

Toastmaster

The Toastmaster is a meeting's director and host. A member typically will not be assigned this role until they are thoroughly familiar with the club and its procedures.

Duties

- Acquire a meeting agenda from your Vice President Education.
- Work with the General Evaluator to ensure all club participants know their roles and responsibilities.
- Introduce all the roles to those present at the meeting.
- Introduce speakers during the club meeting, including their speech topic, project title, objectives, time and evaluator.
- Ensure smooth transitions between speakers during the club meeting

Taking on this role improves organisational skills, time management skills and public speaking skills

Topicsmaster

The Topicsmaster delivers the Tabletopics portion of the meeting. This helps train members to quickly organise and express their thoughts in an impromptu setting

Duties

- Select topics in advance of the meeting that allow speakers to offer opinions.
- Give members who aren't assigned a speaking role

the opportunity to speak during the meeting by assigning impromptu talks on non-specialised themes or topics.

- Don't ask two people the same thing unless you specify that it is to generate opposing viewpoints.
- In clubs presenting a Best Table Topics speaker award, ask members to vote for the best Table Topics speaker.

Taking on this role improves organisational skills, time management skills and facilitation skills.

Ah-Counter

The purpose of the Ah-Counter is to note any overused words or filler sounds used as a crutch by anyone who speaks during the meeting.

Words may be inappropriate interjections, such as and, well, but, so and you know. Sounds may be ah, um or er.

Duties

- Request a copy of the Ah-Counter's log from your Sergeant at Arms. If a log is not available, be prepared to take notes.
- When introduced during the club meeting, explain the role of the Ah-Counter.
- In the Ah-Counter's log, record overlong pauses, overused words and filler sounds relied upon too often by all speakers. Examples include: and, but, so, you know, ah, um.

- During the evaluation portion of the meeting, report your observations when called upon.

Taking on this role improves observational and listening skills

Grammarian

The Grammarian plays an important role in helping all club members improve their grammar and vocabulary.

Duties

- Introduce new words to meeting participants and monitor language and grammar usage
- Write down the language and grammar usage of all speakers, noting incomplete sentences, mispronunciation, grammatical mistakes, non-sequiturs, malapropisms, etc. Example: "One in five children wear glasses" should be "one in five children wears glasses."
- At the end of the meeting, give your complete report when called on.

Taking on this role improves vocabulary, grammar, critical listening skills and evaluation skill.

Timekeeper

One of the skills Toastmasters practice is expressing a thought within a specific time. As Timer you

are responsible for monitoring time for each meeting segment and each speaker.

Duties

- Acquire the timing/signalling equipment from the Logistics Manager and know how to operate it.
- Explain the timing rules and demonstrate the signal device if called upon to do so.
- Throughout the meeting, listen carefully to each participant and signal them accordingly.
- When called to report, announce the speaker's name and the time taken.
- After the meeting, return the timing/signalling equipment to the Logistic Manager and give your timer's report to the secretary.

Taking on this role improves time management skills

Evaluator

In Toastmasters, feedback is called evaluation, and it is the heart of the Toastmasters educational program. You observe the speeches and leadership roles of your fellow club members and offer evaluations of their efforts, and they do the same for you.

Duties

- Provide verbal and written evaluations for speakers using the Effective Evaluation manual.

- Ask those you've been assigned to evaluate what they will present and what they wish to achieve.
- Answer evaluation questions in the manual as objectively as possible.
- When giving any evaluation, offer praise as well as constructive criticism.

Taking on this role improves listening skills, critical thinking and positive feedback skills.

Speaker

Every speaker is a role model and club members learn from one another's speeches.

Duties

- Prepare, rehearse and present a speech during the club meeting
- Arrive early to make sure the microphone, lectern and lighting are working and in place
- Discuss your goals, strengths and weaknesses with your evaluator prior to giving your speech

Taking on this role improves critical thinking, confidence and public speaking skills.

General Evaluator

The General Evaluator evaluates everything that takes place during the club meeting. In addition, the General Evaluator conducts the evaluation portion of the

meeting and is responsible for the evaluation team: the speech evaluators, Ah Counter, Grammarian and Timer.

Duties

- Ensure other evaluators know their tasks and responsibilities
- Explain the purpose and benefits of evaluations to the group
- Identify and confirm meeting assignments with the Timer, Grammarian and Ah-Counter
- Confirm the club meeting program and/or checklist with the Toastmaster
- During the meeting, take notes and report on all club proceedings to evaluate things such as timeliness, enthusiasm, preparation, organisation, performance of duties, etc.

Taking on this role improves critical thinking, organisational skills, time management skills, motivational and team-building skills.

Other Roles

- Poet/Creative Corner
- Scribe
- Prayer Leader
- New Member/Guest Greeter
- Judge
- Backup Speaker
- Humorist/Invocationist

**WHERE LEADERS
ARE MADE**