

DESCRIPTION OF MEETING ROLES

The descriptions are summarized from the pamphlet: "A Toastmaster Wears Many Hats...Roles of a Member", the "Communication and Leadership Program" manual as well as internal Club role descriptions.

ROLES & RESPONSIBILITIES	ROLES & RESPONSIBILITIES
<p><u>TOASTMASTER</u></p> <p>Before the Meeting</p> <ul style="list-style-type: none"> ▪ Select a meeting theme and relay to members. Prepare agenda and remarks for the meeting. ▪ Confirm the following members' participation: <ul style="list-style-type: none"> ▪ Assistant Toastmaster / General Evaluator / Joke Master / Table Topic Master / Speakers ▪ Collect introductions for each speaker. ▪ Confirm that all above roles are filled. If not, find replacement prior to start of meeting. <p>During the Meeting</p> <ul style="list-style-type: none"> ▪ Ensure meeting is run smoothly and ends on time. 	<p><u>GENERAL EVALUATOR</u></p> <p>Before the Meeting</p> <ul style="list-style-type: none"> ▪ Confirm the following members' participation: <ul style="list-style-type: none"> • Ah- Counter / Grammarian / Timer / Sparkler Faux-Pas / Evaluators ▪ Confirm that all above roles are filled. If not, find replacement prior to start of meeting. ▪ Inform Toastmaster of your team. <p>During the Meeting</p> <ul style="list-style-type: none"> ▪ Takes notes on everything that happens (or doesn't) During the Meeting. Provide evaluation of overall meeting (except for the scheduled speakers). Cite good examples of the general performance and areas for improvement.
<p><u>ASSISTANT TOASTMASTER</u></p> <p>Before the Meeting</p> <ul style="list-style-type: none"> ▪ Prepare a "Thought for the Day", a 1-2 minute thought/ inspiration related to meeting theme. <p>During the Meeting</p> <ul style="list-style-type: none"> ▪ Deliver "Thought for the Day" and lead club in "Pledge of Allegiance". ▪ Collect and tally all monies for the meals. 	<p><u>FAUX-PAS/ SPARKLER AWARD GIVER</u></p> <p>During the Meeting</p> <ul style="list-style-type: none"> ▪ Present the FAUX-PAS award to the person who committed the most egregious error During the Meeting. ▪ Present the SPARKLER award to the person who most enlivened the meeting.
<p><u>SPEAKER</u></p> <p>Before the Meeting</p> <ul style="list-style-type: none"> ▪ Prepare Introduction for Toastmaster. Include speech project, objectives and title. May also include 'set-up' information for your speech. <p>During the Meeting</p> <ul style="list-style-type: none"> ▪ Acknowledge Toastmaster and audience. <p>After the Meeting</p> <ul style="list-style-type: none"> ▪ Get your manual from Evaluator. Discuss comments or questions regarding your evaluation. ▪ Have VP of Education initial the Project Completion Record in your manual. 	<p><u>TIMER</u></p> <p>Before the Meeting</p> <ul style="list-style-type: none"> ▪ Request speech times from each Speaker. ▪ Ensure the timing device is placed in location that is easily visible for the speakers. <p>During the Meeting</p> <ul style="list-style-type: none"> ▪ Explain timing rules and how the signals work. ▪ Begin the timing device at the first word spoken. Record time for each participant and the time used. ▪ When called upon to give your report, stand by your chair; announce the speaker's name and their eligibility for awards. ▪ For prepared speeches, indicate the time requested and taken.
<p><u>EVALUATOR</u></p> <p>Before the Meeting</p> <ul style="list-style-type: none"> ▪ Meet with speaker and get manual. Discuss the project's goals and personal objectives. <p>During the Meeting</p> <ul style="list-style-type: none"> ▪ Reply to the questions in the manual for the speech. ▪ Be as objective as possible – evaluate the speech, not the speaker. Provide specific methods for improving their speaking skills. Praise successes, but don't omit serious faults or mannerisms. If it is too personal to mention aloud, write it down, discuss with speaker After the Meeting. <p>After the Meeting</p> <ul style="list-style-type: none"> ▪ Return the manual to the speaker and add a verbal word of encouragement not mentioned in the oral evaluation. 	<p><u>GRAMMARIAN</u></p> <p>Before the Meeting</p> <ul style="list-style-type: none"> ▪ Prepare a "Word of the Day". It should be a word that can be incorporated easily into everyday conversation but is different from the way people usually express themselves. Make a copy to post as well as a few copies to distribute. <p>During the Meeting</p> <ul style="list-style-type: none"> ▪ Explain your role. ▪ Listen to everyone's word usage. Mark any awkward use or misuse of the English language, (incomplete sentences, sentences that change direction in midstream, incorrect grammar, malapropisms, etc.) and who erred. ▪ When called on by the general evaluator, 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.
<p><u>TABLE TOPICS MASTER</u></p> <p>Before the Meeting</p> <ul style="list-style-type: none"> ▪ Develop short, simple questions based on the theme. <p>During the Meeting</p> <ul style="list-style-type: none"> ▪ Call on members randomly, picking those with no role first, and then members with minor roles in the meeting. If time permits, invite guests to participate. ▪ Encourage speakers to use the Word of the Day during Table Topics. ▪ Collect and tally all votes. Provide results to Toastmaster prior to end of meeting. 	<p><u>AH COUNTER</u></p> <p>During the Meeting</p> <ul style="list-style-type: none"> ▪ Listen and record "crutch" sounds, long pauses used as fillers each person used in the meeting. ▪ Make note of which members did NOT wear their TM pins. ▪ Provide tally of amount each person owes for Ah's and missing pins (\$.25 for first "Ah" offense, \$.25 for "No Pin" offense, \$.05 for other offenses; up to \$1.00); guests are exempt from penalties.

If you have any questions regarding these roles, contact a Club Officer or advanced member for guidance.