



PRAGUE BUSINESS TOASTMASTERS

 *Guide to meeting roles*



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MEMBER MEETING ROLES

Toastmasters club meetings provide an opportunity for members to learn and practice communication and leadership skills by assuming a variety of roles. Each meeting role has a unique set of responsibilities and skills for you to explore.



Speaker

Prepare and deliver your speech based on projects in Pathways or the old education program.

Prior to the Meeting

Enter the speech title into easyspeak and check your project name and timing till Monday 2 p.m. at the latest.

Begin working on your speech enough in advance to allow time for research and rehearsal. If you plan to give a speech based on a Pathways project, be sure to make use of the project checklist provided.

Answer the Toastmaster's question by email.

Communicate with your evaluator about your project and the speech you will be presenting. Emphasize areas you are working on that you would like your evaluator to note.

Upon Arrival at the Meeting

Arrive early so you can check any props or equipment needed for your speech. If you need to use a projector, please, let us know in advance.

Sit near the front of the room for quick and easy access to the stage.

Provide your evaluator with the printed version of your evaluation resource (pathways), or your manual (old program) before the meeting begins.

During the Meeting

Give your full attention to the speakers, avoid studying your speech notes while someone else is talking.

When introduced, walk with confidence to the stage.

After you finish your speech, wait for the Toastmaster to return to the stage before taking your seat.

During your speech evaluation, listen for helpful advice that will assist you in delivering better speeches in the future.

After the Meeting

When your evaluator returns your written evaluation to you, ask him or her any questions you have about your scores or any written comments.

Take a moment to review any evaluations or comments you receive from other club members in the form of written notes.

Request feedback from club members on Base Camp and read through any feedback that has been posted.

Prepare and deliver your speech based on projects in Pathways or the old education program.





Help members be more self-confident and improve their speaking skills by giving honest feedback.

Evaluator

Your purpose is to help members be more self-confident and improve their speaking skills. The most effective evaluators make themselves aware of the member's skill level, habits, and mannerisms, as well as their progress to date whenever possible.

Prior to the Meeting

Communicate with the member you will be evaluating for information about the project they are completing.

It may also be helpful to take a moment to revisit the content in the Pathways "Evaluation and Feedback" project to review strategies for providing feedback and completing an evaluation.

Upon Arrival at the Meeting

When you enter the meeting room, greet the member you will be evaluating. If you have any questions about the project they are completing or need to review specific concerns the member wants you to address in your evaluation, be sure to clarify them as soon as possible.

During the Meeting

Record your impressions on the first page of the Evaluation Form. As you record scores, refer to the Evaluation Criteria section to be sure you are accurately reflecting the member's speech and delivery. Remember that the best evaluations encourage and motivate members to improve. In addition to mentioning areas to be strengthened, suggest specific solutions or actions.

Begin and end with a note of encouragement or praise. Though you may have written lengthy responses to sections of the evaluation, refrain from reading them. Evaluation is a small speech. It must have a clear purpose, an opening, structured body and encouraging conclusion.

It is recommended that you make 2-3 commendations and 2-3 recommendations. Your verbal evaluation time is limited; cover what is essential to encourage and support the member while giving honest feedback.

Praise a successful speech or leadership assignment and give reasons to explain why it succeeded. Share specific ideas the member could apply in the future such as strengthening content or working with a mentor on speech delivery techniques. Be respectful and focus on skills and accomplishments rather than personal attributes.

After the Meeting

When delivering the written evaluation to the member, give them a few words of encouragement and congratulations.

Timer

Timer is responsible for tracking every part of the meeting agenda. Members rely on the timer to pace speeches and practice adhering to a time frame.

Upon Arrival at the Meeting

Collect timing equipment (stopwatch and signal device) from the sergeant at arms. Check that the timing equipment is working properly and that you are comfortable with its use.

Choose a seat where the signal device can be seen easily by everyone.

During the Meeting

Throughout the meeting, listen carefully to each participating member and signal speakers based on the timing specified in the agenda (green, yellow red). You will also need to signal the Toastmaster and Topicsmaster with red when they have spoken for their allotted or agreed-upon time.

Record each participant's name and the exact time they required to complete their speech.

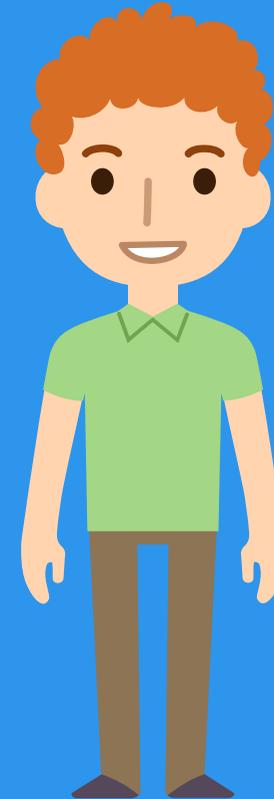
When called to report by the Toastmaster you may stand near your seat to announce each speaker's name and the duration of their speech.

After the Meeting

Return the timing equipment to the sergeant at arms.



Responsible for tracking every part of the meeting agenda.





Is responsible for preparing and facilitating an original, creative topic or topics.

Topicsmaster

The Topicsmaster is responsible for preparing and issuing an original, creative topic or topics. Each speaker may be given an individual subject or presented with a choice of subjects from which they choose or draw at random.

Prior to the Meeting

Confirm any scheduled meeting theme with the Toastmaster. If one has been selected, choose topics that coordinate well with that theme.

Create a list of speakers, evaluators, General Evaluator, and Toastmaster for the meeting so you can call on other members first.

During the Meeting

When introduced, briefly state the purpose of the Table Topics session and explain the rules for the sake of the guests and remind members of the timing signal. Maximum time allowed for Table topics is 2min 30seconds. At 1min speakers will see green signal, at 1min30sec yellow signal and at 2min red signal. They still have 30sec to wrap up. Introduce the table topics in under 1 minute to give an opportunity to at least 3 speakers

Announce your topics and keep your remarks brief but enthusiastic. Make sure the speaker knows who they are, where they are, who their audience is and what their goal is in relation to the audience is.

State the question or topic and ask for volunteers. In case there are no volunteers, randomly select a member to respond. Keep your comments short. Your job is to give others a chance to speak.

Check the printed agenda for the time allotted to Table Topics and adjust the number of questions or topics to end your segment on time. Even if you start late, adjust your time so the meeting ends at the established time. If you are not sure, ask the timer.

As the speaker contemplates their topic, write their name and topic on the board (never while they speak).

Sit on the side, while speaker in on the stage. Do not distract him or audience.

Invite members to vote for Best Table Topics Speaker and send their votes to the sergeant at arms.

Grammarian

The responsibilities of the grammarian are to introduce the word of the day to members, comment on the language used during the course of the meeting, and to provide examples of good grammar and word usage.

Prior to the Meeting

Accept your role at easyspeak.

Once the meeting theme is known, select a word of the day, related to it, and put it to easyspeak. Choose a word to help members build their vocabularies and that they can incorporate into everyday conversation.

Print the word of the day twice at A4 format, using large enough font

Upon Arrival at the Meeting

Place one printout of the word of the day at the front of the room where it can be seen by audience and second one, where it can be seen by speakers.

During the Meeting

When introduced, briefly explain the role of the grammarian for the benefit of guests and announce the word of the day. State the part of speech, the definition, use it in a sentence, and invite everyone speaking during the meeting to use it.

Throughout the meeting, listen to each speaker's word usage. Write any awkward use or misuse of language (such as incomplete sentences or incorrect grammar) with a note of who erred.

Create a list of members who used the word of the day (or a form of it) and note those who used it correctly.

When called on by the Toastmaster, give your report. Offer examples of correct usage in every instance in which there was misuse of grammar. Report the use of creative language and announce who used the word of the day (or a form of it) correctly.

**Introduce the word of the day and
comment on the language used at the
meeting**



Ah-counter

The purpose of the Ah-Counter is to note unnecessary words and sounds used by members who speak during the meeting. Words or phrases that may be used inappropriately or unnecessarily include and, well, but, so, and you know. Sounds may include ah, um, and er. Serving in the Ah-Counter role provides an excellent opportunity to practice listening skills.

During the Meeting

Throughout the meeting, listen to speakers and note unnecessary words, sounds, and pauses. Tally the sounds or words each person uses throughout the meeting.

When called on by the Toastmaster during the evaluation section, you may stand near your chair and give your report.

What to track

AH/UH/ER; AND; BUT; LIKE; PHRASE REPEAT; SMACKING; SO; UM; WELL; WORD REPEAT; YOU KNOW.;

Note unnecessary words and sounds used by members who speak during the meeting.





Evaluates everything that takes place throughout the meeting.

General evaluator

The General Evaluator is the member who evaluates everything that takes place throughout the meeting. General Evaluator is responsible for the evaluation team, which consists of the timer, grammarian, Ah-Counter, speech evaluators, and Table Topics evaluator.

Prior to the Meeting

Check with the Toastmaster to confirm the program for the meeting and any planned changes to the usual meeting format.

Communicate with all evaluators to confirm whom they will be evaluating and the evaluation format needed for that member. Encourage them to prepare for their roles by contacting the speakers to discuss any special evaluation requirements.

Communicate with remaining members of the evaluation team to remind them of their assignments.

Upon Arrival at the Meeting

Ensure that the individual evaluators have the materials they need to complete an evaluation for the members who are speaking or fulfilling club leadership roles at the meeting. Ensure that evaluators understand the criteria for the speech and are comfortable fulfilling the role.

Greet all evaluators. If one is absent, consult with the Toastmaster to arrange a substitute.

Sit near the back of the room for a better view of the meeting and participants.

During the Meeting

Take notes about everything that happens, including anything that doesn't, but should. For example, check that the club's property (trophies, banner, and education materials) are properly displayed. Watch for unnecessary distractions that could have been avoided. Make sure you observe and evaluate the meeting experience as whole from entering the building through stumbling into the room and being welcomed all the way to the moment of presenting your general evaluation. Comment on how the club is doing if this can be added value.

Be aware of the time to evaluate if the meeting and each section of it began and ended on time.

Evaluate each participant on the meeting program, except for prepared speakers and table topic speakers. Look for good examples of preparation, organization, delivery, enthusiasm, observation, and performance of duties. Make it short, in most cases one commendation and one recommendation per person is enough.

Take a bit more time to evaluate toastmaster.



Coordinate and conduct the entire meeting, introduce participants, and act as a host.

Toastmaster

The main duties of the Toastmaster are to coordinate and conduct the entire meeting, introduce participants, and act as a genial host. The Toastmaster sets the tone for the meeting. This task is generally reserved for members who are quite familiar with the club and its procedures.

Prior to the Meeting

Communicate with the vice president education for a list of members scheduled to speak or fulfil advanced meeting roles (General evaluator, Topicsmaster).

Make sure all the other roles of the meeting are filled. If not, approach club members individually via Facebook, phone, email or other means to make sure all the meeting roles are filled prior to the meeting. Do not leave filling roles until arrival at the meeting.

Select topic of the meeting and input to easy speak one week prior to the meeting.

Communicate with all speakers in advance to remind them that they are scheduled to speak, remind them to fill in speech topic and project (if not filled in).

You are responsible for creating an introduction for each speaker. Email meeting participants via easy speak and ask them to answer the question related to the meeting topic. Use the answers to prepare introductions.

Prepare remarks to bridge the gaps between program sections.

Remember that serving as Toastmaster is one of the most valuable experiences in your club work. The assignment requires careful preparation to facilitate a well-run meeting.

Print the agenda for every member of the meeting or agree with one of the officers or other club members to do so.

Upon Arrival at the Meeting

Arrive early to complete any last-minute details. Check with the speakers to address any last-minute changes, make sure, that everyone, who has a role arrived. If not, find a replacement.

Sit near the front of the room and ask that speakers do the same for quick and easy access to the stage.

During the Meeting

Preside with sincerity, energy, enthusiasm, and decisiveness.

Ensure each part of the meeting adheres to the established schedule.

Lead the applause before and after the Table Topics session, each prepared speech, and other parts of the meeting.

Make sure you remind the audience to fill in feedback and ballot forms and send them to Sergeant at arms.

Introduce each speaker and other members of the meeting. After your introduction, remain at the stage and shake speaker's hand. Once the speaker takes their place, return to your seat.

After the Meeting

Close the meeting at easyspeak. Fill in winners' names.