

Your Club Toastmasters Club



Club # _____, Area _____ District _____

Club Officer **Phone**

Club President
Name Phone

Vice President Education
Name Phone

Vice President Membership
Name Phone

Vice President Public Relations
Name Phone

Club Treasurer
Name Phone

Club Secretary
Name Phone

Sergeant-at-Arms
Name Phone

TIMING

Speakers

Icebreaker:

3:30 *Qualified*

4:00

5:00

6:00

6:31 *Disqualified*

Green

Yellow

Red

Basic Manual:

4:30 *Qualified*

5:00

6:00

7:00

7:31 *Disqualified*

Green

Yellow

Red

Table Topics

1:00 *Qualified*

1:30

2:00

2:31 *Disqualified*

Green

Yellow

Red

Evaluators

1:30 *Qualified*

2:00

2:30

3:00

3:31 *Disqualified*

Green

Yellow

Red

MEETING ROLES:

Toastmaster—The main duty of the Toastmaster is to act as a genial host and conduct the day’s program, including introducing the participants. The Toastmaster creates an atmosphere of interest, expectation, and receptivity.

Speaker—A major portion of each Toastmasters meeting is centered on one or more speakers who have prepared their speeches based on manual project objectives. These speeches last from 4-6 minutes for the Icebreaker; 5-7 minutes for most projects in the basic *Communication and Leadership Program* manual; and different times for projects in various *Advanced Communication and Leadership Program* manuals.

Table Topics Master—The purpose of Table Topics is to have members practice “thinking and speaking on their feet” by responding extemporaneously for a minute or two on a topic chosen by the Topics Master. The Topics Master typically calls on club members who do not have an assigned role in the meeting

General Evaluator—The General Evaluator evaluates anything and everything that takes place throughout the meeting, but especially the Evaluators. The General Evaluator is responsible for the Ah Counter, Grammarian, and Timer.

Timer—One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. The Timer is responsible for keeping track of the time for each segment and participant in the meeting. The Timer signals the participant with a green card when qualifying time has been reached; then at the mid-point with a yellow card; and a red card will signal when 30 seconds remain. After 30 seconds the participant is disqualified. The Toastmaster or General Evaluator will call on the Timer to report.

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 constructive feedback.

Ah Counter—The “ah counter” notes the use of words and sounds used as a “crutch” or “pause filler” by anyone who speaks during the meeting. Words may be inappropriate interjections such as “and, well, but, so, you know;” and sounds may be “ah, uh, um, er,” or other non-words used by the speaker.

Grammarian—The Grammarian has two basic responsibilities: First, to introduce new words to members by presenting a “Word of the Day”—a word that meeting participants can incorporate in their everyday conversations but is different from the way they usually express themselves; and second, to comment on the proper use of language during the course of the meeting.

Your Club Toastmasters Club

Club # _____, Area _____, District _____
Presidents Distinguished Club July 1, 2002 - June 30, 2006



Agenda – Month, date, Year

Meeting Theme: Celebrating Toastmasters

<u>President</u>	Call to order and Pledge Recognize guests & Introduce the Toastmaster	Club President's Name, DTM
<u>Toastmaster</u>	Introduce Participants Adjust the Agenda	Toastmaster's Name, DTM
	Ah Counter/Grammarian Timekeeper/Vote Counter	Name Name
<u>Speaker 1</u>	“Melanie” Storytelling # 4 – Touching Story ... 6-8 min	Name
<u>Speaker 2</u>	“After the First Decade” C & L Manual # 9 – Persuade With Power ... 6-8 min	Name
<u>Speaker 3</u>	“Train Journey” C & L Manual # 4 – How To Say It ... 5-7 min	Name
<u>Speaker 4</u>	“In 1973, It All Changed” C & L Manual # 1 – Ice Breaker ... 4-6 min	Name
<u>Speaker 5</u>	“The Last Word ... if he wants it” C & L Manual # 1 – Ice Breaker ... 4-6 min	Name
<u>Table Topics Master</u>	Asks Table Topics Questions	Name
<u>General Evaluator</u>	Introduce the Evaluators Call for timekeeper's report on Evaluators Evaluate the meeting	Name
<u>Evaluator 1</u>	Evaluating Speaker #1 speech	Name
<u>Evaluator 2</u>	Evaluating Speaker #2 speech	Name
<u>Evaluator 3</u>	Evaluating Speaker #3 speech	Name
<u>Evaluator 4</u>	Evaluating Speaker #4 speech	Name
<u>Evaluator 5</u>	Evaluating Speaker #5 speech	Name
<u>Toastmaster</u>	Recognize guests in the audience Call for announcements & Closing Remarks	Name
<u>President</u>	Guest Comments & Closing Remarks	Name

TYPE MEETING LOCATION AND MEETING START TIME HERE – *You may also want to include simple driving directions for guests to use to invite others to the next meeting.*