



Script for SAA

Welcome to CLUB NAME.

Before we begin may I request you to put your mobiles on the silent mode please. Let us take 10 seconds to do this, Thank you.

During the meeting please do not enter or move out. You may do so only when you hear the applause.

I request you not to indulge in cross talks during the meeting as it disturbs the protocol. You can network during the break and after the meeting.

(To change as per the club)

If you need to use the rest rooms they are

Water dispensers are available

Before we begin I wish to share THE MISSION OF THE CLUB

"We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth."

(Please arrange to memorize this script including the Club Mission)

Have a short introduction of the Presiding Officer and hand over. Please remember to mention PRESIDING OFFICER and not President.

(Every meeting should have a different introduction. The SAA may speak to the Presiding Officer to find out the book he read/is reading, the movie he must have watched, an event that happened between the last meeting and this one, etc. **The intro must be short not more than two or three sentences.** This helps the SAA get in some variety to the monotonous task of announcement and helps one learn how introductions can be made.)