

Understanding Toastmaster Meeting Roles

These are assignments made by the Vice-President of Education to give everyone a chance to experience different roles that contribute to a well-run meeting.

Toastmaster

- Runs the meeting, chooses meeting theme, introduces speakers and speech objectives
- Prepares in advance the agenda for the meeting, distributes copies prior to the start of the meeting

General Evaluator

- Take notes and report on all components of the meeting, striking a balance on positives and areas for improvement. *Items to note: Did the meeting start on time? Room set up? Distractions? Comments on quality of evaluations, educational sessions, toastmaster.*

Evaluators

- Provide immediate feedback to the speaker
- Most common method of evaluation, 'Sandwich.' Gives the speakers their positive impressions, an area or two for improvement, verify speaker met objectives of manual speech, end on positive note.

Vote Counter

- Tabulates votes for: Best Speaker, Best Evaluator, Best Table Topic, Most Improved

Table Topics Master

- Prepares table topics plan that will allow speakers to think on their feet
- Allows guests to 'pass' and feel comfortable doing so

Timer

- A most important job! Everything in Toastmasters is timed to teach the speakers to deliver their message in a succinct manner with an opening, body and close.
- Times vary depending on the meeting portion.

Grammarian

- Chooses the 'word of the day,' posts it in large letters
- Listens for improper pronunciations, poorly formed sentences, acknowledges vibrant words

Ahh Counter

- Listens for 'crutch' or 'pause filler' words; eg. ah, um, but, and, and so, so, like