

GUIDE FOR ROTARIAN SPEAKERS

AT ROTARY MEETINGS

Purpose of this Guide

This guide is designed to assist Rotarians when they are scheduled for:

- A member's talk
- A new member's talk
- A guest speaker's presentation

Member's Talk

The programmer will try to schedule each Rotarian for a 5-minute member talk during the Rotary year. If for some reason you cannot - or do not want to - participate in this activity, please let the Club's programmer and bulletin editor know. Remember, however, that participation may provide you with valuable practice at public speaking and enable your fellow club members to get to know you better.

The content of the talk should inform other members about some aspect of your work, your vocation, your hobby, or anything else that you think may be of interest to Club members. These talks used to be called "What's New or Old" and later "Vocational Talks". The more general heading is intended to provide more scope with content.

- Limit yourself to 5 minutes
- Choose your topic with care – something that may be of great interest to you may not be of interest to other members
- Consider talking about some development related to your work or vocation
- It can make a talk more interesting if you bring props
- Maybe you can involve a member of the audience to add interest – e.g. ask for questions.
- The Chair may ask you to defer you talk if the meeting is running behind time. It is critical that an invited guest speaker be able to commence their presentation at 7:30pm

New Member's Talk

New members will be scheduled for a new member's talk shortly after their induction. The purpose of these talks is for you to tell members about your background, your family, your vocation, your work, and your interests outside of work. Do not feel you have to fit all that into your 15-minute talk – focus on things you can present in 15 minutes that are likely to be of interest to fellow members.

- Plan for your talk to last 15 minutes
- You may provide the script of your talk to the Bulletin Editor to be distributed with the Bulletin. If you do provide the script it is best if the document is in MS Word.

Member as Guest Speaker

The Club schedules a guest speaker for most meetings. It is important that guest speakers present subject matter that is likely to be of interest to members and present it in an interesting way. There is no reason that a Club member should not be invited to be guest speaker. A compelling reason might be some development in the news where a Club member has special insight and expertise. For example, if one of our members was an oil platform engineer, the BP oil spill off Florida would have seemed, in first-half 2010, a good reason to ask them to speak.

Please refer to separate advice has been prepared for guest speakers.

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