



CLUB MEETING ROLES AND RESPONSIBILITIES

Toastmaster	<ul style="list-style-type: none"> ◆ Prepares introductions for each speaker. ◆ Prepares remarks (if needed) to be used to bridge any gaps between program segments.
Word of the Day	<ul style="list-style-type: none"> ◆ As part of Toastmasters goal to educate its members, select a word reflecting the theme that is used in daily speech, but perhaps not known to everyone. Give the pronunciation and definition of the word, use it in a sentence, and provide an extra copy of the page to be displayed at the lectern during the meeting. ◆ Encourage attendees to use the word in their Table Topics, Evaluations, etc.
Jokemaster	<ul style="list-style-type: none"> ◆ Deliver a joke that is non-offensive and appropriate to your audience. ◆ Take into consideration age range, male/female ratio, and occupation.
General Evaluator	<ul style="list-style-type: none"> ◆ Takes notes on everything that happens, or doesn't happen but should have during the meeting. ◆ When introduced to conduct evaluation phase of the meeting, go to the lectern and introduce each evaluator. ◆ Cover each participant on the agenda (except for the scheduled speakers) citing good examples of the general performance of duties as well as areas for improvement, including (for example): Preparation, Organization and Enthusiasm.
Timer	<ul style="list-style-type: none"> ◆ For a 1 to 2 minute speech (Table Topics), at the 1-minute mark hold up the green card. At the 1-minute 30 second mark hold up the yellow card. At the 2-minute mark, hold up the red / time card. The speaker has 30 seconds to finish. ◆ For a 2 to 3 minute speech (Evaluation Speech), at the 2-minute mark hold up the green card. At the 2-minute 30 second mark hold up the yellow card. At the 3-minute mark, hold up the red / time card. The speaker has 30 seconds to finish. ◆ For longer speeches, hold up the green card when there are two minutes left to speak. The yellow card when there is one minute left to speak. The red card when the speaker has reached the allotted time for the speech. The speaker then has 30 seconds to finish. ◆ Throughout the meeting, signal each program participant as they approach the end of their allotted time. ◆ Record each participant's name and the time used. ◆ When called upon to give your report, stand by your chair; announce the speaker's name, and the time taken.
Grammarian/Ah Counter	<ul style="list-style-type: none"> ◆ Throughout the meeting, listen to everyone's word usage. Mark on your list any awkward use or misuse of the language, (incomplete sentences, sentences that change direction in midstream, incomplete grammar, malapropisms, etc.) and who erred. Write down who used the Word of the Day or a derivation of it. ◆ When called on by the general evaluator, stand by your chair and give your report along with the correct usage when you cite an error. Report on creative language and announce who used the Word of the Day. ◆ Throughout the meeting, listen to everyone (except guests) for "crutch" sounds and long pauses used as fillers and not as a necessary part of sentence structure. Write down how many crutch sounds or words each person used during all portions of the meeting.
Speaker	<ul style="list-style-type: none"> ◆ Gives manual to evaluator prior to start of the meeting. ◆ Acknowledges the Toastmaster and audience in opening remarks ◆ Has VP of Education initial the Project Completion Record in manual.
Table Topics Master	<p>There are two objectives to Table Topics:</p> <ol style="list-style-type: none"> 1. To give everyone in the room an opportunity to speak--especially those not on the program. 2. To help people to learn to think and speak on their feet. <ul style="list-style-type: none"> ◆ Develop short, simple, theme-based questions that inspire speakers and allow them to give their opinions ◆ Invite guests and call on members randomly, <u>selecting those who don't already have assignments in the meeting first.</u>
Speech Evaluator	<p>The purpose of the evaluation is to help the speaker develop skills in various situations, including platform presentations, discussions, and meetings.</p> <ul style="list-style-type: none"> ◆ Record your impressions of the speech in the manual along with your answers to the evaluation questions. ◆ Be as objective as possible ◆ Give the speaker specific methods for improving his or her speaking skills ◆ Praise the successes, but don't allow the speaker to remain ignorant of a serious fault or mannerism. If it is too personal to mention aloud, write it down and discuss it with the speaker after the meeting. ◆ Return the manual to the speaker and add a verbal word of encouragement not mentioned in the oral evaluation.