

Member Roles

During your Toastmasters experience, you will have an opportunity to serve in many capacities. By participating in all functions, you will receive a well-rounded experience in communication and leadership.

Toastmaster: My role is to act as the host and conduct the entire program, including introducing participants. Program participation should be introduced in a way that excites the audience and motivates them to listen. I should create an atmosphere of interest, expectation and receptivity.

Table Topics Master: My role is to invite members to think on their feet and speak for a minute or two.

Speaker: My role is to prepare a speech based on manual objectives. One day prior to the meeting, I give a brief biography to the Toastmaster. On the morning of the meeting, I give my speech evaluator a few brief objectives of my speech for the evaluation and my manual to get written feedback.

Evaluation Team

General Evaluator: My role as the General Evaluator is to conduct the evaluation portion of the meeting and to evaluate everything that takes place during the meeting. I will introduce the team that will assist me in these efforts: Word Master, Ah Counter, Grammarian, Timer and Speech Evaluators. At the end of the meeting, I will ask each of my team members to report their findings. I will then provide my overall evaluation of the entire meeting.

Ah Counter: My role as Ah Counter is to note words and sounds used as "crutches" or "pause fillers" by anyone who speaks during the meeting. Words may be inappropriate interjections such as "and," "well," "so," or "you know." Sounds may be "ah," "um" or "er." I will also take note when any speaker repeats a word or phrase such as "I, I" or "This means, this means."

Grammarian: My role is to take note and comment on the use of English during the course of the meeting.

Timer: My role as Timer is to keep track of each speaker's time (speakers, table topics participants and evaluators). (Next read the instructions from the Timer's box.).

| Meeting Segment | Green Signal | Amber signal | Red signal | Disqualified After Add'l |
|------------------------|---------------------|---------------------|-------------------|---------------------------------|
| Table Topics | 1 minute | 1 minute & 30 sec | 2 minutes | 30 seconds |
| Ice Breaker | 4 minutes | 5 minutes | 6 minutes | 30 seconds |
| Typical Speeches | 5 minutes | 6 minutes | 7 minutes | 30 seconds |
| Evaluations | 2 minutes | 2 minute & 30 sec | 3 minutes | 30 seconds |

Vote Counter: My role as Vote Counter is to gather all the ballots for best speaker, best evaluator, and best table topics speeches. In case of a tie, I will make the deciding vote.

Evaluator: My role as Evaluator is to help the speaker become a better, less self-conscious speaker.

KEEP MOVING TOWARD YOUR GOALS! Education Goals for Every Member:

- Complete at least three speeches in first few months
- Rotate through every role - bring your Competent Leader Manual to get credit for roles
- Attend at least twelve club meetings in first six months

Toastmaster Tip: Know your material. If you're not familiar with your material or are uncomfortable with it, your nervousness will increase. Practice your speech and revise it if necessary.

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