

Explanation of Meeting Roles

Sergeant at Arms.....

The Sergeant at Arms calls the meeting to order and introduces the Club President for Opening Remarks. In a Toastmasters meeting, someone is always ‘in control’ of the lectern so the Sergeant at Arms will remain at the lectern until the President takes over the lectern. Whenever someone is going up to the lectern or returning to their seats, we applaud.

Business Meeting (optional).....

The President conducts the business portion of the meeting and then introduces the Toastmaster

Toastmaster.....

The Toastmaster opens the speaking portion of the meeting and introduces the Meeting Roles

Wordmaster.....

The Wordmaster announces and defines the Word of the Day and gives an example using it. The Word of the Day is generally an unusual, uncommon or commonly misused word. During the rest of the meeting, the Wordmaster keeps track of who uses the Word of the Day and reports at the end of the meeting. Club members are fined a nominal amount if they do not use the Word of the Day.

Ah Counter.....

The Ah Counter notes any word or sound used as a crutch by anyone who speaks during the meeting. Words may be inappropriate interjections, such as “and”, “well”, “but”, “so” and “you know”. Sounds may be “ah”, “um” or “er”. The Ah Counter also notes when a speaker repeats a word or phrase such as “I, I” or “This means, this means.” The Ah Counter reports at the end of the meeting and club members are fined a nominal amount each time they use a crutch word.

Grammarian.....

During the meeting the Grammarian keeps track of any awkward use or misuse of language (incomplete sentences, sentences that change direction in midstream, incorrect grammar or malapropisms). They also note the usage of clichés or anything else that should be avoided. The Grammarian reports at the end of meeting on grammatical errors and also recognizes anyone who makes a noteworthy positive use of language.

The roles of the Wordmaster, Ah Counter and Grammarian are sometimes combined.

Timer.....

One of the skills Toastmasters practice is expressing a thought within a specific time. The timer is responsible for monitoring time for each meeting segment and each speaker. They also operate the timing signal, indicating to each speaker how long he or she has been talking.

After introducing the meeting roles, the Toastmaster introduces the first evaluator.

PREPARED SPEECHES

While Table Topics provides practice in impromptu speaking, Prepared Speeches provide the opportunity for speakers to prepare in advance and practice before the meeting. The speech topics are up to the speakers but the guidelines they use to prepare their presentations are in the Competent Communication (CC) manual or one of the Advanced Communication Series (ACS) manuals.

The Toastmaster will introduce each speaker's Evaluator. The Evaluator will provide a summary of the Speaker's objectives and then introduce the Speaker.

1st Speaker.....

The CC manual speeches usually last 5-7 minutes. AC manual project speeches are 5-7 minutes or longer depending upon the assignment:

1st Speech: 5 to 7 Minutes

Green 5 minutes

Yellow 6 minutes

Red 7 minutes

After the speech, you are welcome to provide written feedback for the speaker using the top portion of your ballot. Don't feel limited to only using the space designated for the First Speaker.

2nd Speaker.....

The CC manual speeches usually last 5-7 minutes. ACS manual project speeches are 5-7 minutes or longer depending upon the assignment:

1st Speech: 5 to 7 Minutes

Green 5 minutes

Yellow 6 minutes

Red 7 minutes

After the speech, you are welcome to provide written feedback for the speaker using the top portion of your ballot. Don't feel limited to only using the space designated for the Second Speaker.

At the completion of the Prepared Speeches, the Toastmaster will call for a Timer's Report. All Speakers who spoke not less than thirty seconds under their minimum time and not more than thirty seconds over their maximum time are eligible for Best Speaker. The Toastmaster will then call for a vote for Best Speaker. All in attendance are invited to vote for who they thought presented the best Prepared Speech. Please complete the bottom portion of your ballot for Best Speaker. The Sergeant at Arms will collect the completed ballots.

After the Prepared Speeches, the Toastmaster introduces the Table Topics Master

TABLE TOPICS

Table Topics Master

Most of the talking we do every day – simple conversation – is impromptu speaking. Table Topics is about developing your ability to organize your thoughts quickly and respond to an impromptu question or topic. The Table Topics Master will state the question or topic briefly and then call on a respondent. Each speaker receives a different topic or question and participants are called on at random.

Table Topics is the first timed speaking opportunity during the meeting. Timing is as follows:

Table Topics: 1 to 2 Minutes

| | |
|--------|---------------------|
| Green | 1 minute |
| Yellow | 1 minute 30 seconds |
| Red | 2 minutes |

At the completion of Table Topics, the Table Topics Master will call for a Timer's Report. All Table Topics Speakers who spoke not less than one minute and not more than two minutes fifteen seconds are eligible for Best Table Topics Speaker. The Table Topics Master will then call for a vote for Best Table Topics Speaker. All in attendance are invited to vote for who they thought presented the best Table Topic. Please complete the bottommost portion of your ballot. The Sergeant at Arms will collect the completed ballots.

The Table Topics Master returns control of the lectern back to the Toastmaster.

The Toastmaster then turns over the lectern to the General Evaluator.

General Evaluator

The General Evaluator ensures that the speech evaluators know their responsibilities and introduces them. They also supervise the timer, wordmaster, grammarian and Ah-Counter. Because Toastmasters is about developing leadership skills as well as public speaking skills, the General Evaluator evaluates everything that takes place during the club meeting, making sure each activity is performed correctly.

1st Evaluator

After every prepared speech, the speaker receives an evaluation. The speaker's Evaluator provides an oral and a written evaluation using the guide for that project in the manual. The purpose of the evaluation is to help the speaker become less self-conscious and a better communicator. Ideally, the Evaluator should take in to account the speaker's skill level, habits, mannerisms and progress to date, to give positive and effective feedback

1st Evaluation: 2 to 3 Minutes

| | |
|--------|----------------------|
| Green | 2 minutes |
| Yellow | 2 minutes 30 seconds |
| Red | 3 minutes |

2nd Evaluator

2nd Evaluation: 2 to 3 Minutes

| | |
|--------|----------------------|
| Green | 2 minutes |
| Yellow | 2 minutes 30 seconds |
| Red | 3 minutes |

At the completion of the Evaluations, the General Evaluator will call for a Timer's Report. All Evaluators who spoke not less than two minutes and not more than three minutes thirty seconds are eligible for Best Evaluator. The General Evaluator will then call for a vote for Best Evaluator. All in attendance are invited to vote for who they thought presented the best Evaluations. Please complete the bottom portion of your ballot for Best Evaluator. The Sergeant at Arms will collect the completed ballots.

The General Evaluator will then call for the Wordmaster, Ah Counter and Grammarian reports.

After the reports, the General Evaluator will invite the President to the lectern to award the Best Table Topics, Best Speaker and Best Evaluator awards. After the awards have been distributed, the General Evaluator has completed their duties and returns control of the lectern to the President.

The President makes any necessary announcements, reviews the roles that need to be filled for the next meeting, offers their closing comments and adjourns the meeting.