

MEETING PROCEDURE TRAINING WORKSHOP

PROUDLY HOSTED BY
PARRAMATTA TOASTMASTERS CLUB 2274

FACILITATOR:
GARY WILSON DTM PDG PID
MASTER AT MEETING PROCEDURE

Benefit from 5 mini workshops covering:

1. Handling of motions
2. Handling of amendments
3. Rules for motions and amendments
4. Stages of a meeting (the formal business of Minutes, Correspondence and Reports)
5. Procedural Motions



An Australasian equivalent, based on Renton's *Guide for Meetings*, to the Toastmasters *Parliamentary Procedure in Action Success/Leadership* module.

Prepared by Distinguished Toastmasters Elizabeth and Gary Wilson

Based on their 30 years of experience conducting Meeting Procedure

Training Workshops. This material was used by Toastmasters International in preparing their now discontinued Westminster Parliamentary Procedure module.

Date:

Thursday 9th September 2010

Time:

6.30pm to 9.30pm

Cost:

\$10.00

Venue:

Linden Room, Parramatta RSL Club
2 Macquarie Street, Free parking available

Refreshments:

Complimentary Tea & Coffee
meals available at Bistro (at own cost)

Registration Payment Options:

Direct Deposit or Electronic Transfer to:
Parramatta Toastmaster Club

Bank: Westpac

BSB: 032 078

A/C: 525479

Amount: \$10.00 per person

Ref: Your Name

Cheques Payable to:
Parramatta Toastmaster Club

Post to PO Box 5197, Greystanes NSW 2145

NUMBERS ARE LIMITED

MUST PRE REGISTER FOR THIS WORKSHOP

Registrations to | Robyn Peck DTM | E: robyn70@optusnet.com.au | T: 0408 444 572