



Lincoln South Rotary

Speaker Introductions by Members

1. Be brief - speak do not read
 - a. Do not read the bio – you can direct members to the website for the full bio if they are interested
 - b. Use the bio information to create a few bullet points for the introduction
 - c. Don't steal the show by making the introduction too long (60 seconds or less is sufficient), or by speaking on a topic that is in no way related to the speaker.
2. State the speaker's full name – clearly and correctly (as for proper pronunciation if needed)
3. Briefly mention the topic
 - a. Don't reveal too much
 - b. The speech title is usually mentioned at the end and you don't want to say too much about the speech – again "don't steal the show"
4. Relate the speaker's background and credentials to the speech topic
 - a. When pulling points out of the bio to use in the introduction, focus on those that relate to the topic of the speech
 - b. Establish the speaker's authority and expertise
5. Smooth transition and proper mindset
 - a. Close by restating the speaker's name and the title of speech
 - b. This helps shift the audience to focus on the speech and speaker

**Adopted from Toastmaster's*

SAMPLE – adopting a Bio into a Speaker Introduction

Bio: Tammy Ward is the Executive Director of the Seniors Foundation of Lincoln Lancaster County, where she is responsible for representing the organization at community activities, developing fundraising activities, building relationships with local, state and federal public officials and overseeing the day to day office operations. The Seniors Foundation is also leading the redevelopment project of the Veterans Affairs Campus, including the finance, design, building management and maintenance of the mixed-use development plan.

Prior to her work at the Seniors Foundation, Tammy was the Director of Mission Development and Advocacy for Tabitha for two years, and the District Manager for United States Senator Ben Nelson for 12 years. Tammy also worked for Senator Nelson when he was Governor of Nebraska and has worked in the Lincoln Mayor's office, the Nebraska Legislature and the Nebraska Department of Economic Development. She has been involved in local, state and federal government policy issues since 1988.

Tammy is a graduate of Geneva High School and the University of Nebraska-Lincoln. She is a member of the Lincoln Downtown Rotary Club #14, Zodiac Club and serves on the Boards of the MBA Executive Advisory Network and Friends of the Mary Riepma Ross Media Arts Center and is a volunteer advocate for Lincoln Citizen Advocacy.

Tammy's interests include her family farm and cattle operation, yoga, bicycling, music and reading.

Printed with permission from Tammy Ward

Bullet Points for the introduction:

- Tammy Ward
- Executive Director of the Seniors Foundation of Lincoln and Lancaster County
- development of the VA campus in Lincoln.
- experience in the services and political industries
 - Tabitha
 - Senator Ben Nelson as well as when he was Governor
 - Lincoln Mayor's office
 - Nebraska Department of Economic Development.
- Native to Nebraska growing up in the Geneva Area
- member of Lincoln #14 Rotary.
- Welcome
 - Tammy Ward
 - VA Lincoln Campus Update

Introduction: *Thank you. I am pleased to introduce Tammy Ward. Tammy is the Executive Director of the Seniors Foundation of Lincoln and Lancaster County and is here today to talk about the development of the VA campus in Lincoln.*

Tammy has a great deal of experience in the services and political industries including her work at with Tabitha, Senator Ben Nelson as well as when he was Governor, the Lincoln Mayor's office and the Nebraska Department of Economic Development.

Tammy is native to Nebraska growing up in the Geneva Area. She is a member of Lincoln #14 Rotary.

Please help me welcome Tammy Ward with her presentation titled VA Lincoln Campus Update