

## Meeting Role Descriptions

Each meeting requires the efforts of more than a dozen people, each performing a role to help make the meeting a fun and educational event. This page provides a brief introduction to each of these roles.

### The Sgt at Arms

An individual who shows up for meeting a few minutes early to help setup. They are always looking for extra volunteers! Read the room setup checklist for full details. Sets up the meeting location. Puts out all of the materials needed for a meeting: the banner, ballots, timing devise and lectern.

### Toastmaster

The most complex and difficult role, the Toastmaster is the Master of Ceremonies for the evening, ensuring that each role is effectively executed and managing the meeting to a timely conclusion ( meeting agenda ). The Toastmaster's supporting staff for the meeting are the Table Topics Master, and General Evaluator. The Toastmaster contacts the Table Topics Master, the General Evaluator making sure they understand their duties for the meeting.

### Joke/Word Master

Puts the audience in a pleasant frame of mind with an appropriate humorous joke or story. Presents a "word of the day" which we try to use in any speaking role. A word of the day is chosen to help us widen our vocabulary. The Word Master gives the word, the meaning and use. Then displays the word on the easel at the front of the room.

### Prepared Speaker

One of the most important roles of the meeting, the prepared speakers (generally three per meeting) serve as the core of the meeting. Speeches are usually 5 to 7 minutes, but more advanced speeches can go as long as 10 to 15 minutes. The speaker should fill out the introduction guide and give this to the Toastmaster before the meeting starts.

### Table Topics Master

Prepares a series of topics for extemporaneous speeches by members, generally around a theme. Participants speak on a previously unknown topic for 1-to-2-minutes. Guests are encouraged to participate in table topics, but are more than welcome to get up and just introduce themselves to the club. Or if a guest truly prefers, they do not have to participate at all.

### General Evaluator

Helps us learn to conduct more professional meetings, and improve our evaluations. Leads the evaluation portion of the meeting and evaluates the quality of the overall meeting, the evaluations and other major roles. The GE contacts the helpers of the meeting, making sure that each one understands their duties.

### Speech Evaluator

Helps us improve our public speaking by providing verbal feedback for each of the prepared speakers. Observes a prepared speech, analyzes content and delivery for areas of strength and opportunities for improvement, and presents a 2-to-3-minute evaluation. The Evaluator should contact the speaker before the meeting to see if there is anything special that they should be looking for during the speech. Read over the project in the manual and be well prepared.

### Grammarian

Helps us expand vocabulary and awareness of language usage. Observes language usage throughout the meeting and reports on errors members make in grammar, pronunciation or word usage.

### Umm/Ahh Counter

Helps us eliminate those distracting, unprofessional "ahhs," "errs," and "umms." Counts verbal crutches of any type throughout the meeting and reports totals for each member at the end of the meeting.

### Timer

Helps us learn to create and deliver speeches that meet a time specification. Records the time duration of all table topics, prepared speeches and evaluations, and reports if the presentation was within the allotted time.

### Vote Counter

The person who counts the members' votes for best Speaker, best Table Topic speaker and best Evaluator. The vote counter breaks all ties. The Vote counter keeps their ballot out of the pool of votes. When the calculations are done, if there is a tie then the Vote Counter casts their vote to break the tie.

### Club President

The President handles club business at the end of the meeting. This is a role that one can not sign up for, but has to be elected to at our simi annual elections.