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Forward

The first Assignment Guide for Miranda Toastmasters club was written by club president Rick Haynes in June 2001. The Assignment Guide was compiled from numerous loose sheets of paper and photocopies of photocopies of old documents, which together described how to conduct the various roles listed in the Miranda Toastmasters Standard Meeting Procedures and Agenda. With the advantage of increasing technology at that time, which was not available many years earlier, it was possible to easily publish such a guide on a home computer. It was a collaborative project involving a number of long term members. The following members John Doherty, Doug Morton, Vasant Knilnani, John Paterson, Garo Hartoonian, Ken Jones, Peter Maxwell, Richard Mason, Rowley Hilder and Mike Anderson must be acknowledged for their guidance during the writing of the original Miranda Toastmasters Assignment Guide.

The original Assignment Guide served the club members both new and current very well for many years. However, changes in thinking and new ideas dictated that we had to revise the original edition and not only bring it up to date, but try to allow for the major changes taking place in the Toastmasters International education program. This new program is known as the Revitalised Education Program (REP). These changes are being created at the time of writing and will take some years to implement. It's not possible to anticipate what the changes will be, but we do know that there will be changes to district officer titles which appear in Appendix 1 of this booklet. We also know that all Toastmasters International speech and leadership manuals, and other education materials are being renewed. There may even be completely new speech and leadership manuals introduced into the REP.

We couldn't wait until the REP was finalised as the stocks of the original booklet were very low and would eventually be depleted, so we decided to go ahead and publish a revised booklet. It may be necessary to revise it again depending on changes associated with the REP.

This second edition of the Assignment Guide booklet was revised by VP Membership Rick Haynes June 2015, in collaboration with club President Carole Sharp, VP Education Mike Smith, and past president, Mark Kyte, and long term member Rowley Hilder. The revision included changing the order of some roles, inserting some new items, rewording parts of the original text and applying the new Toastmasters International branding to the Miranda Toastmasters Assignment Guide.

It is our hope that this second edition of the Miranda Toastmasters Assignment Guide will serve the club's members well for many years to come.

Rick Haynes DTM

VP Membership 2014-2015

Introduction

This document provides a description of all assignments found on the Miranda Toastmasters meeting agenda, plus an explanation of some of the duties of the Sergeant at Arms. It has been prepared so that all members, new and experienced, have a reference guide for each assignment. In particular, new members can use this document to adequately prepare for the first time they are assigned to each role, in conjunction with assistance from their assigned Mentor.

There are 4 major assignments and 8 secondary assignments on the Miranda Toastmasters meeting agenda. The major assignments are Chairman, Table Topics Master, Toastmaster and Master Evaluator.

Often, new members are not sure how to address female members conducting these assignments. The correct address for members carrying out these assignments is as follows:

- *Mr. Chairman, or Madam Chairman*
- *Mr. Table Topics Master, or Madam Table Topics Master (Mr. or Madam. Topics Master)*
- *Mr. Toastmaster, Madam Toastmaster*
- *Mr. Master Evaluator, or Madam Master Evaluator*

Terms such as, Chairwoman, Chairperson, Chairmistress, Toastmistress etc. are incorrect and should not be used, as titles themselves are not meant to signify gender. The correct titles, as listed above, signify a role not a gender. Gender is signified by the preceding title of courtesy, Mr. or Madam.

Rather than reading this guide from cover to cover, it is intended that you refer to it to when you are assigned a role so that you can properly prepare yourself before the meeting.

This will eventually help you to become familiar with the procedure of all roles. Its best practice to have this guide at the meetings just in case you need to revise the procedure of your assigned role.

The actual forms for Appendix 1 and 2 are on the club's website, in the member's section. There are many more forms there as well, for use by the club's members.

Sergeant-at-Arms

The role of Sergeant-at-Arms (SAA) is very important for the image and smooth running of the club's meetings.

The Sergeant-at-Arms is the officer in charge of the club's meeting equipment. Ideally, the meeting equipment is stored at the meeting venue in our own cupboard, with 2 other club officers each in possession of a key to the cupboard. At times, this convenience may not be available, so then, the Sergeant-at-Arms will have to store the meeting equipment at his/her own home, or at another member's home who has been approved to do so by the club executive, and bring it along to each meeting. If the Sergeant-at-Arms is unable to attend any meeting while personally storing the meeting equipment, he/she should arrange with another member to collect the meeting equipment prior to the meeting and arrange it's set-up at the venue.

Prior to the start of each meeting, the Sergeant-at-Arms sets up the room by putting into place the club banner, lectern, gavel, timing devices, dictionary, president's board, speechcraft board, charter certificate and other meeting equipment that is required for the meeting. Also, the Sergeant-at-Arms must ensure that the chairman and the parliamentarian have a copy of "Rentons" for the meeting.

At times, the data projector and screen, and flip chart stand will be required by a member at a meeting, so the Sergeant-at-Arms must have the equipment set up and ready to use and check that the mechanical devices are operating. The Sergeant-at-Arms may seek assistance from other members with any part of the meeting room set up.

Prior to the scheduled starting time of the meeting, the Sergeant-at-Arms can announce that the meeting will commence in two minutes (optional). At the scheduled starting time of the meeting, the Sergeant-at-Arms calls the meeting to "order" and introduces the Club President who in turn introduces the chairman. The chairman will then call the meeting "open".

Use the Gavel to attract the gathering's attention then say:

"Ladies and Gentlemen, please stand"

Allow a moment for all to stand and the room to become quiet

"My name is, I am the Sergeant-at-Arms of this club"

"I call this meeting to order and will now hand the gavel of authority to our club president"

Walk forward and hand the gavel to the president, and return to your seat.

When asked by the chairman, the Sergeant-at-Arms will check that members and guests have something to drink, prior to the presentation of the Loyal and Second Toast. Sergeant-at-Arms will ensure that food and beverages are available to all attending throughout the evening.

The Sergeant-at-Arms stores all the equipment after the meeting concludes.

NB. Members should note that the Sergeant-at-Arms is not a waiter or a servant, but a club officer assigned as the host to tend to the needs of the meeting. All members should be ready and willing to assist the Sergeant-at-Arms, particularly with the handling of the Club's equipment, setting up of the room, and storing the Club's equipment at the end of the meeting.

Chairman

Well before the day of the meeting, it is the Chairman's responsibility to contact all the members who are scheduled on the agenda, to do the following assignments:

- *Invocation.*
- *Welcome to Guests.*
- *Loyal & Second Toast.*
- *Table Topics Master.*

Ascertain the member's availability for the meeting, and his/her understanding of the assignment. If an assigned member is unable to conduct the assignment, the Chairman must advise the VP Education.

Chairing a meeting is a most challenging and important task. The tone of a meeting is frequently the reflection of the performance of the Chairman during the initial phases of the meeting.

Prior to the start of the meeting, the Chairman must have a copy of the following documents:

- *The Club Constitution and the Standard Bylaws for Clubs of Toastmasters International (Code 210-C).*
- *Guide for Meetings, by N. E. Renton, Law Book Co. known as "Rentons".*
- *The Miranda Toastmasters Standard Meeting Procedures and Agenda.*

Ensure that you have these publications before the meeting starts. You cannot correctly fulfil the duties of Chairman without these documents at hand for reference particularly during the business session. You are to accept the responsibility for being well informed.

Prior to the start of the meeting, ask each club officer if they have a report for the members. Generally, not all officers will, but you need to know who does have a report, so that you can simply ask those who do, to present their report. It will show that you are prepared for your role as chairman. It is much better to do it this way rather than asking each officer while the meeting is in progress if they have a report.

The chairman must use the Miranda Toastmasters "Standard Meeting Procedures and Agenda" throughout the meeting. It provides the correct script that must be used by the chairman for the entire meeting. Tip: bring a ruler to help you keep place when working through this document.

Prepare for your meeting so you know what is going to happen and when. Think ahead and remain calm and assured and make rulings without haste.

In the business session, which should be conducted seated, the order of business shall be: declare the meeting open, invocation, quorum, apologies, introduction of guests, welcome to guests, alterations to the program, loyal and second toast, minutes of previous meeting, business arising, correspondence and business arising, treasurer's report and business arising, executive report by the president, sub-committee reports, and business arising from these reports. This is followed by a general business session of fifteen minutes.

Encourage written motions to save time and avoid misinterpretation.

Welcome to Guests

This is an important task for the meeting. Its prime purpose is to make our visitors realise the importance we attach to their presence, and secondly to relax them and make them feel completely at ease.

The "Welcome to Guests" is an opportunity to formally welcome the guests to the Club. Make a note of each guest/visitor's name during the introductions. Start by offering a warm welcome and individually naming each guest. Briefly explain the segments that they will see during the meeting (Table Topics, Speeches, Evaluations). Indicate that they are very welcome to participate if they wish. Conclude by asking them to make themselves comfortable, relax and enjoy the meeting.

The welcome should incorporate some of the following:

- *Who we are*
- *Our aims and objectives*
- *How we try to achieve them*
- *Why we are pleased to have visitors*
- *What they can expect to hear and learn*
- *How they contribute to the success of our meeting*
- *Invitation to come again*
- *Invitation to give us their comments and impressions*

Sincerity is essential. Make the welcome enthusiastic, warm and friendly.

Loyal and Second Toast

The Loyal Toast when presented to a Miranda Toastmasters meeting is to “Australia” (it can be to the Queen). No other statements are made, simply address the meeting “Ladies and Gentleman, Australia”.

A Second Toast (or General Toast) is also offered. Select a subject with an appropriate cause, which will attract the support of all members from your supporting arguments.

Name the subject of your Toast immediately so that your audience can appreciate your points. Give your supporting argument(s) in logical order and keep it brief. When you have finished giving your supporting arguments, lead into the Toast by raising your glass high and repeating the (brief) subject.

The duration of the Loyal and Second Toast assignment should be two minutes or less.

The audience will normally be standing when you are invited to the lectern to present the Loyal and Second Toast. At the completion of the Second Toast, acknowledge the chairman as you hand back control of the meeting. Allow the chairman to seat the audience.

If the audience is still seated when you arrive at the lectern to present the Toast, invite the audience to stand. NB: Avoid using the time worn and meaningless cliché “be upstanding”. Instead, simply say, “Ladies and Gentlemen please stand” or “Ladies and Gentlemen will you please stand”. If you invited the audience to stand, then invite them to sit at the completion of the Second Toast.

Education/Discussion

The primary purpose of the fifteen minutes allocation between 7.30pm to 7.45pm of a Miranda Toastmasters club’s meeting is to practice parliamentary procedures in a general business session. However, the General Business session can be occasionally replaced by an Educational Session or a Discussion Session, at the request of either the club President or the VP Education.

An educational session is to provide information on any aspect of the Miranda Toastmasters club’s program, the Toastmasters International Communication and Leadership program and anything else associated with Toastmasters International.

A discussion session may be used to discuss an urgent issue related to the operation of the club, or the planning of a special club event. A discussion session can be used for a general discussion on any issue that cannot be finalised through the normal operation of the club’s agenda.

Invocation

The invocation can take the form of a short prayer, in which case first ask members to bow their heads, and also end with "Amen". The invocation may otherwise take the form of an inspiration to invoke Toastmasters into some form of action or thought. The duration of the invocation should be two-minutes or less.

Introduction of Guests and Visitors

The Chairman will call for members to individually introduce guests and visitors. An introduction should simply state the guest/visitor's name and perhaps whether this is the first meeting or the third meeting etc. that the guest/visitor has attended. (If there are special guests present, observe protocol by introducing the special guests first). This section is only an introduction, it is not meant to be a welcome. The welcome is an official assignment (supportive), which is performed immediately following the introductions.

Table Topic Master

It is tradition with Miranda Toastmasters that every member present at the meeting, speaks at some stage during the meeting. The Table Topics session is that portion of the meeting, which ensures this tradition. The purpose of Table Topics is to have members "think on their feet", and speak for 60 seconds. The Topics Master's task is to prepare and issue sufficient original Table Topic questions, which will give most members present an opportunity to participate.

Prior to the meeting, the Topics Master should talk to the VP Education to see if there is any specific theme for the meeting. If so, follow the night's theme with your Topics questions. If no theme, you can use your own theme or just choose a wide selection of Topics. To do this, review Toastmasters publications, or any news publication. Draw questions from topical issues, local issues or international issues. Avoid topics that could alienate or offend certain members of the audience. Make your Topics appropriate for the meeting, but make the session FUN! Be original! Be creative!

There will normally be two Table Topics evaluators for the session, so please prepare two sets of the questions for the evaluators.

The Chairman introduces the Table Topics Master to the meeting. The Topics Master should start the session by briefly stating the purpose of Table Topics, and encourage any guests present to participate.

Give any necessary instructions to the Table Topics Evaluators. Advise the Timer how long each speaker is expected to speak. The time allowed is 60 seconds, plus or minus 10 seconds.

The Topics Master should state the topic first, then nominate a member to stand and provide a response to the meeting. If there are guests or very new members present, ask each one if they would like to participate and if so, let them know it's their turn and then state the topic. Enthusiastically encourage guests to participate, but do not force them by giving them a question when they have already indicated that they don't want a question.

Start the session off by asking the first question, and the timer will start timing the answer on the first utterance of the answer. An audible sound will be made by the Timer at 60 seconds, to alert the speaker to conclude the answer and sit down. As soon as the applause ceases, ask the next question, and so on until the session is complete. At that point announce to the Chairman "that completes my assignment", and hand the control of the meeting back to the Chairman and return to your seat.

Note: Prepare the program carefully and well in advance. Plan it so that it stimulates thought and maintains the interest of the members and guests.

Remember, A Table Topics session should be designed "to promote better listening, better thinking and better impromptu speaking". Try to introduce new ideas and variety.

The Table Topics Master determines who will receive the "Bottom of the Harbour" award. This is awarded to the person who most avoided speaking to the topic. The Toastmaster will ask you for the person's name during when presenting the awards form the voting.

Toastmaster

Well before the day of the meeting, it is the Toastmaster's responsibility to contact all the members who are scheduled, to do the following assignments:

- *The Speakers.*
- *The Master Evaluator.*
- *The Point of View.*
- *The Listening Critic.*

Ascertain the member's availability for the meeting, and his/her understanding of the assignment. If an assigned member is unable to conduct the assignment, the Toastmaster must advise the VP Education.

Prior to the start of the meeting, arrange for a vacant chair to be available at one side of the speaking area, so that you are close to the lectern during the speaking session of your assignment as Toastmaster.

The primary duty of the Toastmaster is to introduce the various speakers for the evening, much like a Master of Ceremonies. The Toastmaster should create an atmosphere of interest, expectation and receptivity, designed to give the speaker confidence and motivate the audience to listen.

The Toastmaster should do this in such a way that leaves the speaker and the audience feeling at ease. This will create a friendly atmosphere for the speaker, which will make it easier for the speaker to deliver the best performance.

This assignment is an exercise in showmanship and presentation. When called upon by the Chairman, the Toastmaster should:

- *Thank the Chairman*
- *Proceed to the lectern*
- *Address the meeting and briefly explain the nature of the program to be presented (ensure that the audience is comfortably seated).*
- *Explain the duties of the Timer, Grammarian and Master Evaluator.*

Each Miranda Toastmasters meeting agenda will normally have four speakers. The following procedure will apply for each speaker.

- *Introduce the speaker (using full name) with a few friendly remarks, which will put the speaker at ease and generate interest for his audience. Do not get carried away and overdue it as it may have an adverse effect on the speaker, just be natural.*
- *Occasionally, a speaker may have their own prepared introduction, so by all means, use that introduction, but still follow the steps below. Such an introduction should be limited to about 30 seconds. If the prepared introduction is longer, ask the speaker to reduce the introduction to one minute. Naturally, this should be done before the speaking session commences.*
- *All speeches should be a Manual Speech. Announce which manual the speaker is using, the project number and the name of the speech project.*
- *Announce the name of the speech evaluator, and ask the evaluator to read out the objectives of the project, (found in the highlighted box on the first page of each project).*
- *Announce the time limits for the speech, for the sake of the audience and particularly the Timer.*
- *Now it's time to introduce the speaker. Use the Speaker Introduction form (Appendix 1), speak very clearly, read the information on the form as provided by the speaker, then finish using the script below:*
“Ladies and Gentlemen, the title of (Christian name only)
speech tonight is (Pause then continue)
with (Repeat title of the
speech)
Please welcome” (Use full name)
- *Lead the applause, take one step away from the lectern to the opposite side from the speaker's approach, wait for the speaker to arrive at the lectern and shake hands with the speaker. (do not leave the lectern unattended).*

- *Retreat to one side, (making sure that you do NOT walk between the speaker and the audience) and sit in the chair which you previously arranged so that you are close at hand for the moment when the speaker finishes. Anticipate the moment when the speaker is about to conclude the speech so that you are ready to briskly approach the speaker.*
- *Most speakers will wait for you but some may just walk off in the other direction. If this happens, don't chase them. The speakers are also supposed to abide by the same principle of not leaving the speaking area unattended too.*
- *Lead the applause, thank the speaker and express a few words of appreciation.*
- *Introduce each speaker in the same manner.*

Try to give continuity to the program by connecting the previous speaker with the following speaker, with a few appropriate comments.

At the conclusion of the speaking program, invite the Master Evaluator to the lectern to conduct the evaluation session.

When the evaluation session has been completed, thank the Master Evaluator for the contribution to the meeting.

Ask the Sergeant at Arms to collect and count the voting slips, if not already done.

Invite the members assigned to Listening Critic and Point of View (and the Table Tonic if time permits) in this order, to conduct their sessions.

Invite the Treasurer, or other member, to conduct the raffle draw.

Announce the winners of the respective trophies, (see the Voting section in this Assignment Guide) including the "Ice Camel" and the "Bottom of the Harbour" awards.

Inform the Chairman that the formal section of the program has now concluded. Return control of the meeting to the Chairman by walking forward and handing the gavel to the chairman.

The success of your assignment as Toastmaster for the evening depends upon your preparation. When you contact each speaker well before the meeting (as earlier mentioned):

- *Ask each speaker to complete a Speaker Introduction form (Appendix 1)*
- *Get some points of interest about each speaker to use in your introductions*
- *Find out from each speaker which speech manual they will use, the project number and name and the title of their speech*
- *Ensure that each speaker understands the time limits for their speech*
- *If a speaker is not available for the meeting, contact the Vice President of Education who will nominate a substitute speaker. (If time permits, ascertain all of the above for the substitute speaker)*

- *The Competent Communication manual has additional information about the role of the Toastmaster.*

Speaker

All members should read the forward agendas to gain warning of pending assignments, so that sufficient preparation can be given to the allotted assignment. There are 4 speaking assignments on the meeting program, and the forward agenda provides plenty of warning of a speaking role at a club meeting.

Club members are encouraged to make every speech, a manual speech. This means that every speech should be striving to achieve the objectives from a project in the Competent Communication manual, or any one of the various Advanced Communication manuals. After some public speaking experience has been achieved, members may wish to deliver a module from the various leadership series that are available from Toastmasters International.

While you are a new member, you will be working through the Competent Communication manual (referred to as the CC manual) and it is good practice to prepare well for each speech. You should consult with your Mentor, particularly at the early stages, or seek assistance from any experienced member if you feel that you need assistance.

Preparation for a speech includes reading the notes supplied with each project in the CC manual, to gain an understanding of the objectives that you should strive to achieve with your speech. Use resources to find materials for your speech, such as books, magazines, newspapers and the Internet. The Toastmasters International website contains volumes of information on various issues and has VLE (virtual learning experience) videos to help with a range of subjects. This is an emerging technology for the benefit of all Toastmasters at the time of writing.

Once you have selected a topic on which to talk, it is advisable to rehearse your speech out loud, a good number of times to become comfortable with the delivery. Use a stopwatch, smart phone or tablet every time you rehearse your speech to determine the length of your speech.

If your delivery is under, or over the time limits found in the objectives box of the speaking project, make the necessary adjustments to correct the time of your delivery. If the time limit for the speech project is 5 to 7 minutes, aim for about 6 to 6.5 minutes, because when you actually deliver your speech at the Club meeting, you may forget a part making the speech a bit shorter, or you may add an extra material lengthening the speech. It is recommended that you don't vary from your rehearsed speech, but in the heat of the moment you sometimes forget, or say things that you had not planned. Pay particular attention to this, because the timing of the speech is equally as important as the other objectives of the speech.

The parameters of timing limits are 30 seconds under or over, i.e. a 5 to 7 minutes speech will be within the parameters of the time limits if the speech finishes at 4 minutes 30 seconds, or at 7 minutes 30 seconds. Finishing under 4 minutes 30 seconds or over 7 minutes 30 seconds

is deemed to be outside the time limits. These time limits comply with Toastmasters International speech contest time limits and should be adhered to for all speeches delivered at Miranda Toastmasters club.

Delivering a speech without notes is preferable to using notes, because the use of hand gestures, body language and facial expressions will be far more effective. Also, it is far easier to maintain an effective eye contact with the audience without the restriction of reading notes. However, you may feel that you need to use notes to deliver a speech, and this is quite acceptable. There is no rule that states that notes are not to be used. There is an art to delivering a speech from notes, and done properly, the audience quite often forgets that the speech was delivered from notes. The use of notes or not is entirely your choice.

Optional: A speaker may create an introduction that contains pertinent background for the speech. An informative introduction can be very beneficial but it must be brief, about 30 seconds. If you wish to use such an introduction, you should ask the Toastmaster to use it prior to the speaking session commencing, and explain its purpose. If your prepared introduction has the potential to place strain on the time available for the speaking session, the Toastmaster may elect not to use it. This should be worked out prior to the speaking session commencing.

The Toastmaster will introduce you to the audience and invite you to the lectern. Once you are in position at the lectern, or the speaking area, acknowledge the Toastmaster and the audience before you begin your speech. This can be done by saying something like, "Mr or Madam Toastmaster, fellow Toastmasters and guests". Another way of beginning your speech is to deliver your opening statement, pause and then say the above acknowledgment.

You will develop your own style as you gain experience and see how experienced speakers begin their speeches. The important thing is to be courteous and friendly.

Remember, never say "thank you" at the conclusion of a speech. Contrary to popular belief, you are not required to say "thank you" at the conclusion of a speech, in fact, it is the audience who thanks you by way of applause. The conclusion of a speech should be worded in such a way, that it is obvious to the audience that the speech has finished. Once you have spoken your last word, pause and then indicate to the Toastmaster with an open arm gesture, that you are passing the control back to him/her. You may also conclude by looking at the Toastmaster and saying "Mr/Madam Toastmaster".

Master Evaluator

There is a comprehensive section on the role of “General Evaluator” in the back pages of the Competent Communication manual, which is worth reading. Miranda Toastmasters agenda lists the same role as “Master Evaluator”. The reason for the difference in the names is really unknown, but may be a result of numerous changes within the Toastmasters International program over the decades. Miranda Toastmasters was chartered in 1962. However, this section in the Miranda Toastmasters Assignment Guide should be your primary source of information to conduct the role of Master Evaluator at Miranda Toastmasters club meetings.

The Master Evaluator is one of the most important assignments on the agenda of any Toastmasters club. Well before the day of the meeting, it is the Master Evaluator’s responsibility to contact all the members who are scheduled on the agenda, to do the following assignments:

- *Timer*
- *Parliamentarian*
- *Table Topics Evaluator*
- *Speech Evaluators*
- *Grammarian*
- *Um & Ah counter*

Ascertain the member’s availability for the meeting, and his/her understanding of the assignment. If an assigned member is unable to conduct the assignment, the Master Evaluator must advise the VP Education.

The Master Evaluator should provide a brief evaluation of those members who do not have an assigned evaluator. All members with assignments in the club meeting are evaluated, including any guests who take part in the meeting.

Following the speech session, you will be introduced by the Toastmaster, who will then hand control of the meeting over to you. You then conduct your session as follows:

Explain your role to the meeting for the benefit of the visitors and guests. Provide your evaluation of:

- *The Call to Order by the Sergeant-at-Arms.*
- *The Invocation*
- *The Welcome to Guests.*
- *The Loyal and Second Toast*

Call your evaluators in the following order:

Timer

Call on the timer to present his/her report, which should include start/finish time of each

segment of the program, plus the times of Table Topics answers (generally only those under 50 seconds and over 70 seconds), and the Speeches. (Refer to Appendix 1)

Table Topics Evaluator(s)

Call on the table topics evaluator(s) to present the evaluations of the Topics answers, and to nominate the “Best Table Topic” answer of the session.

Parliamentarian

Call on the parliamentarian to present the evaluation of the Chairman.

Speech Evaluators

Call on the speech evaluators in turn, to present the evaluations of the speakers. Advise the Timer of the time allowed for evaluation (2 to 3 minutes, maximum 3 minutes 30 seconds). You may add your own comments on each speaker if you feel an important point was overlooked, and its mention could help the speaker for the next occasion. Remember that the verbal evaluation given by the Speech Evaluator is only intended to cover the major points. You should also try and provide each Speech Evaluator with a brief evaluation.

Grammarian

Call on the Grammarian to present the evaluation of grammar and words used during the meeting.

Um & Ah Counter

Call on the um & ah counter to present a report on the um’s, ah’s, repeated words, or any unusual noises or mannerisms of speech, by members and any visitors who may have participated in the meeting.

Evaluations Times

Ask the timer for the times of each speech evaluation.

Thank your team of Evaluators for their contribution to the meeting.

Inform the Toastmaster that the Evaluation Session has been completed, and hand control of the meeting back to the Toastmaster.

Parliamentarian

(2 to 3 minutes, maximum 3minutes 30 seconds)

The Master Evaluator calls the Parliamentarian to the lectern for his evaluation, during the evaluation session. The Parliamentarian's duty is to evaluate the Chairman's performance of conducting the meeting. The Parliamentarian's evaluation should include comments on some or all of the following points:

- *Did the chairman ensure that the meeting started on time (7pm)*
- *Did the chairman ask the Sergeant-at-Arms if a quorum existed*
- *Did the chairman ensure that the meeting kept to times according to the agenda*
- *Did the chairman act with decorum and tact at all times*
- *Did the chairman appear friendly, yet firm whilst running the meeting*
- *Did the chairman act in a fair manner, or was there a display of bias*
- *Did the chairman maintain control of the meeting*
- *Did the chairman display a sound knowledge of parliamentary procedures*

There are many facets of chairmanship to be considered. It takes much practice to be a effective chairman, and it is your job to explain to the Chairman where you think he/she could improve for the next occasion, and where he/she excelled. You should also evaluate the general conduct of the business session.

Australia uses the Westminster parliamentary procedures, which should be practiced in all Toastmasters clubs within Australia. The clubs within North America use a different system according to a published guide referred to as "Roberts". Although not greatly different, clubs within Australia use a published guide called "Guide for Meetings and Organisations" written by N. E. Renton. This guide is referred to as "Rentons". This publication is considered the "Bible" for meeting procedures, and all members are encouraged to get into the practice of referring to "Rentons", to learn the correct procedures that are used for a business meeting. This will help to understand how to become involved in a business meeting, and also in time, to chair such a meeting. The Parliamentarian should use a club copy of "Rentons" for reference while conducting the role of Parliamentarian.

Miranda Toastmasters Club is probably unique in the fact that towards the end of each year, the Club conducts a Parliamentarian Contest. This evaluation contest has been named the "Barham F. Tooth" Parliamentarian Contest, in the memory of Barry Tooth, a former member of Miranda Toastmasters Club. Barry Tooth was a stickler for correct meeting procedures, and through Barry's knowledge of these meeting procedures, and tuition, many members have become proficient with the assignment of Chairman.

The Parliamentarian and the Chairman should have a club copy of "Rentons" for each meeting, which will be stored with the other club meeting equipment.

Table Topics Evaluator(s)

(15 seconds per speaker – repeating the Topic is unnecessary and consumes time)

Table Topics evaluations are normally provided by two members together in an “evens & odds” arrangement, but can also be provided by only one member if necessary.

Time should be a major consideration when conducting the Table Topics evaluations session. It is best not to repeat the topic of each response, just comment on the positive aspects, offer a suggestion for improvement for each speaker and concluding on a positive note. Amongst other points, use the three following questions as a guide when considering your evaluation:

- *What was good about the speech?*
- *How can the speaker improve?*
- *Did he/she speak to the topic?*

When evaluating a speaker, avoid saying things like “It was one of your usual good speeches” without qualifying what you thought was good about the speech. Ask yourself “Why was it a good speech? Did it have a good opening? Was it logically constructed? Did the speaker use humour? Did the speaker create word pictures? Did the conclusion tie in with the rest of the speech?”

Every speaker can improve and members of Miranda Toastmasters want to improve, so try and avoid saying things like “There is nothing I can say which could help you improve your speaking”. Watch and listen, the better the speaker, the closer you must watch and listen, there will always be something that can be improved. The speakers wants to know about it – tell them.

Do not waste time repeating the question. Do not waste time discussing generalities. Do not waste time in telling stories.

Remember, you have 10 minutes to evaluate all the answers in Table Topic’s session, give them something constructive to think about before the next session.

Finally, select the member who gave the best response for the “Best Table Topic” award, and the member who most avoided the topic for the “Bottom of the Harbour” award. The Toastmaster will ask you during the voting section for the names of the members receiving these awards.

Speech Evaluator

(2 to 3 minutes, maximum 3.5 minutes)

The time allotted for each evaluation is 2 to 3 minutes, which is the Toastmasters International Evaluation Contest time limits. In a club evaluation contest and all other evaluation contests, disqualification will occur if the speaker concludes before 1 minute 30 seconds or after 3 minutes 30 seconds.

Therefore, speech evaluators at each club meeting should be striving to comply with these time limits, as practice for occasions when competing in an evaluation contest. There will NOT be any disqualifications of speech evaluators at club meetings. Disqualifications are only an aspect of contests.

Planning for the evaluation is as essential as planning for the manual speech itself. Both require study and preparation. Neither can be left to chance. Read the notes on the role of Evaluator in your Communication and Leadership manual.

The speakers for the evening are not competing with each other, they are only competing with their own previous performance(s). Therefore, the purpose of evaluation is to provide immediate, positive feedback which will point out to the speaker, the strengths of the speech, and one or two suggestions of how to improve. When suggesting a point on how to improve, it's best to also provide an example demonstrating how it can be improved. This form of feedback will help the speaker improve for the next occasion. Your evaluation should be warm, friendly and helpful. Always finish your evaluation on a note of praise.

The Evaluator's task is to provide honest reaction to the speech, in a constructive manner. The Evaluator is not a judge, nor an authority on speaking. The evaluator should just simply relate his/her own reaction to the speech and state his/her own opinion, nothing more. A recommended structure for an effective evaluation is,

- *Commend, Commend, Recommend, Commend.*

Some points to consider:

Each speaker should receive an oral and a written evaluation. If time does not allow for an oral evaluation, the evaluator should confer with the speaker later, preferably immediately after the meeting.

The Evaluator should obtain the speaker's manual and study previous written evaluations, to see if there are any reoccurring suggestions. If there are, pay particular attention to these points during the speech, and comment on them during the evaluation.

Determine from the previous written evaluations, if the speaker has been meeting the objectives of each speaking project. Be aware of the speaker's objectives for the speaking project you are evaluating.

As Evaluator, you should talk to the speaker before the presentation of the speech, and discuss any particular points that the speaker may want you to look for during the presentation. If the speaker wants you to look for such points, be sure to comment on them during your evaluation.

The Evaluator should read and understand the “Note to the Evaluator” section on the Evaluation guide of the speaker’s project. This guide nominates specific areas for the Evaluator to add written comment, which mainly relate to the objectives of the project. The oral evaluation should take a different approach as mentioned above, i.e., commend, commend, recommend, commend. Comment on what you saw, what you heard, and what you felt. In other words, talk about your reaction to the speech and state your opinion. Your evaluation should be just, kind and friendly, generous and constructive.

The best practice is to take notes as the speech is being delivered, and prepare your evaluation from these notes. Some members go to the trouble of preparing their own template for note taking during the speech, which makes it easier to prepare the oral evaluation.

Some points to look for when evaluating a speaker:

Appearance

The speaker’s appearance should be such that it does not distract your attention, but should be pleasantly unobtrusive and appropriate for the occasion.

Opening

The speaker’s opening remarks should capture your attention and arouse your interest. The opening remarks should also lead into the subject of the speech.

Vocal Variety

Voice volume, speaking rate, vocal pitch, voice tone, vocal vitality, and articulation are all areas which can detract from or enhance a speech, and should be considered for the evaluation. Read the project on Vocal Variety in the Competent Communication manual.

Grammar

The phrases and words used throughout the speech should be correct for the context, and spoken in a literate manner.

Visual Aids

The speaker has the option of using a form of visual aid to enhance the presentation, and the speaker’s handling of the visual aid should be considered for the evaluation.

Poise & Gestures

The speaker’s use of body language, facial expressions and hand gestures should add emphasis to the points and meaning of the speech.

Audience Interest

The speaker should be able to attract the attention of the audience, and hold their attention all through the speech. Keep an eye on the audience to see if this is the case.

Organisation

The various points in the speech should be arranged in a logical sequence so that they flow from one to the other. Skipping back and forth, or not relating different points, displays poor organisation. (Read the project on Organise your Speech in your Competent Communication manual).

Word Pictures

The speech should be worded in such a way that will build clear, vivid mental pictures in the minds of the members of the audience. This will help to hold the audience's attention. Read the project How to Say It in your Competent Communication manual.

Enthusiasm

The speaker should be enthusiastic about the subject of the speech to win the support of the audience for his views. Without enthusiasm the speaker will be unconvincing.

Sincerity

To convince you, the speaker must be convinced himself. If he is sure of his facts and certain that they are right, he will present his speech with sincerity. Read the project Get to The Point in your Competent Communication manual.

Information

Where appropriate, the speaker should quote examples and cases, and make comparisons, which support the argument. When presenting facts and figures, the speaker should also indicate the authority of the sources of the information.

Conclusion

The speaker should not introduce any new material during the conclusion. The conclusion should be forceful and confident. Some examples of a good way to conclude are:

- *Summarise the points of the speech,*
- *A specific appeal for action,*
- *A story, a quotation, or illustration that emphasises the message,*
- *A rhetorical question or a startling statement.*

Grammarian

(3 minutes)

The role of grammarian is truly an exercise in expanding your listening skills. The session should be educational, entertaining and enjoyable. The grammarian role can have two parts. You can select a “Word of the Night” as well as comment on grammar used during the meeting.

If you decide to select a “Word for the Night”, the word you select should be one that will help members increase their vocabulary. It should be a word that can be incorporated easily into everyday conversation but is different from the way people usually express themselves. An adjective or adverb is suggested since they are more adaptable than a noun or verb, but feel free to select your own word. It is suggested that you display the “Word for the Night” in large letters in some way of your choosing, that will be large enough to be seen from the far end of the room. Include the word’s part of speech (adjective, adverb etc.) and a brief description, and an example usage of the word. The grammarian’s position on the meeting agenda is towards the end of the meeting. Ask the Chairman to bring everyone’s attention to the “Word for the Night” at the beginning of the meeting, and explain that the grammarian will be commenting on the members usage of the word at the end of the meeting.

Throughout the meeting, listen for incorrect pronunciations, poorly enunciated words, incorrect grammatical forms, poor/faulty selection and use of words, and use of clichés. Note any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar, malapropisms, etc.) and make a general comment. When highlighting an error or misuse of language, follow this immediately with an example of the correct usage. Give praise where praise is due, compliment a speaker on an elegant turn of phrase, excellent use of words and picturesque or descriptive language, the correct use of an unusual word. Also listen for any interesting words that may be used during the meeting, and with the assistance of the Club’s dictionary, read out the correct meaning of the word during your report.

Be careful of falling into the trap of being too fussy about what could be termed “schoolbook” grammar, and thus court the danger of being too pedantic. Occasionally, a deliberate breach of these rules can be used with considerable effect.

Table Tonic

(3 minutes)

The Toastmaster has the option of calling for a Table Tonic, but only if time permits. The object is to make people laugh, with the telling of short clean, appropriate jokes. It is far better to try for two or three quick laughs, rather than to use one long story that may fall flat.

Timer

The Timer must ensure that all speakers can view the timing lights without hindrance at all times.

The Timer is responsible for advising the Chairman when a segment of the business session is running over time, and recording the timing of:

- *The start and finish times of each segment, (as set out in the meeting agenda).*
- *All the Table Topics answers, (60 seconds plus or minus 10 seconds).*
- *All the Speeches, (time limits for speeches are found in the objectives box of each speaking project).*
- *All the Evaluations including Parliamentarian's evaluation, (2 to 3 minutes, maximum time – 3.5 minutes).*
- *Table Topics evaluation of each speaker, (15 seconds per speaker).*
- *The Grammarian, (3 minutes).*
- *Point of View, (2 minutes for Point of View, 1 minute for each response).*
- *Listening Critic, (3 minutes).*
- *Table Tonic if used, (3 minutes).*

The Timer is to use the Club's timing device and keep the log of all times on the timing sheet. (Refer to appendix 2). The timing device (and the Club's gavel) is the creation of Club member, Rowley Hilder. The timing device has a stopwatch facility, a bell and a set of three lights, green, amber and red.

Table Topics

Start the stopwatch when the speaker utters the first word, sound, movement, in other words, any communication with the audience of any type, and ring the bell when 60 seconds has been reached. Keep the stopwatch going until the speaker has finished and record the total time of the answer. (Do not use lights for Table Topics).

Speeches

Start the stopwatch when the speaker utters the first word, sound, or movement and display the green, amber and red lights as instructed by the Toastmaster, i.e. for a 5 to 7 minute speech, turn on the green light at 5 minutes, switch to the amber light at 6 minutes and switch to the red light at 7 minutes. Leave the red light on until the speaker has finished the speech and record the total time of the speech. (Do not sound the bell for speeches).

Evaluations

Start the stopwatch when the evaluator utters the first word and turn on the green light at 2 minutes, switch to the amber light at 2.5 minutes and switch to the red light at 3 minutes. Leave the red light on until the evaluator has finished and record the time of the evaluation. (Do not sound the bell for evaluations).

Point of View

Start the stopwatch when the speaker utters the first word and ring the bell at 2 minutes for the presenter, and ring the bell at 1 minute for each response. (Do not use lights Point of View).

Listening Critic

Start the stopwatch when the speaker utters the first word and ring the bell at 3 minute. (Do not use lights Listening Critic).

The Timer's report should include the scheduled start and finish times of each segment and the actual times, mentioning if under or over the time limit. The times reported for Table Topics are those times under 50 seconds or over 70 seconds. There is no need to report the times of answers within the time limits. Include the times of each speech in the report and if under or over the time limits. The evaluations will not have yet been delivered when the Timer gives the Time Report, so just record the times of each evaluation in case the Master Evaluator asks for them after the completion of the evaluation segment.

Finally, the timer should nominate the member who spoke longest overtime. It can be a member from either Table Topics session or the speaking session. This member will be the recipient of the "Ice Camel" award. The Toastmaster will ask you during the voting section to nominate the member receiving the "Ice Camel" award for the meeting.

Voting

The Sergeant At Arms will distribute voting slips towards the end of the meeting that will have provision for you to write your choice of the following:

- *Best Assignment*
- *Best Supportive Assignment*
- *Best Speaker*
- *Best Evaluator*

The meeting agenda displays which is an assignment and which is a supportive assignment.

Perpetual awards will be presented to the winner of each category. The trophies for these awards must remain with the club's equipment, i.e. they are not to be taken home.

To make a decision about who delivered the best performance for each category, it should be remembered that members are not competing against each other, but rather against their own previous performance. You may have the situation where one of the four speakers is a very experienced Toastmaster and another is a brand new member delivering the "Icebreaker". It is quite probable that the new member could win the award, if he/she achieved all the objectives of the speaking project and displayed considerable effort to do a good job, while the experienced Toastmaster showed no significant improvement over his/her previous performance.

The same principle applies to all categories, as there will often be experienced members up against new members. It is important to consider all aspects of the speakers when making your choice.

Other awards presented at each meeting are the:

- *Best Table Topic award*
- *“Ice Camel” award*
- *“Bottom of the Harbour” award*

The Timer decides who will receive the “Ice Camel” award. The “Ice Camel” award is presented to the speaker who spoke for the longest time, over the time limit of the speaking project (also includes Table Topic answers). It is not desirable to receive this award. We should plan to finish each speech within the time limits of the project. However, it is a tradition of Miranda Toastmasters to present this award to point out to the recipient in a light hearted and humorous manner that he/she should plan to present the next speech within the time limits. (The trophy received its name from a speech titled “Ice Camel” delivered many years ago by a Miranda Toastmasters member, Frank Chapman. Frank’s speech, which lasted for 27 minutes, was supposed to be a 5-7 minute speech.)

The Table Topics Master decides who will receive the “Bottom of the Harbour” award. The “Bottom of the Harbour” award is presented to the member whose Table Topic answer, completely avoided the subject of the Table Topic. (Refer to “Table Topics” in your Communication and Leadership manual.)

The Table Topics evaluators decide who delivered the best Table Topic response for the evening.

Point of View

(2 minutes for your presentation – 1 minute per response)

As Point of View Master, you are in control of the meeting for a short period towards the end of the meeting. You must be mindful of the time. Conclude the session to allow an appropriate interval for the Um & Ah Counter to conduct that session, and the Chairman to close the meeting by 10pm.

Prior to starting your presentation, for the benefit of the guests and new members, announce the rules to be observed during the session, i.e., the number of speakers to respond (determine this by time available), the time limit, the format – “against” and “for”, and that each speaker can only speak once during the session. If you feel that you need more time for the discussion, ask the Chairman for an extension of time, e.g. another 3 minutes or so.

This assignment is an opportunity for a short, persuasive/emotional speech.

It can be on a subject that concerns you, or a topical comment on current affairs. It should not be written out and ideally, should be presented without the use of notes.

After the presentation, invite members to comment alternating between “against” and “for” in that order, to generate a constructive discussion. Either ask for volunteers to speak, or select people at random to speak. Consider the time available and nominate the number of speaker accordingly. You must control proceedings by only allowing each person one opportunity to comment, no one should speak a second time.

Conclude the session with a brief summary of opinions and hand back to the Chairman.

Listening Critic

(3 minutes)

Listen carefully to everything that is said during the meeting. The aim is to test everyone’s listening skills by preparing some questions to ask at the end of the meeting. The questions can be about something someone said or did, the content of any assignment or what was learnt. Use your imagination to make the assignment both entertaining and as a method of revision of any important things being taught or highlighted by evaluators.

“Um” & “Ah” Counter

(2 minutes)

Listen carefully for ungainly and inappropriate “noises” and “sounds” such as “ums”, “ahs” and “ers”. Generally, Table Topic answers produce a number of these “noises” and “sounds”, and any speaker who is speaking without prior preparation. Also listen for speakers who repeat words or phrases, such as “I,I” or “This means, this means”. Listen carefully throughout the meeting and record your findings for each speaker, and deliver your report during the evaluation session. A time limit of 2 minutes should be observed during the report.

Appendix 1

<i>Toastmasters International website</i>	<i>www.toastmasters.org</i>
<i>Toastmasters Australia website</i>	<i>www.toastmasters.org.au</i>
<i>District 70 website</i>	<i>www.d70toastmasters.org.au</i>
<i>Miranda Toastmasters website</i>	<i>www.miranda-toastmasters.org.au</i>

Toastmasters International Revised Educational Program

Titles for District Officers from 1st July 2015

Old Title	New Title
<i>District Governor</i>	<i>District Director District 70</i>
<i>Lt. Governor Education & Training</i>	<i>Program Quality Director District 70</i>
<i>Lt. Governor Marketing</i>	<i>Club Growth Director District 70</i>
<i>Secretary</i>	<i>Administration Manager</i>
<i>Treasurer</i>	<i>Finance Manager</i>
<i>Public Relations Officer</i>	<i>Public Relations Manager</i>
<i>Sergeant at Arms</i>	<i>Logistic Manager</i>
<i>Division Governor</i>	<i>Division Director</i>
<i>Area Governor</i>	<i>Area Director</i>

Region 12 consists of these Districts

<i>District 17</i>	<i>Western Australia</i>
<i>District 69</i>	<i>Queensland, Northern Territory Papua New Guinea</i>
<i>District 70</i>	<i>New South Wales (South of Sydney Harbour) and the Australian Capital Territory</i>
<i>District 72</i>	<i>New Zealand (both islands)</i>
<i>District 73</i>	<i>Victoria, South Australia and Tasmania</i>
<i>District 90</i>	<i>New South Wales (North of Sydney Harbour)</i>
<i>See map at</i>	<i>www.toastmasters.org.au</i>

Speaker Introduction

Speaking Order:

Speaker's Name:

Items of Interest for the Introduction (optional)

- *Place of Residence:*
- *Occupation:*
- *Special Interests/hobbies:*
-
-

Which Manual will be used tonight?

- **CC Manual:**
 - *Project number:* *Project Name:*
-

- **AC Manual:** *Manual Name:*
 - *Project number:* *Project Name:*
-

Evaluator:

Time of Speech: (As listed in the project's objectives box)

Title of Speech:

Lectern position: None Left Centre Right

Appendix 3

TIMERS SHEET

Meeting Times	Agenda Times	Duty	Actual Time
	7.00 pm	SAA calls meeting to order	
	7.30 pm	Chairman calls for General Business	
	7.45 pm	Chairman Introduces Table Topics Master	
	8.15 pm	Chairman calls for a recess	
	8.25 pm	SAA calls meeting to order	
	9.55 pm	Chairman receives control of meeting	
	10.00 pm	Chairman closes meeting.	
Table Topics			
	Over/Under	Speaker	Actual Time
			#
			1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			12
			13
			14
			15
			16
			17
			18
			19
			20
			21
			22
			23
			24
			25
Speeches			
	Project Time	Speaker	Actual Time
			#
			1
			2
			3
			4
			5
			6
			7
			8
			9
			10