

Chairman

The Chairman acts as CEO of the meeting

Prior to the meeting the Chairman calls the Joke Master, Invocation, Parliamentarian to ensure they will be present and prepared. He also call the Table Topics master and Toastmaster to ensure they will be present and to interview them so they can be introduced appropriately.

The Chairman asks for the Invocation and the Joke to start the meeting

The Chairman asks for introduction of the Guests, followed by introductions of the members

The Chairman chairs and runs the business meeting to ensure effective administration.

The Chairman introduces the Table Topics master

After the break, the Chairman reopens the meeting and introduces the Toastmaster.

After the Evaluation portion of the evening, the Chairman calls for the ghost greeters report, guest comments, presents the awards and asks for future schedule changes. He conducts the draw for the 50/50 winner and adjourns the meeting.

Table Topics Master

The Toastmasters program has a tradition every member speaks at a meeting. The table topics session is that portion of the meeting which insures this tradition. The purpose of this period is to have members "think on their feet" and speak for a minute or so.

The topics master prepares and issues the topics; originality is desirable as much as possible. Ideas include: pick a topic from a hat such as a Trivial Pursuit topic; ask 2 members to to debate the pros and cons of a silly or serious topic; staged interview; give vanity license plates and ask to describe the type of car; have several participants continue a story; give a Dear Abby question; provide props and ask members to discuss; ask how a ficticious character would handle a situation (eg Goldie Locks).

Prior to the meeting, know the meeting theme and prepare topics to carry out that theme. Find out who the prepared speakers, evaluators. general evaluator, and Toastmaster are so you can call on the other members first. When choosing your specific questions: Select ones that will inspire the speakers to expound on

them, give their opinions, etc. Match the questions to the member's experience. Don't make the questions too long or complicated. Your job is to give others a chance to speak, not to give a series of mini-talks yourself

During the meeting - When introduced, briefly state the purpose of the topics session. Set the stage for your topics program. Be certain everyone understands the maximum time they have for their response and how the timing lights/device works

State the question briefly—then call on a respondent. After war recount the speakers and ask members to vote for the best.

Toastmaster

Calls: Prepared Toast, Speakers, and General Evaluator

The main duty of the Toastmaster is to act as a genial host and conduct the entire prepared speeches program, including introducing participants. The Toastmaster creates an atmosphere of interest, expectation, and receptivity.

Call all speakers in advance to remind them that they are speaking. Interview them to find out their speech title, manual project number, purpose to be achieved, time requested, and something interesting which you can use when introducing them (job, family, hobbies, education, why this topic for this audience, etc.). Also call the General Evaluator to remind them of their role and to have something interesting to introduce them with.

Prepare introductions for each speaker. A proper introduction is important for a successful speaker's presentation. Prepare remarks which can be used to bridge the gaps between program segments. You may never use them, but you should be prepared to avoid possibly awkward periods of silence.

At the meeting - Arrive early in order to finish any last-minute details.

Always lead the applause before & after the topics session, each prepared speaker, and the general evaluator. Remain standing near the lectern after your introduction until the speaker has acknowledged you and assumed control of the meeting; then be seated.

Ask members to vote for best speaker (if 3 or more speakers)

Introduce the general evaluator as you would any speaker; the general evaluator will then introduce the other members of the evaluation team.

General Evaluator

Calls: All Evaluators, Timer, Grammarian, and Um-Uh Counter

The general evaluator is just what the name implies - an evaluator of anything and everything that takes place throughout the meeting. You are responsible for the evaluation team, which consists of the timer, grammarian, ah counter, word master, table topics evaluator and prepared speech evaluators.

Call all of the evaluators to remind them of their job. Suggest each evaluator call his or her speaker to talk over any special evaluation requirements suggested in the manual for the speech.

Call the remaining members of the evaluation team to remind them of their assignments.

Prepare a brief but thorough talk on the purpose, techniques, and benefits of evaluation (for guests' benefit). Evaluation is a positive experience designed to help people overcome weak habits & add power to good ones.

During the meeting - Take notes on everything that happens (or doesn't but should). For example: is the Club's property (trophies, banner, educational material, etc.) properly displayed? If not, why? Were there unnecessary distractions that could have been avoided? Create a checklist from which you can follow the meeting. Did the meeting, and each segment of it, begin and end on time? Look for good and unacceptable examples of preparation, organization, delivery, enthusiasm, observation, and general performance of duties. Remember, you are not to reevaluate the speakers, though you may wish to add something that the evaluator may have missed.

When introduced to conduct the evaluation phase of the meeting, go to the lectern and introduce each evaluator. After each recitation, thank the evaluator for his or her efforts.

Ask for reports from the following: Grammarian, Word Master, Um-Ah Counter and Timer.

Wrap up by giving your general evaluation of the meeting, using the notes you took as suggested above. You will wish to comment on the quality of evaluations. Were they positive, upbeat, helpful, did they point the way to improvement?

Little Roles...what are they, why have them

Ghost Greeter-This is assigned by the Sgt at Arms, before the meeting. This person does not approach and greet any members, but waits to see if they greet him/her...and then reports on those who do not!!!

Grammarian-Throughout the meeting, listen to everyone's word usage. Write down any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar, malapropisms, etc.) as well as positive or extraordinary grammar, with a note of who said what.

Invocation-(Often known as the 'Thought of the Day'). This is a short inspirational note to help open the meeting.

Joke Master-A brief joke that brings a smile, without being offensive.

Parliamentarian-Provide a parliamentarian (procedural) tip that would help move business forward in the business meeting; also, provides assistance to the chairman in the implementation of proper parliamentary procedure during the business meeting. 'Robert's Rules of Order' is the recognized source of procedure

Prepared Toast-Have you ever been asked to Toast someone and been tongue tied? Here is your opportunity to practice. A Toast is meant to spread good cheer, so STAND, say a few kind words to acknowledge or recognize someone (and why), say who it is, welcome the group to join you with their beverage, sip your drink and sit down.

Timer-An important role if the meeting is to end on time, and an important discipline that speaker's require. The timer times and records all areas of the meeting, signaling with the lights the (Green, Amber, Red). The business meeting is eight minutes (lights should go on at 6, 7 and 8, respectively); table topics are between 1 and 2 (lights 1, 1:30 and 2); evaluations for table topics (2, 2:30, 3), C&L speeches (1, 1:30 and 2), advanced speeches (2, 2:30, 3).

Um-ah Counter-This person LISTENS and notes who uses crutch words such as "Ah, and, well, but, so, you know" or repeated words. They also RING THE BELL to indicate these, except for guests and during prepared speeches. At the end they report on who used them and how many. Help your fellow members become aware of what they REALLY say!!!

Bedstone Olympics Toastmasters Club Roles

Um-Uh Pig-Collects a nickel per 'um-ah' up to a maximum of a 25 cents.

Word Master-Introduce, define and use a word that can help expand member's vocabulary, display it and then track who uses it.