

Meeting Roles

As a Toastmaster you will have the opportunity to serve in many capacities. By participating in all meetings, you will receive well-rounded experience in communication and leadership.

When You are the *Speaker*

A portion of each meeting is centered around two or more speakers. Their speeches are prepared based on manual project objectives and typically last from five to seven minutes for projects in the basic manual and eight or more minutes, for projects in the advanced manuals. Preparation is essential to success.

When You are the *Evaluator*

After every prepared speech, the speaker receives an evaluation. After you have presented a few speeches, you will be asked to serve as an evaluator and will evaluate one of the prepared speakers. The Evaluator will present an oral evaluation, and will also complete a written evaluation for the speaker.

When You are the *Timer*

The timer is the member responsible for keeping track of time. Each segment of the meeting is timed. The General Evaluator will call on the timer to give a report of times for each of the speeches, table topics responses, and evaluations.

When you are the *Table Topics Master*

The Toastmasters program has a tradition — every member has the opportunity to speak at every meeting. The table topics session is that portion of the meeting which insures this tradition. The purpose of this period is to have members "think on their feet" and speak for a minute or so. The topics master prepares and issues the topics. Each speaker may be given an individual subject or a choice of subjects may be presented from which the members can choose.

When You Are the *General Evaluator*

The general evaluator is just what the name implies — an evaluator of anything and everything that takes place throughout the meeting. The responsibilities are large, but so are the rewards. The general evaluator is responsible for coordinating the evaluation team. The individual evaluators, the Timer, and the Grammarian/Ah Counter are all part of the General Evaluators team.

When you are the *Toastmaster*

The main duty of the Toastmaster is to act as a genial host and conduct the entire program, including introducing participants. The Toastmaster sets the tone for the entire meeting, and keeps the meeting moving on schedule.

When You are the *Grammarian/Ah Counter*

The purpose of the Grammarian/Ah counter is to note words and sounds used as a "crutch" or "pause filler" by anyone who speaks during the meeting. Words may be inappropriate interjections such as "and, well, but, so, you know." Sounds may be "ah, um, er." They also note improper word usage or pronunciation.