

TOASTMASTERS MEETING ROLES

SERGEANT AT ARMS

The Sergeant at Arms is an elected officer of the club whose role is to ensure the meeting room is properly prepared for the meeting, and to call the meeting to order so that it starts on time.

TOASTMASTER

The job of Toastmaster for the meeting is to conduct the meeting – opening the meeting, and introducing the speakers and evaluators. This is an essential role to ensure each meeting runs smoothly, and requires some preparation before the meeting to ensure everything will be in place.

SPEAKER

Each Toastmasters meeting largely revolves around two or three speeches of around 6 minutes each. Guidelines for these speeches are in the Competent Communication manual and, for more experienced speakers, in the Advanced Communication manuals. The speakers for a meeting are usually agreed to weeks before the meeting so they have plenty of time to read the section of the manual about their project speech, and to adequately prepare.

TABLE TOPICS MASTER

Table topics, or impromptu speaking, is an enjoyable and important part of each meeting, and takes about ten minutes. The Table Topics Master introduces a question or statement and selects members of the meeting, without warning, to speak on that topic for 1 to 1.5 minutes.

EVALUATORS

Evaluation is essential part of Toastmasters training. At each meeting, project speakers are each assigned a **Speech Evaluator** who gives a three minute verbal evaluation of the speech as well as a written evaluation in the speaker's manual. Evaluators will have had experience in Toastmasters to enable them to give effective evaluations. Evaluations are supportive and constructive, based on the format of at first commending positive aspects of the speech, secondly recommending two or three ways to improve, and finally finishing on a positive and complimentary note.

The **Table Topics Evaluator** uses the same approach to evaluate the impromptu speeches.

At the end of each meeting, the **General Evaluator** reports to the meeting on how well the meeting was conducted overall. The general evaluator evaluates anyone who has given a presentation to the meeting and has not been evaluated, such as the Toastmaster, Speech Evaluators and Table Topics Evaluators.

TIMER

Keeping to time is non negotiable for Toastmasters. The timer finds out the minimum and maximum time allowed for each speech and evaluation, uses a timing device to monitor the time being taken by each speaker, and displays cues to the speaker to show how much time is left during the speech. The timer gives a report at the end of the meeting on how each speaker kept to time.

GRAMMARIAN

The Grammarian introduces the word of the day for members to use in their presentations, counts each “um”, “er” and other fillers, and advises speakers on any speaking peculiarities which they could improve. The grammarian reports on these at the end of the meeting.