hand for two years. Many new experiences have been passed along with the key. This member has been treasurer of the ABC Club, ITC and is presently serving as its secretary. The key has opened the door to community activities as well. His/her credentials include participation as a featured speaker for the United Way Fund and serving as a member of the Board of Directors for the local 4-H Club. Today the door to our House of Learning will be opened by _____." (leads applause)

(Alternate)

"Our program leader today is an expert in landscape gardening. He/she has planned the garden to ensure that each plant is used to its greatest advantage, intermingling many varieties of plants and flowers to produce an overall effect of color and harmony for your enjoyment. May I present _____, your Program Leader." (leads applause)

PROGRAM LEADER:

"Madame, Mr. President, members, guests. Membership is the Golden Key that will open the doors to new opportunities for you. We wish to share with you some of the keys that you may use to develop your talents - your hidden powers. Many people, especially those in the public eye, are searching for confidence and poise. ITC training begins to develop those traits through an understanding of the art of communication.

Our speaker today has stepped through the "Door of Knowledge" into our "House of Learning." The Golden Key has indeed un-

locked the door for this speaker. Enjoy with me the explanation of _____ presented for us by _____."

(Alternate)

"Madame/Mr. President, members and guests. Time plays a vital part in the success of gardening. There is a right time to transplant a seedling into a larger pot; a right time to set bulbs; and a time to introduce new features into the corner of the garden. There is a time to plant, a time to water, time to cultivate, and a time to enjoy. ITC plants the seeds of training, provides the nourishment of materials, cultivates with effective evaluation, and adds the enjoyment of social-business contacts. Time in its proper fullness is stressed throughout each of these cycles. Today we have two speakers who will each speak on their selected topics.

Our first speaker is an expert on Floral Art. He/she is going to compare the aspects of floral arrangements to the steps required in creating a speech. May I present _____."
(leads applause)

SPEAKER NO. 1:

Present a 3-5 minute speech.

PROGRAM LEADER:

(Leads applause when speaker is finished. Makes appropriate comments to bridge to the second speaker and introduces speaker number 2.)

SPEAKER NO. 2:

Gives a regulation length 5-8 minute speech.

PROGRAM LEADER:

(Leads applause when speaker finishes. Comments on speech and calls on timer for report.)

TIMER:

"Madame/Mr. Program Leader. All portions of the program were within stated time limits. Speaker # 1 spoke for _____ minutes. Speaker # 2 spoke for _____ minutes."

COMMENTATOR:

"Our first speaker gave the basic steps necessary to create an effective speech. It was not meant to be all inclusive but rather to demonstrate the importance of an opening, a body and a conclusion.

The second speaker was an experienced speaker giving a practice speech in preparation for the annual speech contest. Such a speech must be carefully timed to be between 5-8 minutes. This

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is why the timer gives an accurate report of the time taken by each speaker. The setting of time limits for each portion of the program also keeps things moving.

ITC offers three methods of training to its members - education, participation and evaluation.

We learn by observing and listening. Next we participate and assume responsibility for increasingly difficult parts of the program at the speed which makes us comfortable.

Evaluation helps us realize the kind of impression we have made on others. By applying the recommendations made by the evaluator, we can improve our performance. With constructive evaluation, there is progress for ourselves and for the group. We must examine our achievements through the eyes of the evaluator who gives candid reactions to our performances and offers suggestions for improvement. You will find a complete description of evaluation in the Evaluation Section of the ITC Educational Manual. The Program Leader introduces the evaluator by giving pertinent qualifications to show that he/she is experienced and worthy to fulfill this responsibility.

PROGRAM LEADER: (Introduces evaluator and gives credentials)

EVALUATOR: (Carefully considers the type evaluation given at this type meeting. Remember, severe evaluation given before the audience is made aware of its importance might be counter-productive.)

PROGRAM LEADER:

"Thank you for a fine evaluation. We are certain the tips, ideas, and suggestions you have offered will help us all to improve our next assignment.

Madame/Mr. President. This concludes the program portion of the meeting."

COMMENTATOR:

"This concludes the demonstration meeting. Membership in each ITC Club is limited to a maximum of thirty so that all members may have the greatest opportunity to participate. Are there any questions? (Direct questions to those best prepared to answer. The Extension Chairman is a logical choice if present. After all questions have been answered and all discussion has ended, say.....)

The presiding officer will now conclude the meeting."

PRESIDENT:

"We are grateful to all the members who have participated in this demonstration meeting. We hope our guests have learned more about the training that is available in ITC. We hope you enjoyed the program. We thank the evaluator for being with us

and giving so many valuable suggestions. To all our guests, we extend a warm invitation to return and visit at our next regular meeting which will be on _____.

Are there any announcements?

The closing thought will be given by _____."

CLOSING THOUGHT PRESENTOR: (Does not address the presiding officer, but rises and gives a brief, inspirational thought in keeping with the theme. There is no applause after the closing thought.)

PRESIDENT:

"If there is no other business to come before the assembly (pause)----the meeting is adjourned."

ADDITIONAL INFORMATION:

The Demonstration Team members may remain and answer any questions that remain unanswered. If this is a new organizing unit, an interim president, vice president, program chairman, secretary and bylaws chairman should be elected/appointed. A date should be set for the next meeting. Follow the instructions in the kit sent by the extension chairman for the use of this unit. It is a good idea to accept membership applications and dues checks as early as possible. These may be held by the secretary until a bank account is established.

TO THE DEMONSTRATION TEAM:

Taking part in this type of educational exercise will present the opportunity to challenge the experienced member in quite a different area of communication.

It is essential to meet together after the demonstration meeting and evaluate the team as well as the individual performances. Remember - we learn from our errors only if we look for them with determination that they will not be repeated.

SUGGESTED MATERIALS FOR FURTHER STUDY:

Catalogue # 126....Extension Leader's Handbook
Catalogue # 109....Let's Organize an ITC Club
Catalogue # 125....Organizing Unit Guidelines

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BUSINESS MEETING

COMMENTATOR:

"After topics the business meeting usually begins. It is that portion of the meeting devoted to handling the business required for the efficient functioning of the club. Our presiding officer will make the transition into business so everyone is aware that the business meeting will begin."

PRESIDENT:

"We will now begin the business meeting. Madam/Mr. Secretary, do we have a quorum?"

COMMENTATOR:

"It is important to establish a quorum before transacting any business. The secretary may establish a quorum by taking a silent or oral roll call."

PRESIDENT:

"The secretary will read the minutes of the _____.
(Give date of meeting) (Secretary reads the minutes.)

Are there any corrections to the minutes? (Pause) If not, they are approved as read."

COMMENTATOR:

"The outstanding features of the minutes should be brevity and clarity. They should record all that was done at the meeting, not what was said in discussion. It is important to record the names of the members present. Minutes are the legal record of the club's activities."

PRESIDENT:

"The secretary will read the correspondence." (If applicable)
(Secretary reads correspondence as directed.)

PRESIDENT:

"May we have the treasurer's report, please?"

TREASURER:

"Madam/Mister President. The balance on hand as of _____ was \$ _____. Total receipts \$ _____. Total disbursements \$ _____. Balance on hand as of _____ \$ _____."

PRESIDENT:

"Are there questions? This report was read for your information and will be placed on file. 187"

COMMENTATOR:

"You will note that the treasurer's report includes only four items: Balance on hand at the time of the last meeting; total receipts; total disbursements; and balance on hand as of this date. The report is given for information only and is not adopted."

PRESIDENT:

"Are there any bills to be presented?" (Looks toward treasurer)

TREASURER: (Reports any bills, giving amount, stating purpose, and person submitting the bill.)

PRESIDENT:

"If there are no objections, these bills will be paid as they are covered in the budget and bylaws allow payment upon submission of itemized vouchers. (Pause) The treasurer will pay the bills."

COMMENTATOR:

"By saying-if there are no objections - the presiding officer is saving the time required for action on a motion. However, if any of the bills presented are not budgeted, a motion is necessary.

The presiding officer then calls on the Delegate to Council for a report on council activities. Other committee chairmen are called on if they have requested time on the agenda. Any unfinished business is discussed after the reports have been given. Then new business is introduced.

After completing all business, the presiding officer says:"

PRESIDENT:

"Is there any further business? (Pause)

There being no further business, the business portion of this meeting is concluded."