

Toastmasters Meeting Assignments

Toastmasters are asked to perform different assignments to help meetings run with smooth efficiency, and provide a mutually supportive learning environment. A brief description of each role and its purpose is provided for your benefit.

If you have been assigned a role for a meeting, and for some reason are unable to attend the meeting or fulfill the role, please make arrangements for another Club member to fill in for you. ***Finding a replacement is your responsibility!*** Once you have found your replacement, please contact the Toastmaster of the Day and notify them of the change.

- **Toastmaster:** Acts as the host for the meeting. Introduces the speakers and other functionaries (e.g., “Ah” Counter, Grammarian, etc.). The Toastmaster sets the tone for the meeting and presents the awards.
- **General Evaluator:** Introduces the Evaluators, calls for reports from the functionaries, and critiques the overall meeting.
- **Table Topic Master:** Calls on members that do not have a speaking or functionary role to give a two minute impromptu speech on different topics as selected by the Topics Master.
- **Speaker:** Delivers a prepared speech from a Toastmasters manual.
- **Evaluator:** Each prepared speaker is assigned an evaluator who gives a two-minute constructive evaluation of the speech. Concentration is on the areas of the presentation that were done well, and those areas the evaluator feels could use improvement.
- **Timer:** Times all speeches, evaluations, and table topics to keep us within time parameters. The timer informs you whether you are under, within, or over time.
- **“Ah” Counter:** To help people become more aware of how often we might use “ah”, “um”, “so”, or other vocal pauses, a member is assigned the function of tracking their usage.
- **Grammarian:** To improve the correct and effective use of language, the grammarian reports on how well the rules of grammar were applied throughout the meeting.
- **Vote Counter:** At each meeting there is a balloted vote for: 1) Best Speaker; 2) Best Table Topics; and 3) Best Evaluator. The Vote Counter tabulates the votes for each category and presents the results to the Toastmaster of the Meeting. The Toastmaster then presents ribbons to the best speaker in each category.
- **Word of the Day:** At each meeting, an individual is asked to present a word that members then attempt to incorporate into their speeches and conversation. This particular role helps us build our vocabulary and improve our understanding of the English language.
- **Invocation and Pledge:** Two people begin the meeting once it has been called to order by the presiding officer: the Invocator and the Pledge Master. The invocation is normally a very short prayer and precedes the Pledge of Allegiance. If the Invocator wishes to present an inspirational message, then the Pledge of Allegiance is cited first.
- **Vision and Mission Statements:** One or two individuals are assigned to recite the Toastmasters International Mission Statement (beginning of the meeting) and the Vision Statement (end of meeting to leave members with the vision in mind).
- **Greeter / Introductions:** The greeter welcomes all members and guests as they arrive. In many Clubs, the greeter also formally introduces each member and guest once the Mission Statement has been recited.
- **Joke of the Day:** The **Joke Master** brings a suitable joke or funny story for the meeting.



A Toastmasters Club Sample Meeting Agenda

Meetings: Monday, 6:30 AM -7:30 AM

Date: June 19, 2006



6:30 am Begin Meeting,

Sgt. At Arms: Van
Introduce President

President: Sunni
Introduce Members & Guests
Invocation: Toastmaster Lydia
Pledge: Toastmaster David
Mission Statement: Toastmaster Dodi
Member Installation: Toastmaster Van
Introduce Toastmaster of the Day

Toastmaster: Pat
Introduce Helpers
Grammarian: Toastmaster Kelli
Vote Counter: Toastmaster Cynthia
Ah Counter: Toastmaster Gene
Timer: Toastmaster Elizabeth

Speakers

Speaker 1: TM Steve (Basic Manual #4; 5-7 minutes)
Speaker 2: TM Edith (Basic Manual #2; 5-7 minutes)
Speaker 3: TM David (Advanced Manual; 8-10 minutes)

Timer's report & Call for Votes

Table Topics: Toastmaster Van (This should be fun!)
Timer's report
Call for Votes
Return conduct of meeting to the TM

General Evaluator: Dodi

Evaluating Steve: TM Steve
Evaluating Edith: TM Eric
Evaluating David: TM John

Timer's report & Call for votes
Helper Reports:
Ah Counter; Timer; Grammarian
General Evaluator's remarks
Return conduct of meeting to TM

Presentation of Awards

7:20 am: Return conduct of meeting to President
Guests Comments
Good of the Order

7:30 am: Adjourn

Schedule for Next Meeting: June 26, 2006

Speakers, please deliver your written introduction to the Toastmaster of the Meeting.

Club Member	Meeting Assignments for (Date)
Sunni	Toastmaster
Pat	General Evaluator
Dodi	Topic Master
David	Speaker #1
Kelli	Speaker #2
Elizabeth	Speaker #3
Van	Evaluator #1
Edith	Evaluator #2
Steve	Evaluator #3
David	Grammarian
Lydia	Word of the Day
Gene	Ah / Joke
Cynthia	Timer

This schedule may change at the discretion of the Toastmaster of the meeting.

If you cannot fulfill your task, it is your responsibility to trade jobs with another member and inform the Toastmaster of the meeting in advance.

