

Miranda Toastmasters Club Meeting Roles

Sergeant at Arms: The Sergeant at Arms is responsible for the Club's meeting equipment and setting up the room prior to Club meetings. The Sergeant at Arms calls the meeting to 'order and hands over control of the meeting to the Club President. The Sergeant-at-Arms calls the meeting back to 'order' after the break and hands control of the meeting to the meeting Chairman. The Sergeant-at-Arms distributes the voting slips before the end of the meeting, then collects and collates the completed slips to determine the winners of the meeting's activities. The Sergeant-at-Arms, with the assistance of members, ensures that all equipment is stored after the meeting.

Chairman: The Chairman controls and sets tone the meeting. Chairing a meeting is an important and sometimes challenging task. The Chairman, with the aid of a 'run sheet', ensures the meeting agenda is followed and introduces the members undertaking meeting roles. The Chairman announces when it's time to have a break after the first session and formally closes the meeting at the meeting conclusion.

Invocation: The invocation is to invoke Toastmasters into some form of action or thought. It can take the form of a short prayer or an inspirational message that will motivate those present. The Invocation should be between one to two minutes.

Loyal and Second Toast: There is two parts of the Toast; the loyal toast, followed by the second toast. The Loyal Toast is always to Australia. The subject of second Toast (or General Toast) is at the discretion of the member. The member delivering the Toast, after ensuring all glasses are filled, will invite everyone to stand (without using clichés). The loyal toast is always to Australia. The second Toast, immediately nominate the subject of the Toast, deliver a short preamble with two or three points supporting the worthiness of your subject, pause, encourage the audience to follow you by saying something like, "please raise your glasses" as you raise your glass high. Pause, repeat the subject of your Toast and take a drink from your glass. When the audience has finished taking a drink, ask the audience to sit.

Introduction of Guests and Visitors: The Chairman will ask members sitting beside a guest to introduce that person. The introduction is to state the guest's/visitor's name and perhaps whether this is a first meeting, second or third time the guest has attended. The introduction is usually performed by the person sitting next to the guest.

Welcome to guests: This is an opportunity to formally welcome guests to the Toastmasters meeting. The Toastmaster performing this role will provide an overview of why guests are important to Toastmasters, what the guest is likely to hear and see during the meeting and most importantly ensure that the guest enjoys the evening.

Table Topic Master: The role of Table Topics Master is a major assignment in the meeting. The Table Topic Master's role is to present the Table Topics session for the evening. The Table Topics provides an opportunity to practice impromptu speaking and 'thinking on their feet', which we each use every day. The time allocated for the response is 60 seconds. The Table Topics Master will give a brief overview of what to expect in the session and explain that guests are welcome to participate. A topic will be announced and then a Toastmaster will be nominated to speak to the topic. Table topics are designed to promote better listening, better thinking and better impromptu speaking.

Toastmaster: Part 1 - The role of the meeting Toastmaster is like an emcee, controlling the formal speaking session of the meeting. The Toastmaster creates an atmosphere of interest and expectation and motivates the audience to listen. At the end of the speaking session the Toastmaster hands over control of the meeting to the Master Evaluator.

Speaker: At a regular meeting, four members will each deliver a prepared speech. These speeches will follow the objectives contained in one of the many speech projects in the various Toastmasters International speech manuals. Each speech has specific objectives that the speaker must meet and allocated timing to which they must adhere.

Master Evaluator: The Master Evaluator coordinates the evaluation session of the meeting. The Master Evaluator will explain the purpose of role and provide an evaluation of the meeting so far, including the Call to Order, Invocation, Loyal and Second Toast and the Welcome to Guests. The Master Evaluator will invite the Table Topics Evaluators the Speech Evaluators to present their evaluations of the table topics and speeches. The Master Evaluator will also invite the Parliamentarian, Grammarian, Timer and Umm & Ahh Counter to deliver their reports. At the conclusion of the session, the Master Evaluator hands control of the meeting back to the Toastmaster.

Parliamentarian: The Parliamentarian explains the purpose of the role and provides an evaluation of the performance of the Chairman.

Speech Evaluator: The speech 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 relate their own reaction to the speech and state their opinion. The evaluator will comment on the speaker's strengths and make one or two suggestions that should help the speaker improve for the next speech. The conclusion of the evaluation should be positive and encouraging.

Grammarian: The Grammarian's role is to listen for any interesting words used during the meeting and with the assistance of the Club's dictionary, reads out the correct meaning of the word during the report. The Grammarian also listens for incorrect pronunciations, poorly enunciated words, incorrect grammatical forms, poor faulty selection and use of words and the use of clichés.

Timer: The Timer records all times on the timing sheet. The timers report includes the scheduled start and finish times of each segment and the actual times, mentioning if under or over the time limit.

Umm & Ahh Counter: The role of the Umm & Ahh Counter is to listen carefully for filler words or sounds, such as 'umm', 'ah' and 'er' and provide a report nominating those who used these sounds.

Toastmaster: Part 2 – The Toastmaster invites the Listening Critic and Point of View to complete their assignments (time permitting) and presents the meeting's awards of Best Speech, Best Evaluation, Best Assignment, Best Supportive Assignment and Best Table Topics (decided by Table Topics Evaluators). The Toastmaster may also conduct the raffle while the votes are being counted. The Toastmaster then hands the gavel and control of the meeting to the Chairman.

Listening Critic: The role of the Listening Critic is to listen carefully to everything that is said during the meeting and to prepare questions about something someone said or did. The aim is to test everyone's listening skills and have some fun.

Point of View: The Point of View is an opportunity for a short, persuasive/emotional speech and to encourage interaction and impromptu speaking. Being mindful of the time, the Point of View Master begins by explaining the rules to be observed during the session, eg, the number of speakers to respond (determine this by time available), the time limit, the format – 'for' and 'against' and that each speaker can only speak once during the session.

Chairman – Part 2: The Chairman will ask for apologies for the next meeting, invite comments from Guests/Visitors and Members and then close the meeting.

Guest's feedback: At the end of the meeting, all guests are invited to make a comment on their experience of the meeting.