



Your Success  Our Priority

## The Success-Plus Club Meeting Leader

Your Business Development Network

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### The Meeting Leader

The Meeting Leader will serve the group for one month. The Meeting Leader's main task is to ensure the flow of the meeting by following the timeline as laid out in the **Meeting Format**.

Oversee the other meeting leaders:

*Room Organizer  
Greeter  
Timer*

...by making sure that they perform their duties to the benefit of all members and guests present.

### Duties

1. Prior to the meeting, connect with your other leaders to ensure their attendance
2. Bring the **Meeting Supplies Folder** and **Members Meeting Book** to each meeting
3. Connect with your leaders at the meeting
4. Should a leader fail to show, appoint a substitute

At the end of your leadership term, hand the **Meeting Supplies Folder** and **Members Meeting Book** to the next Leader



### Tips for the Successful Meeting Leader

1. Arrive at least 15 minutes prior to scheduled start time
2. Know the week's agenda, speaker, topic, etc.
3. Start the meeting on time, finish on time - every time!
4. Always stand when addressing the group
5. Ask others to stand when addressing group
6. Thank presenters and leaders for their help
7. Thank food servers when applicable

*Be the leader that others can follow!*