



QUEENSLAND ROSTRUM CLUB MEETINGS

The following comments are a guide to help you understand the structure of a Rostrum meeting.

Meeting Chairman

Members take it in turns to chair club meetings. This provides an opportunity to practise essential chairmanship and meeting procedure skills.

Prepared speeches - Subject of The Day

This is where the main speaking practice occurs. Programmes are usually issued well in advance, so speakers have plenty of time to prepare. Generally speech times are scheduled to be between five and eight minutes.

Short Notice and Impromptu speeches

The agenda often makes provision for short speeches when members develop the art of speaking at very short notice. This exercise highlights the skill one often needs in everyday life of having to commit thoughts to words without prior preparation.

Pertinent Question

A two-minute prepared speech on any subject of the speaker's choosing. It is often, but by no means always, based on a news item of current interest. It incorporates a question on the topic directed to members. Usually two members are asked to respond to the question for two or three minutes each

Reading

A short passage read aloud from any source, selected because the reader considers it interesting, thought-provoking or entertaining. It is a good way to introduce newer members to public speaking, as they are able to concentrate on the speech delivery without having to worry about the speech content at the same time.

General Business

In the business session, which is kept as brief as possible, the club makes decisions necessary for its working. Its usefulness as a training exercise should not be overlooked, as it provides an opportunity for members to gain the skills required to chair and participate effectively in workplace meetings or meetings of other organisations.

The Critic or Mentor

At the end of each meeting, an experienced Rostrum member gives a critique and offers practical advice to help speakers and chairmen improve their skills. This is a valuable part of the meeting, as the good points are highlighted and suggestions for improvement are offered.

Other Activities

Clubs generally try to vary the programme from one meeting to the next by scheduling other activities in addition to those described above. Such activities can include;

- *Short tutorials by experienced members.*
- *Discussion of fictitious motions. This exercise, often conducted as part of the business session, is directed towards the important aim of teaching meeting procedure and effective chairmanship. It also enables members to hone their short notice speaking skills.*
- *Debates, either internally or with other Rostrum clubs.*
- *Occasional speaking competitions both intra- and inter- club.*
- *Social activities are scheduled from time to time.*