

Meeting Roles

(Meeting roles rotate every week and elected club officers serve a six month term.)

PRESIDENT: Opens and closes meetings, welcomes guests, provided club leadership, and facilitates any club business.

TOASTMASTER OF THE DAY: Is introduced by the President and conducts the meeting. Introduces speakers and each segment of the agenda.

SPEAKERS: Give prepared speeches out of the Toastmasters Manuals to target specific skills in communication. Speeches generally are 5-7 minutes with some varying in length.

TABLE TOPICS MASTER: Comes prepared to ask members (who are not giving speeches or evaluations) and guests (who are willing to participate) to answer impromptu questions. The answers are to be between 1 and 2 minutes in length.

GENERAL EVALUATOR: Calls on the Speech Evaluators, Ah Master, Grammarian, Word of the Day, and Timer to give their reports. Also comments on the overall meeting and how the Toastmaster ran the meeting.

SPEECH EVALUATORS: Prepare a written evaluation in each members manual and also prepares a condensed oral evaluation of the speech. Evaluation is the backbone of Toastmasters – without it we cannot improve. The oral evaluation is to be between 2 and 3 minutes.

EDUCATION SPEAKER: Addresses specific areas where we can improve our speaking skills.

AH MASTER: Counts how many times each member and guest uses crutch words or phrases like “ah, um, and, ya know...” Marbles can be dropped into a tin can each time if members desire.

TIMER: Times each speech, evaluation, table topics participant, and report. Helps us say a lot in a short amount of time.

GRAMMARIAN: takes note of ways we misused grammar and how we can improve.

WORD OF THE DAY: Provides us with a new word and how it is used to increase our vocabulary. Members are to attempt to use this word when speaking.

STORY: This person talks about whatever they want to for two to three minutes.

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