

Meeting Roles and Opportunities

All Club Members: Maintain a voluntary environment that can inspire and motivate members to reach for their individual speaking and leadership goals. Keep track of the schedule. If you cannot meet your assigned duties for the upcoming meeting, help find a replacement and provide information to the Toastmaster. If you cannot meet the assignment for future meetings, notify the VP - Education. Be at the meeting location prior to the start of the meeting. Be prepared to volunteer for any roles that are needed at the last minute. Every role is an opportunity to learn.

Toastmaster: The Toastmaster owns the meeting. Coordinate with Speakers and General Evaluator to confirm responsibilities (3-4 days prior). Obtain speech information and introduction from speakers (1-2 days prior). Occasionally refresh your understanding of the basic Toastmaster meeting, but inject your creativity to make the meeting your own. Prepare the meeting agenda. Last minute schedule changes may be needed. Preside over the meeting, responding to needs of the attending members and guests. Target the agenda time flow.

Speaker: Every speech should be a manual speech. Prepare your outline several days before the speech. Have a final speech ready a day before the speech. Practice, Practice, Practice. Establish your personal goal and plan to exceed it. Provide the Toastmaster with speech information and a personal introduction (for you) a day before the meeting. The introduction deserves as much attention to detail as the speech. Coordinate your personal goals with the evaluator, who can often help you meet them.

Topic Master: A stimulating Table Topics session requires some preparation. The subject should be interesting, sometimes controversial and fairly well known. It should be challenging, but not impossible. Be creative. Some variety will add excitement to the club meetings.

Word Master: Use your role to add to the fun of the meeting. A word does not need to be difficult. Neither does it need to be easy. Exercise creativity. Communicate your expectation as to how the word will be used in the meeting.

Snack Master: Prepare and bring snacks for approximately 20 members and guests. The snacks are your gift to the club. Make it a thoughtful gift, but there's no need to be exotic. Bring all accessories that are needed; knife for cheeseball, napkins, cups for drinks, hammer and anvil for Brazil nuts, etc. Clean up afterward.

General Evaluator: You own the evaluation portion of the meeting. Each member of your team should be contacted in the days prior to your meeting. Make sure they know their roles and are prepared to contribute to a great meeting. Introduce your team when the Toastmaster hands the meeting over to you. After the evaluations, offer additional observations that may have value to the club.

Speech Evaluator: Make contact with your speaker prior to the meeting. Try to preview the objectives of the speech. Offer to customize your evaluation for any special needs the speaker may have. Your objective is to evaluate the speech (speak to its value, *not to critique*). Outline for the speaker what specifics you heard (or saw) that demonstrated value in the speech. Listen carefully; focus on the key aspects of the speaker and speech. Provide input on ways that the speech could have had more value. A healthy balance is four specific points of value to each specific recommendation for improvement. Do no harm.

Grammarians: Provide input on the use of grammar during the meeting. Were there particular examples of great word usage? Were there areas where you recommend improvement? Provide input to the club as to how individual members used the Word of the Day. Was it used correctly, creatively, smoothly? Provide input on the use of verbal crutches, Ahh's, umms, you knows, etc. What suggestions can you offer to help the offenders change their habits? Always be helpful.

Timekeeper: Record the time spent on each speaking role in the meeting. Use visual cues to help the speaker know when they are "in the zone". Introduce your planned method at the beginning of the meeting, if you feel it is necessary. Report on the results of your evaluations. Be creative and interesting. Try to be more helpful than just giving a laundry list of roles and times.