

THE IMPORTANCE OF CHAPTER APPRECIATION

Submitted By: Teresa Nesbitt

Source: Michèle Bickell, Leadership Skills Group (LSG) Class Materials

The following is an excerpt from materials prepared by Chapter Member Michèle Bickell for Leadership Skills Group (LSG) classes she led for Chapter members. Thanks, Michèle, for releasing the materials for The Link to feature in future issues. Edited by Teresa Nesbitt.

WHEN YOU RECEIVE THE CALL TO "THANK A SPEAKER" AT THE NEXT IAAP CHAPTER MEETING, WILL YOU BE READY?

Every speaker deserves the Chapter's sincerest appreciation. They have prepared a presentation and are usually attending our meeting on their own personal time. As with the Introduction, the Appreciation is two-way; you re-introduce the speaker to the audience and the audience to the speaker, establishing a common bond between them, a basis of mutual views and interests.

Here are some helpful tips to make your Chapter Appreciation sincere and convey the right message

Purpose of Chapter Appreciation

- ❖ To convey our appreciation for the speaker's time and presentation.
- ❖ To provide evidence to the speaker of the value and understanding of the topic.
- ❖ To motivate the audience to convey thanks – body language and applause.

Preparing the Chapter Appreciation

1. Listen to the speech.
2. Make note of key point(s) the speaker makes.
3. Make reference to the underlying themes of the speech.
4. Don't repeat the speech.
5. Let the speaker's presentation linger in member's minds. Aim for a 30 second Appreciation, and certainly no more than 45 seconds.
6. If there is a microphone, use it.
7. Thank the speaker for taking the time from their schedule to attend our meeting.
8. Thank the speaker on behalf of the group, not just expressing your personal appreciation. For example: "On behalf of the Vancouver Chapter of IAAP".
9. When presenting a gift, do not say "a small token of our appreciation". Our Chapter's gift of appreciation is not intended to be small. Instead, " Please accept this gift of our appreciation".
10. Shake hands with the right, give gift with the left.