

# WAGGA WAGGA TOASTMASTERS JOB GUIDE

## Overview

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This book is a guide to the Toastmaster meeting roles and the duties that you will undertake as you apply and develop your communication skills. This Job Guide will cover Wagga Wagga Toastmasters Club meeting roles which are derived from Toastmasters International meeting requirements.

Should you need help with any of the roles, please do not hesitate to call on your fellow Toastmasters, who will be only too willing to assist you.

## Welcome

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The President, the executive committee and members of the Wagga Wagga Toastmasters Club welcome you!

The decision to join Toastmasters is a smart one, and could rank as one of the most important decisions you will ever make. Thousands of people have found the proven Toastmasters formula of developing their communication and leadership skills assists them to become more confident communicators in their professional and social lives.

## Introduction

You may already be a member of a community club, a sporting club or perhaps you hold an office at the local school P&C. A Toastmasters meeting has many distinct roles, all of which are aimed at providing members with an opportunity to practise public speaking in a positive environment.

### NOTE

**The program of items in the Wagga Wagga Club is referred to as the 'meeting agenda'.**

Typical meeting agendas for the Club consist of three types of presentations:

- Club Officer presentations,
- Prepared speeches, and
- Impromptu speeches.

## Club Officer Presentations

Club Officers are members of the executive committee and a full committee consists of:

- The President, (acts as the Club CEO);
- The Immediate Past President,
- Vice Presidents, (Education, Membership and Public Relations);
- Secretary,
- Treasurer, and
- Sergeant-at-Arms.

The President, Vice President Education and Sergeant-at-Arms have defined roles at each meeting.

### **President**

The President addresses the Club at the meeting start and also closes the meeting. The President's address usually includes Club activities, upcoming events and executive meeting reports.

### **Vice President Education**

The Vice President Education prepares each meeting agenda and makes any last-minute alterations to the meeting agenda that could arise from a member's late withdrawal from the meeting.

### **Sergeant-at-Arms**

The Sergeant-at-Arms is responsible for calling the meeting to order at the designated start time (7 pm) and recommencing the meeting after the 'half-time' social break.

## **NOTE**

**Wagga Wagga meetings are held from 7 – 9 pm. All members are advised to assemble in the meeting room at 6.50 pm for a 7 pm start.**

## Prepared Speeches

A prepared speech is usually developed and prepared from the Toastmasters Basic Communication and Leadership Manual which you receive in your member's kit on joining. Advanced speeches are also prepared by more experienced members using a set of Advanced Communication and Leadership Manuals.

### NOTE

**A spare Basic Communication and Leadership Manual can usually be made available to you until your Member's Kit arrives.**

## Basic Communication and Leadership Manual

The manual contains 10 speeches which you work through at your own pace. Each speech has a different set of objectives and the speeches become more challenging. When you have completed the ten speeches, you are eligible for the Competent Toastmaster (CTM) award.

### Competent Toastmaster

After applying for the Competent Toastmaster (CTM) award, a badge is presented to you with your name engraved. In addition, Toastmasters International will write to your employer if requested, notifying the organisation of the significance of your award. Ask a CTM to show you their badge.

### NOTE

**Ensure the Vice President Education (VPE) signs the completion certificate at the rear of the Basic Communication and Leadership Manual for every speech. This certificate acts as proof of your CTM achievement to Toastmasters International.**



## Meeting Roles

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### Toastmaster of the Meeting

You act as the general host (master of ceremonies) for the club meeting. You should aim to:

- establish and maintain the atmosphere of the meeting,
- make the speakers feel as comfortable as possible,
- set the stage for the speaker, and
- provide a smooth transition between speakers.

Your introduction should lead the audience into the speaker's presentation without taking on their role.

### NOTE

**The Toastmasters role is vital in keeping the meeting to time. The VPE in conjunction with the Timer will advise you if the meeting needs adjustment to keep on time.**

### Before the Meeting

Being the Toastmaster requires that you plan ahead. In order to be prepared you should obtain from the VP Education (VPE) the upcoming meeting roster and gather information for your introductions of the various meeting roles.

### At the Meeting

During the meeting you will need to follow the agenda attentively. You will need to be aware of any changes made by the VPE at the start of the meeting.

Your responsibilities are to:

- Accept control of the meeting from the Sergeant At Arms.
- Welcome visitors and guests and say a few words to warm up the audience.
- Introduce each session - giving a short explanation for visitors' benefit.
- Remain at the lectern and lead the applause for upcoming speaker.
- Leave the lectern only when the next speaker reaches it.
- At the end of each speech presentation lead the applause - thank the speaker but don't comment on the speech! - this is the speech evaluator's role!

## **After the Meeting**

Hand the 'lectern copy' of the meeting agenda to the VPE for recording of speeches and activities.

## **Word of the Day**

The word of the day is offered as an opportunity to expand the membership's vocabulary. Members are encouraged to use the word of the day throughout the meeting.

### **Before the Meeting**

The role of the speaker is to present one new word to the meeting. Ideally, the word should be an unusual one or one that generally causes trouble (either in its pronunciation or meaning). It should be a word that will help us increase our vocabulary. A word that can be easily incorporated into everyday conversation but is different from the way we usually express ourselves.

### **NOTE**

**An adjective or adverb is suggested since they are more adaptable than a noun or a verb, but feel free to select your own special word.**

Prepare a brief definition and a couple of sentences as an example of how to use your word.

### **At the Meeting**

When introduced by the Toastmaster, come to the lectern and acknowledge the Toastmaster, fellow toastmasters and guests. Announce your 'Word of the Day', and display your word from the lectern or write it on the whiteboard. You should:

- State its part of speech (noun etc), define it and use it in a sentence.
- Encourage members speaking during any part of the meeting to use it.
- Hand back to the Toastmaster of the evening.

## **Thought of the Day**

The 'Thought of the Day' can be inspirational, or just something for the members to think about. By keeping it simple and short, the presenter will probably do better than trying to deliver a complicated and long Thought of the Day.

### **Before the Meeting**

Careful preparation is necessary for a successful 'Thought of the Day' segment. It can also be a poem, a newspaper article, a speech excerpt, but must be brief and inspiring. An excellent example is the 'Quote' found on desktop calendars. It can be anything that you feel will inspire your fellow Toastmasters.

### **At the Meeting**

When introduced by the Toastmaster, come to the lectern and acknowledge the Toastmaster, fellow toastmasters and guests, deliver your 'Thought of the Day'. In addition:

- Explain how it is thought provoking, and
- Hand back to the Toastmaster of the Meeting.

## **Table Topics Master**

Allows members the opportunity to practice impromptu speaking skills. You will develop skills that can be transferred to any situation where you will be required to 'think on your feet'. This segment helps members gain the ability and the confidence to present their ideas effectively without preparation and encourages

- constructive listening,
- flexible thinking, and
- adaptive speaking skills.

It also allows you the opportunity to practice the coordination of such an impromptu speaking session. You gain practice in picking a theme and developing suitable table topics for the members.

### **Before the Meeting**

Select eight and no more than 10 topics, which you feel are suitable for a one to two minute impromptu speech. The number asked will depend on time available...

Make them brief so as to avoid confusion on the part of the respondent. (the person being asked the question). Questions should be topical and of relative simplicity in order to avoid embarrassment on the part of the respondent. Questions may all be centred on a theme, or two or three themes may be used. or, you could tailor the question to individual members, if you know them well enough. Where possible, select a question to suit the respondents.

### **NOTE**

**Talk to the VPE if you have some unusual proposals for Table Topics.**

## **At the Meeting**

Select the participants from those present. Do not choose non-Toastmaster guests (you may offer them the opportunity but do not force them). Try to select members who are not already filling major speaking roles.

When introduced by the Toastmaster, come to the lectern and acknowledge the Toastmaster, fellow toastmasters and guests.

Briefly explain the role of Table Topics. It enables people to practice impromptu speaking. It develops listening skills, quick, clear thinking and the ability to present 'off the cuff' ideas effectively.

Set the stage for your Table Topics program. Keep your remarks brief but enthusiastic. If there is a 'word of the day', encourage the respondents to use it. State the questions briefly, pause and then call on a respondent. This serves two purposes; it:

- holds everyone's attention - each member is thinking of a response should they be called on to speak, and
- adds value to the impromptu element by giving member an opportunity to improve his or her 'better listening and thinking' skills.

Call on your selected speakers at random. Avoid going around the room in order. Also try to involve those not on the speaking program first then, if time allows, involve those with minor roles before involving those speaking on the program.

You should:

- Watch your total time. If Table Topics starts late, finish early to get the meeting back on track, and
- Keep your comments short. Your job is to give others the chance to participate, not to give a series of mini-talks yourself.

Hand back to the Toastmaster of the evening.

## **Tips and Traps**

This is an excellent opportunity to allow your creativity to take hold. You are the one who comes up with the ideas that will become the table topics presented. One trap to watch for is gauging the experience of the participant. Beginning toastmasters may need easier topics to get them started. More experienced speakers can be given harder topics which will be more of a challenge. One tip might be to make up a couple extra topics of easier and harder varieties. This can make it easier for you to fit topics to the people present at the meetings.

If the meeting has moved along faster than was expected, be prepared to throw out an extra topic to help fill the gap a little. The extra time can be used to advantage to give another member an opportunity to speak at the meeting. On the other side of the coin, be prepared to shorten topic times and cut back on the number of topics if the meeting is running behind schedule.

The Table Topics Master is a fun role since it allows you to be on the other side of the questions. Use this as a guide. Be sure the topics you hand out would be ones you would find challenging and fair given the experience levels of the participants.

## **Table Topics Evaluator**

At Wagga Wagga Toastmasters, there are two members assigned to evaluate Table Topics. They are the:

- Odd Table Topic Evaluator (speakers 1,3, 5 and 7), and
- Even Table Topic Evaluator (speakers 2, 4, 6, and 8).

Your assignment involves giving a personal opinion of the responses to Table Topics. Although content forms the basis of the speech, it is more important to concentrate on how the speech was presented and how effective the answer was.

You cannot prepare for each speaker as this segment is totally impromptu. However, you can be prepared for the Table Topic Evaluator role once you are advised by the VPE.

You cannot give a full and complete evaluation of each speaker in the time available, so select two or three points to look for and concentrate on them.

### **NOTE**

**Follow the Commend, Recommend and Commend method of evaluation.**

Suggested speech evaluation criteria could include:

- **Structure** Speech development, opening, body, closing organisation and support material.
- **Effectiveness** Excitement created, suspense, unexpected twist, surprise and achievement of purpose.
- **Speech Value** Ideas, originality of thought and material.
- **Response** Audience attentiveness, laughter, interest, and reception.
- **Body Language** Appearance, appropriateness of gestures and eye contact.
- **Voice Flexibility** Vocal variety volume, tone, tempo, pitch and variations of these (modulation).
- **Manner** Directness, assurance and enthusiasm.
- **Appropriateness** Speech purpose and audience, reflecting good taste.
- **Correctness** Grammar, pronunciation, and word selection (use of dialect, vernacular).

## NOTE

**Good taste does not include: politics, sexual and religious references. These are considered inappropriate for the Toastmasters audience.**

### At the Meeting

When introduced by the Toastmaster, come to the lectern and acknowledge the Toastmaster, fellow Toastmasters and guests. Explain the specific points you were looking for and give your evaluation.

Sometimes a brilliant evasion of a straight answer is most entertaining and demonstrates all the qualities of impromptu skills - but if such evasion is in constant use, the speaker might be encouraged to try a direct answer another time.

If a particular point applies to all speakers, say so. Then, comment very briefly on:

- strong points for each speaker,
- points for improvement for each speaker, and
- reassuring summary - Commend, Recommend and Commend!

**NOTE**

**Don't comment on any area of improvement if you cannot provide suggestions to improve it.**

## Prepared Speeches

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### Purpose

The purpose of giving speeches is fairly obvious. You give a speech, receive feedback, decide what advice is valid and worthwhile, and incorporate what you learned in the next speech. This is a continuous improvement cycle that leads to an incremental building of skill sets that make you a better speaker.

### Manual Speeches

A major portion of each meeting is centred on presentation of manual speeches. The speeches are prepared (based on manual project objectives) and should last up to eight minutes for the basic manual and 30 minutes or more, depending on the assignment, for the advanced manuals.

The Communication and Leadership Manual has been formulated to lead you, step by step, to becoming an accomplished speaker. Each project has a set of specific objectives. You should study each assignment carefully, and fulfil (within the limits of your own abilities), the objectives as laid down in the manual. If you adhere to this principle, then you, as well as the Club members, will receive maximum benefit from your efforts.

If you are dissatisfied with your performance in a particular speech, then you are quite at liberty to repeat it. It is not up to your evaluator to pass judgment in this regard. You should however prepare your speech as thoroughly as possible and strive to achieve (within the limits of your ability), the objectives set out for each speech as laid down in the Communication and Leadership Manuals.

### Before the Meeting

Prepare your speech using the manual project you are doing as a guideline for the type of content and emphasis you should be using in your presentation.

Practice! This step is crucial.

**Introduction to the Speaker** Provide a few notes for the speech evaluator to use in introducing you if they have not already contacted you. This should be brief and last approximately one minute.

Suggested content is as follows:

- The date the speaker joined the Club,
- Reason for joining,
- Employment and/or voluntary work,
- Long term goals, and

- Hobbies and interests.

## NOTE

**When introducing the speaker do not mention the speech requirements. You will not have time to present this. The speech evaluator may mention this in their evaluation.**

### At the Meeting

Pass your introduction information and your speech manual to the evaluator and so that he/she can fill out the evaluation guide for your project.

When introduced come to the lectern, acknowledge the Toastmaster, fellow Toastmasters and guests.

When you have completed your speech, just stop, (**don't thank the audience**) and wait for the Toastmaster to return to the lectern before returning to your seat.

## NOTE

**Ensure that the VPE signs your manual each time you complete a speech.**

### Tips and Traps

First tip, contact your mentor or any member of the club that you feel can assist you.

## NOTE

**If you need a mentor, contact the VPE.**

### Topic Selection

Be sure you understand your manual project before you start to write your speech. If you are short on ideas for a topic, reading the project over several times may spark an idea for you. Alternatively, browse the Web or review media articles.

### Practice

Practice is important. Utilise the tools available to you to practice. If you have a Camcorder, great! If you have a tape recorder, it will help you as well. A mirror will also give you some visual feedback. Take advantage of any tools you can find to practice your speech until you feel ready to deliver it to your 'live' audience.

## Rehearsal

Practising your speech is important to determine content and timing. But, rehearsing your speech means presenting it at the venue under live conditions. This is where you will find out if the sound system/PA can be controlled, check the acoustics, where the power points, computer terminals and light switches are located etc. If the speech is important, you owe yourself the time to avoid any embarrassment when technology fails!

## Nervousness

Nervousness is one of the biggest problems faced by speakers. No one has ever died of 'stage fright'!

Be aware that the 'butterflies' exist and that for you to perform at your peak they are an advantage, not a disadvantage, especially if you learn to have your 'butterflies fly in formation'. A few deep breaths before you go up to speak can help to calm down the butterflies so that you can use that adrenalin surge to add energy and impact to your presentation. Remember, no one has yet to die from giving a speech.

If your mouth becomes dry while giving your presentation, try gently biting the sides of your tongue to generate moisture in your mouth. If you have the opposite problem and have excess moisture, breathe in through your mouth to dry it out.

## NOTE

**After presenting your 10 speeches you receive your Competent Toastmaster (CTM) qualification. The CTM is the platform that provides you with the necessary skills to tackle more advanced speech manuals.**

## Prepared Speech Evaluator

Evaluations are what make Toastmasters the special place that it is for so many members. Through the systematic process of performance and feedback, we learn and develop our communication skills. As an evaluator, you're asked to provide an opinion of the speaker's presentation in a constructive and encouraging manner.

Evaluation is the process of positive reinforcement and constructive feedback on how to become better in future presentations. It is a valuable skill to acquire, but one that you can apply outside of Toastmasters.

## NOTE

**Remember to use the Commend-Recommend-Commend (CRC) method of evaluation.**

After you have presented a few speeches, you may be asked to serve as an evaluator and evaluate one of the prepared speakers for the meeting. In addition to your oral evaluation, you should give the speaker a written evaluation from the manual. Specific evaluation guidelines and evaluation criteria for each speech are provided at the rear of each Basic and Advanced Communication and Leadership Manuals.

### **Before the Meeting**

Review the evaluation guide you receive when joining Toastmasters. It is an excellent source of information on the 'how tos' of evaluation.

Make sure you are familiar with the objectives of the speech. Then, contact the speaker before the meeting to discuss any particular or additional evaluation requirement they may have; for instance, they may have been concentrating on overcoming a distracting mannerism and will want 'feedback' on the results of their efforts.

### **NOTE**

**Sometimes feedback can be confidential. This may be in the case of something the speaker is aware of, e.g. a habit that they do not want made public in your presentation to the members.**

### **At the Meeting**

Ensure you get the manual from the speaker so that you can complete the evaluation guide for the project.

Listen intently and watch carefully as the speech is presented. Take brief notes to help you recall points - eg. effective wording, confident manner, good/weak/improved organisation, successful gestures. Also, note points which you feel need improvement or which in some way detracted from the presentation. Think about the suitability of the subject; the choice of words, speech rate and use of pauses, vocal variety and voice projection, body language, audience response, use of visual aids, enthusiasm, nervousness etc. - all the aspects which give a presentation more or less impact.

Complete the evaluation guide for the speaker. This will possibly give rise to other points that should be covered in your oral evaluation.

### **Presentation**

When introduced by the Toastmaster, come to the lectern and acknowledge the Toastmaster, fellow Toastmasters and guests. Deliver your evaluation of the presentation. Organise your evaluation into a logical, concise sequence as quickly as you can. There is often little time between the conclusion of the speech and your evaluation. The evaluation sheets included in this guide are recommended.

Praise a successful speech and specifically tell why it was successful. Don't allow the speaker to remain unaware of a valuable asset such as a smile, a sense of humour, or a good voice and vocal variety.

## **Tips and Traps**

Don't allow the speaker to remain ignorant of a serious fault or mannerism; if it is personal, record it but, don't mention it aloud. Give the speaker the deserved praise and tactful suggestions in the manner you would like to receive them when you are the speaker.

## **NOTE**

**Only comment on any aspect of improvement if you can provide suggestions and show methods to improve it.**

Above all do not 'white wash' (e.g. Great speech! I really can't find anything to improve it!) when offering your evaluation. It is only through true and positive feedback that we can all learn and grow.

## **After the meeting**

Make a point to meet with the speaker after. Return the manual to the speaker. Add a verbal word of encouragement to the speaker and discuss the other points you couldn't bring out in the oral evaluation.

## Toastmasters Toast

### Purpose

To give members a chance to learn skills in constructing and giving a toast to meet any occasion. There are six parts to a formal toast:



- Greeting,
- Proposal,
- Body,
- Veneration (pay honour to body of toast),
- Declaration, and
- Response.

The following is a sample of the structure of a toast: (if possible the toast should tie into theme):

**Greeting:** "Mr./Madam Toastmaster, fellow Toastmasters , and guests..."

**Proposal:** "I propose a toast to ....."

**Body:** "Last week I watched as the leaves turned from green to brown. This week I watched as snow drifted to the ground...."

**Veneration:** "Join me now as I share in the love of the seasons"

**Declaration:** "To the seasons"

**Response:** "To the seasons" (audience response)

Members and guests take a drink and are asked to be seated.

### NOTE

**You do not applaud a toast.**

### Before the Meeting

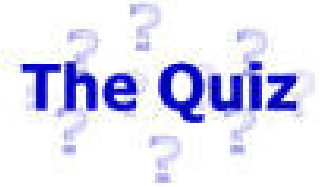
Determine some person(s) or event worthy of recognition. The subject matter is of your own choice - usually of topical interest, something worthy of comment and acclaim or based on theme of the meeting. You should research a topic for a toast such as a special achievement in the community. Construct a brief narrative about your chosen person(s) or event, which explains who, what, and why it should be honoured. It should be short (less than 1 minute).

### **At the Meeting**

When introduced by the Toastmaster, come to the lectern and acknowledge the Toastmaster, fellow Toastmasters and guest. Give your narrative.

Ask members to stand up, raise their glasses and toast with you to the person(s) or event.

## **Quizmaster**



### **Purpose**

An essential part of the Toastmasters program is to help develop effective listening skills. The role of the Quizmaster is to ask randomly selected members and/or guests to answer questions relating to the meeting.

### **At the Meeting**

During the meeting note down questions based on speeches presented. The questions may range from 'How much money does the club have in the bank?' through to 'Who was it that made a particular comment during Table Topics?' In fact you are free to ask any question (no matter how obscure!) relating to the meeting.

Approximately eight questions are usually asked, depending on time available.

When introduced by the Toastmaster, come to the lectern and acknowledge the Toastmaster, fellow Toastmasters and guests.

- Briefly explain the purpose of the segment.
- Quiz the audience.
- Pose the question,
- Pause, then
- 'Pounce' on a respondent.

### **NOTE**

**This way , you are assured of getting everyone's attention!**

Hand back to the Toastmaster.

## Grammarian & Um-Ah Counter

### Grammarian

The purpose of the grammarian is to remind us of the small slips in our speech and to help us spot anomalies in our speech and eliminate them. Your job is one of watchdog over the members' use of the English language. This is an important duty and you should make your comments both interesting and stimulating. You may wish to comment individually on members, review the meeting generally or concentrate on one or two aspects of English usage during the meeting. The choice of approach is entirely yours.



### Um-Ah Counter

The um-ah counter is present to help cure the annoying habit of vocalised pauses, “ah, uh, mmm etc. An important part of Toastmaster training is to practice not to utter unnecessary sounds when speaking. It is the Um- Ah Counter's duty (and please take it seriously) to count all the ‘um’s’ ‘ers’ and ‘ahs’, repetitions of words and other pause fillers uttered by the members during the course of the meeting.

### Before the Meeting

Pay attention to the names of all participants and write them down during member's introduction to aid you in your report at the end of the evening.

### At the Meeting

Throughout the meeting, listen to everyone's word usage. Note any grammatical errors, incorrect pronunciation, sentence construction or phraseology and excellent use of language. Also make note of any awkward use or misuse of the language (incomplete sentences, sentences that change direction midstream, etc).

**Word of the Day** Write down who used the Word of the Day (or a derivative of it) and also note those who used it correctly or incorrectly.

Record the use of ‘ah’ and other crutch words such as: used by the members. A little imagination can turn this segment into more than just a simple recitation of numbers. Toastmaster's is fun as well as learning, so give with a difference, so that we may learn.

Examples of 'fillers' you may encounter are:

- And,
- OK,
- So,
- Actually, and
- Basically.

When introduced by the Toastmaster, come to the lectern and acknowledge the Toastmaster, fellow Toastmasters and guests.

Give your report. Praise should be given for originality in speech, colourful language and dramatic or descriptive word pictures. Where there was a misuse of a word or pronunciation, try to offer the correct usage instead of only pointing out the error.

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**GRAMMARIAN / UM- AH COUNTER SCORE SHEET**

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NAME	UM-AH'S	TOTAL	COMMENTS

Word of the Day, used by:

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Language Creativity:

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Misuse of words, Mis-pronunciations, Incorrect grammar, etc:

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## Timer

Timing is an important part of all meetings. One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. As such it falls upon the timer to time each major section of the meeting and to time the participants. Did it start on time and end on time? Imagine the situation where a speaker is asked to speak for five minutes and they speak for 20. Equally horrifying, is the speaker asked to fill 20 minutes that only talks for five minutes. The timer's role is to keep us aware of time during the various activities.

### NOTE

**This is one of the most important and demanding assignments in a Toastmasters meeting. Never feel you've been given a minor role. It's no easy task to keep a club program to time, and a good Timer can make all the difference to the tempo and fun.**

### Before the Meeting

Ensure the timing equipment is working and that you know how to work it. Obtain a copy of the programme and ensure you know how much time is allocated for each assignment. Talk to the Toastmaster and find out if any special timing requirements are needed.

Prepare an explanation of your duty.

### At the Meeting

Keep an accurate record of time for each meeting event on the timer sheet provided.

### NOTE

**Please refer to the meeting agenda for timing requirements.**

Note the time the meeting started. As all assignments are presented, give the required signals, and if time is exceeded, flash the red light or sound the buzzer every 30 seconds until the hint is taken. Monitor the current time and be prepared to provide timing instruction when called upon and to handle timing requests from the Toastmaster. Liaise with the Sergeant At Arms to ensure the meeting/breaks are on time.

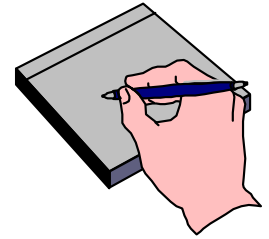
Present a brief report. Generally it is sufficient to report only significant under/over timings, but specific timing should always be given for Communication and Leadership Manual speeches and all evaluations.

## TIMER SHEET

Time Slot	Green/One tap	Amber/Two taps	Red/Three taps			
1 min	0:30	0:45	1:00			
1 min 30 sec	1:00	1:15	1:30			
2 min	1:00	1:30	2:00			
3 min	2:00	2:30	3:00			
4-6 min Speeches	4:00	5:00	6:00			
5-7 min Speeches	5:00	6:00	7:00			
Role		Name	Time		Under	Over
Sergeant at Arms	(30 sec)		min	sec		
Toastmaster	(1 min)		min	sec		
President's Address	(3 mins)		min	sec		
Tonight's Program	(3 mins)		min	sec		
Word Spot/Thought	(2 mins)		min	sec		
Table Topics (2 min +/- 30 sec each)						
Topic 1)			min	sec		
Topic 2)			min	sec		
Topic 3)			min	sec		
Topic 4)			min	sec		
Topic 5)			min	sec		
Topic 6)			min	sec		
Topic 7)			min	sec		
Topic 8)			min	sec		
Table Topics Evaluator – odds (3 mins)			min	sec		
Table Topics Evaluator – Even (3 mins)			min	sec		
Prepared Speeches						
Speech #:	( min)		min	sec		
Speech #:	( min)		min	sec		
Speech #:	( min)		min	sec		
Speech #:	( min)		min	sec		
Speech #:	( min)		min	sec		
Toastmasters Toast (1 min)			min	sec		
Quizmaster	(2 mins)		min	sec		
Grammarian	(2 mins)		min	sec		
Timer			min	sec		
General Evaluator	(3 mins)		min	sec		
Presentation of Awards	(1 min)		min	sec		
Next Meetings Program	(2 mins)		min	sec		
President's Close	(2 mins)		min	sec		
Other			min	sec		

## General Evaluator

The General Evaluator is just what the name implies.... an evaluator of anything and everything that takes place throughout the meeting that has NOT already been evaluated.



### At the Meeting

Take notes on everything that happens (or doesn't, but should).

For example:

- Is the Club's property (trophies, banner, educational material, etc.) properly displayed? If not, why not?;
- Were there unnecessary distractions that could have been avoided?;
- Was the room layout suitable?;
- Did the meeting begin and end on time?; and
- Was the Toastmaster effective? Did the meeting flow and was each item introduced well?

Create a checklist from which you can follow the meeting.

Take notes on each participant on the program, from the opening to the last report by the timer. Look for good and unacceptable examples of preparation, organisation, delivery, enthusiasm, observation, and general performance of duties.

## NOTE

**Remember, you are not to re-evaluate the speakers.**

When introduced by the Toastmaster, come to the lectern and acknowledge the Toastmaster, fellow Toastmasters and guests. Explain the role of General Evaluator for the benefit of any guests. Give effective, but brief, evaluations of those not previously evaluated. If time allows, make general statements concerning the success of the meeting in relation to audience enthusiasm etc.

Wrap up by giving your general evaluation of the meeting, using the notes you took as suggested above. You may wish to comment on the quality of evaluations. Were they:

- positive, upbeat or helpful?; and
- Did they point the way to improvement?

It is not necessary to comment on every role, or responsibility or everything that takes place. Simply comment on highlights or areas needing improvement.

**GENERAL EVALUATOR SHEET**

Meeting #: \_\_\_\_\_ Date: \_\_\_\_\_ Evaluator: \_\_\_\_\_

ROLE	COMMENTS
<b>Sergeant-At-Arms</b> Name:	
<b>President</b> Name:	
<b>Toastmaster</b> Name:	
<b>Word Spot / Thought of the Day</b> Name:	
<b>Table topics master</b> Name:	
<b>T.T. Evaluator (odd)</b> Name:	
<b>T.T. Evaluator (even)</b> Name:	
<b>Evaluators</b> Name:	
<b>Magazine Article</b> Name:	
<b>Toast</b> Name:	
<b>Quizmaster</b> Name:	
<b>Grammarian/Ah-counter</b> Name:	
<b>Timer</b> Name:	
<b>Education (V.P.)</b> Name:	
<b>Other</b> Name:	
<b>General Summary/Comments</b>	
.....	
.....	
.....	
<b>Please return the completed form to VP Education at the conclusion of the meeting.</b>	

## Magazine Article

The Magazine article is used to keep members informed about effective communication and leadership skills.

### **Before the Meeting:**

Select an article from an issue of 'Toastmaster' magazine and prepare a report/summary.

## **NOTE**

**'Toastmaster' is an excellent source of interesting articles relevant to aspects of communication and leadership.**

This assignment requires presentation of a summary of the article. If reading, it is vital to maintain consistent eye contact with the audience. For this reason, a thorough knowledge and rehearsal of material is essential for a competent performance.

### **At the Meeting**

When introduced by the Toastmaster, come to the lectern and acknowledge the Toastmaster, fellow Toastmasters and guests. Briefly explain the purpose of this segment.

Briefly describe contents of an interesting article, you have read. Bring the magazine to show or quote its name, issue etc. Encourage others to read it.

## Hot Seat

### **Purpose**

To test your skills at multi-tasking and to keep the meeting running smoothly.

### **At the Meeting:**

Consult the Vice President of Education to find out which roles have not been filled.

Carry out any roles which have not been filled – see Job description for each role in previous sections of this guide.

