



# MEETING AGENDA

Date

Our mission is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

## I. MEETING PORTION

Officer of Day:

- A. Call meeting to order
- B. Welcome and Introduce Guests
- C. Business (50/50, Speech Contests, Etc.)
- D. Call for the Word of the Day  
Grammarian/Word Master:  
Word of the day:
- E. Introduction of Toastmaster  
Toastmaster:  
Theme:

## II. SPEECH PORTION

- A. Introduce Timer  
Timer:
- B. Introduction of Speakers by Toastmaster

Speaker	Speech #	Title of Speech
1.	#___ Competent Communicator	
	<i>Pause for 2 minutes speech evaluation by audience</i>	
2.	#___ Competent Communicator	
	<i>Pause for 2 minute speech evaluation by audience</i>	
3.	#___ Competent Communicator	
	<i>Pause for 2 minutes speech evaluation by audience</i>	
- C. Table Topics  
Table Topics Master

## IV. EVALUATION PORTION

- A. Call for General Evaluator  
General Evaluator:
- B. Call for Speech Evaluations  
Evaluator of Speech 1:  
Evaluator of Speech 2:  
Evaluator of Speech 3:
- C. Call for Timers Report
- D. Call for Grammarian/Wordmaster Reports

## V. RETURN MEETING TO PRESIDENT

- A. Finish Business
- B. Thank you to guests and position holders
- C. Call for 50/50 Drawing
- D. Adjourn Meeting