

Toastmasters International Club Officers and Meeting Roles

Club # Area

Club Officer Phone

President

VP Education

VP Membership

VP PR

Secretary

Treasurer

Sergeant at Arms

Area Governor

Division Governor

TIMING

Speakers

Icebreaker:

3:30 Qualified	
4:00	Green
5:00	Yellow
6:00	Red
6:31 Disqualified	

Basic Manual:

4:30 Qualified	
5:00	Green
6:00	Yellow
7:00	Red
7:31 Disqualified	

Table Topics

1:00 Qualified	Green
1:30	Yellow
2:00	Red
2:31 Disqualified	

Evaluators

1:30 Qualified	
2:00	Green
2:30	Yellow
3:00	Red
3:31 Disqualified	

MEETING ROLES:

Toastmaster – The main duty of the Toastmaster is to act as a genial host and conduct the day’s program, including introducing the participants. The Toastmaster creates an atmosphere of interest, expectation, and receptivity.

Speaker – A major portion of each Toastmasters meeting is centered on one or more speakers who have prepared their speeches based on manual project objectives. These speeches last from 4-6 minutes for the Icebreaker; 5-7 minutes for most projects in the basic *Communication and Leadership Program* manual; and different times for projects in various *Advanced Communication and Leadership Program* manuals.

Table Topics Master – The purpose of Table Topics is to have members practice “thinking and speaking on their feet” by responding extemporaneously for a minute or two on a topic chosen by the Topics Master. The Topics Master typically calls on club members who do not have an assigned role in the meeting

General Evaluator – The General Evaluator evaluates anything and everything that takes place throughout the meeting, but especially the Evaluators. The General Evaluator is responsible for the Evaluation Team including the Ah Counter, Grammarian, and Timer.

Timer – One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. The Timer is responsible for keeping track of the time for each segment and participant in the meeting. The Timer signals the participant with a green card when qualifying time has been reached; then at the midpoint with a yellow card; and a red card will signal when 30 seconds remain. After 30 seconds the participant is disqualified. The Toastmaster or General Evaluator will call on the Timer to report.

Evaluator – After every prepared speech, the speaker receives an evaluation. The speaker’s Evaluator provides an oral and a written evaluation using the guide for that project in the manual. The purpose of the evaluation is to help the speaker become less self-conscious and a better communicator. Ideally, the Evaluator should take in to account the speaker’s skill level, habits, mannerisms and progress to date, to give positive and constructive feedback.

Ah Counter – The “ah counter” notes the use of 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;” and sounds may be “ah, uh, um, er,” or other non-words used by the speaker.

Grammarian – The Grammarian has two basic responsibilities: First, to introduce new words to members by presenting a “Word of the Day” – a word that meeting participants can incorporate in their everyday conversations but is different from the way they usually express themselves; and second, to comment on the proper use of language during the course of the meeting.