

Voyagers Toastmasters Club 5315

“GREETER” Toastmasters Team

Prior to the start of the meeting:

**Stand as close to the entrance as possible
Bring your “Smile” and hearty welcome**

- Offer nametags to all guests.
- Ask if they’re a guest of a member or how they heard about our club (Web site, another club member, flyer)
- Have them sign a guest form
- Introduce all guests to the Treasurer so they will be aware of breakfast procedure and payment
- If possible have show the guests to a seat close to where you will be sitting
- Be the Guest(s) Meeting Mentor. Tell show them the agenda and be willing to answer questions if asked of you about the meeting.

During the meeting:

- **When called upon by the President – Introduce each guest and welcome them to our club.**

Your tools are: **a Firm Handshake and a Warm Smile**

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"AH COUNTER" Evaluation Team

An exercise in developing your listening skills

Prior to the start of meeting:

- Pick-up the "Ah" clicker at the start of the meeting (see Sergeant-at-Arms)

After introduction by the General Evaluator:

- Explain purpose of "Ah" counter and audible helper
- **Your job is to assist us all to eliminate filler words such as:**
 1. **UM'S - AH'S**
 2. **YOU KNOW**
 3. **OKAY**
 4. **SO - AND**
 5. **DOUBLE USAGE**
 6. **LONG PUASES THAT ARE NOT FOR EFFECT!**
- Be aware of the difference in a filler or intended sound: ah - um - aha - uhuh - etc . .
- **Note that the Clicker sound will not be heard for guests or during prepared speeches.** However, note will be made of previously mentioned filler words and sounds or silences.
- Inform all that you will report at the end of the meeting.
- Keep a count of how many infractions each member had as well as the names of members who have a speaking role and have none.
- When called upon by the General Evaluator give your report. Remember time is of the essence so keep your report short and to the point

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“Timer” Evaluation Team

Prior to start of the meeting:

- Account for all timing devices: Lights & Stopwatch
- Make sure lights are set up, working, and visible to everyone in the room
- Test Stopwatch
- Find out from Toastmaster how much time each speaker has requested

During the meeting:

You will be called on **four (4) times** during the meeting

1. **By the General Evaluator**

Explain your duties. Demonstrate the timing signals and explain the rules for table topics, speeches and evaluations.

2. **By the Table Topics Master**

Report the timing results of the Table Topics Speakers. Name those who do not qualify (Describe the topic of each speaker when you announce their name)

3. **By the Toastmaster**

Report the timing results of the prepared speeches. Name those who do not qualify.

4. **By the General Evaluator**

Report the timing results of the evaluations. Name those who do not qualify

STANDARD TIMING RULES

	GREEN Light	YELLOW Light	RED Light
TABLE TOPICS	45 seconds	1 minute	1 minute 15 seconds
SPEECHES	2 minutes before end	1 minute before end	At end
EVALUATIONS	2 minutes	2 minutes 30 seconds	3 minutes

NOTE: Prepared speeches have a 30 second grace period on either side i.e. a 5-7 minute speech qualifies if it is between 4:30 and 7:30 minutes

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“Grammarian” The Evaluation Team

Before the Meeting date:

- SELECT A WORD OF THE DAY, using the theme of the meeting as a guideline.

Prior to the start of the meeting:

- Write word on the chalkboard with the definition
- Give an example of word used in a sentence

During the meeting:

President will ask you to give the word of the day at the beginning of the meeting:

- Give the word of the day.
- Use the word in a sentence as an example
- Suggest that members and guests use the word of the day in their introduction

General Evaluator will ask you to explain your additional duties:

- You will be taking note of awkward or incorrect usage of the “word of the day” and any grammatical errors.
- You will be taking note of any pearls of wisdom and/or gems of the day.
- You will be recording words, phrases and sentences that are: unusual, descriptive, picturesque, humorous, emotional, touching, etc.
- Mention 10 cent fine if word is not used during the meeting.

Give report at the end of the meeting when called on by General Evaluator:

- Advise those who did not use “word of the day” (10 cent fine applies)
- Report words, phrases, etc worth mentioning

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“Pledge & Inspiration Toastmasters Team

Prior to the Meeting Day:

- Try to find a motivational quote, thought or short paragraph that follows the theme of the meeting.

At the Meeting: President will call upon you to lead the Pledge:

- Request audience to rise.
- Ask audience to join you in the pledge.
- Inspiration – is not a prayer. Please be respectful that we have members of all race, creed and religion.
- Audience may be seated or remain standing when delivering your words of inspiration. You are in charge. You make the decision.

“Jester/Humorist” Toastmasters Team

As Jester/Humorist, your task is to begin our meeting on a light note.

You have the option of telling the following:

1. A joke
2. A short, humorous tale with a moral or funny ending
3. Or, do a song and dance if that fits the theme

Please note: Toastmasters International and Voyagers Policy: It is never appropriate to tell a joke that includes any questionable or suggestive material such as:

- **Bedroom**
- **Bathroom**
- **Barnyard**
- **Dumb anybody jokes**
- **Making fun of a race, religion or disability**

The humorist tale should be no more 1:30 mins in length

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“General Evaluator” The Leader of the Evaluation Team for the Meeting

Prior to the meeting:

- Contact each member of your evaluation team and remind them of their duties. Your evaluation team includes; Speech Evaluators, Ah Counter, Grammarian and Timer.
- Keep both the EVP and the Toastmaster in the loop on any changes to the evaluation team.
- Go over with the Toastmaster how they wish to set the theme of the meeting.
- Remember it is not the Function of the GE to lead the meeting that is the role of the Toastmaster. The GE’s role is to lead the Evaluation Team and support the Toastmaster

During the meeting: Follow the flow and timing of the Meeting Agenda!

When introduced by the Toastmaster:

- Give a brief overview of the “Toastmaster Evaluation Process” the Why, what and how of our system.
- Call on each member of your evaluation team and have them explain their duties - Grammarian, Ah Counter and Timer
- Announce the Evaluator for each Speaker
- **Show the Ballot Form and review ballot procedures**

(See next page)

When the Toastmaster returns control to you -

The General Evaluator leads their team with the following:

- Speaker Evaluations
- Timer’s report on the evaluators
- The vote for best Evaluator – Direct Ballots to Sargent-At-Arms
- Ask for report from the Ah Counter
- General Evaluator gives overview evaluation of the entire meeting, including evaluations just given for speeches. Be aware if those evaluations were “white washes” (not really honestly evaluated). Was the evaluation on target? Comment on the quality of the evaluation . . . good, poor, indifferent (don’t re-evaluate the speakers)

Return Control back to the Toastmaster

- **Always – stay at the Lectern or front of room area until the toastmaster has returned to the area.**
- **Shake hands with the Toastmaster then retire back to your seat.**

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“Table Topics Master” Toastmasters Team

Prior to the meeting:

- Topic Theme: What is the meeting Theme? Can you work with it?
- There is no limit to what you can select as a theme for your Table Topics, however work with the Toastmaster on the direction they plan to use the week’s theme.
- Avoid a string of unrelated topics.
- Prepare a (1) minute talk on the Why-What-How of Table Topics.
- Speak with the Toastmaster to find out how long the scheduled speakers are so you know approx how many Table Topics to plan for.
- Always have a few extra TT for the “Just in case” situation

During the meeting:

- Check in with the Toastmaster and Gen. Evaluator to see if all the speakers are present and final times so you know how many approx TT you’ll be able to do.
- Check with the Club President/EVP to see if there is going to be additional time needed at the beginning of the meeting for club business that may require you to reduce the number of Table Topics.
- Note the names of all Guests
- Note the members who have functionary roles or speaking roles – TRY NOT TO CALL ON THEM FOR TABLE TOPICS.

When you’re at the Lectern for Table Topics:

- Offer one or two (if possible) to Guests,
- “REMEMBER – TO INFORM THE GUESTS THAT THEY CAN EITHER TAKE THE CHALLENGE OF THE QUESTION OR TALK ABOUT THEMSELVES.
- State your topic, then call on someone to respond (this keeps them LISTENING and Thinking)!
- Select members or guests randomly, rather than around the room in a definite order.
- Watch the Time!!! Check with either the Toastmaster or General Evaluator for direction to either stop or continue for time.

At the end of Table Topic Section of Meeting:

- **Call for a Timers Report**
- **Call for Vote on Best Table Topics.**
- **Return Control back to the Toastmaster**
- **Always – stay at the Lectern until the Toastmaster has reached it and you have shaken hands.**

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“Speech Evaluator” The Evaluation Team

Prior to the meeting:

- Review the speech project and objectives of your speaker. Determine what criteria are required for this presentation: visual aids, gestures, vocal variety, etc . . . Talk with the speaker in person (at the latest the night before) to discuss the project:
 1. What are the objectives for this speech?
 2. What are the Speaker’s personal goals?
 3. Which skills or techniques does the Speaker hope to strengthen and/or improve
- Review the Evaluation Guide at the end of the manual speech section: (Speech #1, #7, etc)
- Contact the General Evaluator to reconfirm the evaluation session format

Before Meeting Begins: (Day of the meeting)

- BE ON TIME! Find your speaker and get his/her manual before the meeting is called to order.
- Check for any last minute details – any specific things you may want to watch for during the speech.
- Find a place to sit that will be of most benefit to you and the speaker. (Do not sit in the front row-this may be distracting to the speaker. Sit in the back of the room or on the side. Do not stand during the speech.

During the meeting:

- Listen actively; take notes on a separate sheet of paper during the presentation. Transfer the key points into the Speaker’s manual prior to giving your oral evaluation.
- Prepare! You will have approx. 15 minutes before you present your evaluation.
- Give your evaluations of the presentation, not the person. Do not express your opinions regarding the topic.
- Offer useful advice using the “sandwich technique.” Be supportive
- Focus on only three main points
- When called upon by the General Evaluator, come to the lectern, shake hands with the GE and give your oral evaluation.

After the Meeting:

- Meet with your Speaker and present any additional feedback not mentioned in your oral evaluation. Encourage him/her to read and keep all the audience comments.
- Return the Speaker’s Manual. The Speaker should immediately get the Educational Vice President to initial the manual.

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“Toastmaster”

Leads the Meeting, Sets the Theme, Monitors the Agenda

Prior to the meeting:

Contact and confirm attendance - General Evaluator, Table Topics Master, Speakers.
Request those participants unable to attend find replacements.

PRESIDENT: -Anything special happening at the meeting?

MEETING THEME: -Review schedule for meeting theme.

- Prepare appropriate word-of-the-day.
- Prepare opening remarks to introduce meeting theme.
- Prepare transition remarks to introduce GE, TT, and Speakers.

GENERAL EVALUATOR: -Calls TM and confirms presence of evaluation team.

- Information for introduction of GE.

SPEAKERS:

- Confirm they will be speaking.
- Information for Introduction & Title of Speech.
- Manual #. Encourage speaker to talk to evaluator.
- Bring Manual.

TABLE TOPICS:

- Confirm will be at meeting.
- Information for introduction.
- Plan for Approximate time for Table Topics based on speech lengths and/or club business.
- Remind TT Master to include guests (but not first!)

VP EDUCATION: - Provide updates to prepare meeting agenda.

During Meeting:

-Read the meeting agenda. Any errors or changes? Discuss with VPE.

-See that all participants are present and check on GE for the evaluation team.

-Check agenda to identify any available members for last minute substitutions.

-Pay attention! Be ready when introduced by the Club President.

-Follow the meeting agenda.

- Use your notes for the speaker introductions. Set the stage for their presentation.
- If you have no formal introduction from the speaker; state the a) Speech number; b) Time; c) Objectives; d) Title; e) Speakers name.
- Be confident and smooth. This is your plan. Execute it.
- Adjust to bumps and opportunities. This is where the greatest growth comes.
- Watch the clock. Make time adjustments with the Table Topics Master.

Return control to the President.

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"2nd Sgt-in-arms" Sgt in arms Team!

Prior to the Meeting:

- Call the Sgt-in-arms to see if they need you to be early to assist in setting up the room
- Or – if the Sgt-in-arms are not able to be at the meeting, you'll assume the duties. Make sure you notify both, the President and the Educational VP.

Before Meeting Starts:

- Assist with the set up of room
- Assist with passing out the weekly agenda's, ballots and any additional flyers or handouts that have been requested placed.
- Sit in the seat either next to or across from the Sgt-in-arms

During the Meeting:

- Assist with the counting of ballots and sorting of Evaluations ships during the meeting.
- Assist with any additional requests from Sgt-in-arms.

After Meeting Adjourns:

- Assist with gathering the equipment and place in Storage