

## CLUB MEETING PARTICIPANT ROLES/ RESPONSIBILITIES

**VP Education** – Makes the schedule for at least a 6-week period at a time, taking into consideration the educational needs/desires of each member and any dates each member states they will not be able to attend. Often they will assign a theme for various meetings as appropriate. At the conclusion of one club meeting, they will contact the Toastmaster of the coming week's meeting to make sure they know they are conducting next week.

**Sergeant-at-Arms** – Sets up the room prior to the meeting beginning. Prompts the presiding officer in order to start the meeting on time. Informs the President & Treasurer of any supplies needed. Puts up equipment/supplies at the conclusion of the meeting.

**All Officers (& Members)** – Greet & welcome visitors. Sit with visitors to answer questions and invite them to return (& join)! (Show them a CTM manual and a membership application and how to fill it out) When possible, help the Sargent-at-Arms set up and take down the meeting room. Keep up with the schedule! If it turns out you are not able to attend a particular meeting, and have an assignment, be sure to get a replacement and inform the Toastmaster.

**VP Membership** – Ensures that each visitor signs the Guest Roster. Prepares for and conducts New Member Inductions in a timely manner.

**President** – Opens the meeting (if not present, the next higher ranking officer opens the meeting: VPE, VPM, VPPR, Sec, Treas, or SgtA). Conducts any club business (old/new) and reviews any calendar items coming up. Gets an introduction from the Toastmaster before the meeting and uses it to introduce them at the beginning of the meeting.

**Toastmaster (TMD)** – Contacts all meeting participants a week ahead. In particular, calls the speakers to make sure they are aware they are scheduled to speak (and requests an introduction to use for them in the meeting). If anyone is not able to attend, the Toastmaster will have them get their own replacement. The TMD will also type up the program and make copies for the meeting. He/She fills in any “holes” in the agenda at the beginning of the meeting (included in this packet is a “script” new members can use till they get the “hang” of what to cover when conducting). The TMD asks the Timer for timing procedures for prepared speeches prior to introducing the first prepared speech/speaker. At the conclusion of the meeting he/she awards ribbons for Best Speaker, Best Table Topics, and Best Evaluator, as determined by the voting results tallied by the Timer/Vote Counter. TMD offers guests the opportunity to express their feelings about the meeting just prior to closing the meeting with a tap of the gavel.

**Grammarian** – Records (for each participant) grammar-related items, including uhms, aahs, sentence connectors (and, and so, you know), improper word usage, unique and interesting word usage, use of the word of the week. (see Grammarian “form”) Reports on each member (by name) when called upon by the General Evaluator.

**Word of Week** – Select a good word that is not a “run of the mill, common” word to introduce at the beginning of the meeting and challenge everyone to use during the meeting. Words are the “tools” of public speakers! If there is a meeting theme, might use a word related to it.

**Inspiration or Joke** – Something humorous and/or uplifting ... typically “tied in” with the theme of the meeting, if there is one.

**Introductions** – Meets and gets the names of all visitors, getting acquainted with them before the meeting starts. Introduces each member/visitor and, if there is a theme, may have them make comments related to it when introduced (if time permits).

**Timer/Vote Counter** – When called upon gives the timing parameters for those portions of the meeting which are timed: Prepared Speeches, Table Topics, and Evaluations. (see Timer “form”). Collects votes (for Best Speaker, Best Table Topics, and Best Evaluator) to announce top vote getters (not “winners” ... everyone’s a winner!) when called upon by the Toastmaster at the end of the meeting.

**Speakers** – Prepare/Present a manual speech, providing the Toastmaster with an introduction (which will include something about them personally, Toastmaster achievements and offices held, information about their speech: manual, project, speech title, time requested). Presents speech within the time limit requested. After viewing video of themselves speaking, returns it within 1-2 weeks to the Assistant Sgt-at-Arms over the camcorder, so it will be ready the next time they speak.

**Table Topics Master**– Selects at least four topics (related to the theme, if there is one, and not requiring “specialized” knowledge) to have the members to speak on impromptu. Verifies with the TMD how many there is time for. Asks the Timer for timing procedures for Table Topics. First states the topic, then announces who they want to respond. Typically calls upon any member who does not already have a meeting assignment, or otherwise anyone who does not have a “major” assignment (such as speakers, evaluators, the Toastmaster and the General Evaluator).

**Table Topics Respondents** – Respond to the topic given (or to a related topic, if the one given leaves you “speechless”) ... within the specific time limits for Table Topics.

**General Evaluator** – Evaluates the meeting as a whole (leaves “detailed” evaluations of speakers to their specific evaluators, but may make a few general comments about each). Mentions those helping him (Speech Evaluators, Timer, Grammarian), then asks the Timer for timing procedures for evaluations, just prior to introducing the first Speech Evaluator. After speech evaluations, gives their overall evaluation of the meeting. Covers such things as meeting room set up, started/ended on time, visitors greeted, etc (see General Evaluator “form”). Concludes by asking the Grammarian for their report.

**Speech Evaluators** – Prior to the meeting, gets information about the speech they will be evaluating from the speaker. In the meeting prepares a written evaluation (using the parameters in the speaker’s personal manual for that specific speech project as a guide) and gives an oral evaluation of the speaker. Focuses on as many positive comments as possible, being sure to give at least one or two recommendations for improvement. These comments are expressed as “opinion” and are not to be presented as “cast in concrete” ... the speaker therefore has the prerogative of following the advice, or not, depending on their personal feelings. Gives evaluation within the specified time limits for evaluations.

**Secretary** – Keeps minutes of the meeting (including old/new business, announcements, who did what [incl. TT respondents], awards given, names of visitors and other members present), and distributes to the members before the next club meeting.

**Area Governor**– Conducts New Officer Induction at the beginning of the year. If not available, may be done by a District Officer who is available, or possibly the Past Club President. (There are not hard-and-fast rules on this)