



MEETING RESPONSIBILITIES

SPEAKER

1. Organizes and prepares a speech from the communication and leadership manual.
2. Knows the speech and subject matter, and delivers it confidently.

TOASTMASTER

1. Acts as a host or master of ceremonies.
2. Sets the tone of the meeting, introduces speakers, and creates an atmosphere of interest, expectation and receptivity.
3. Tries to keep the meeting on time.

TABLE TOPICS MASTER

1. Provides topics for discussion and spontaneous thinking.
2. Plans a presentation to involve all those members not scheduled to participate in other parts of the program or with minimal tasks.

GENERAL EVALUATOR

1. Introduces the speech evaluators.
2. Observes club and member performance and reports on the conduct of the meeting.
3. Evaluates the evaluators (not speakers).

INVOCATION

1. The member assigned to give the invocation provides a short prayer, poem or personal message suitable for the religious beliefs of the audience.

INSPIRATION

1. The member assigned to give a short (30 second) inspirational message which is not religious.

PLEDGE OF ALLEGIANCE

1. The member assigned to give the Pledge leads in an expression of devotion and loyalty to the American flag and the concepts of freedom in the United States.

TIMER

1. Helps each Toastmaster keep within the allotted time limits.
2. Observes, records, and reports on the time of each table topic, prepared speeches, and evaluations.

GRAMMARIAN

1. Points out improperly used words, excessive use of cliches and colloquialisms, mispronounced words, poor use of grammar, and other mistakes in form and usage.
2. Listens for the word of the day.
3. Points out words and phrases that were outstanding.

AH COUNTER

1. Makes each member aware of vocalized pauses (ahs, ers, ums, oks, you knows, etc.).
2. Assists members in the improvement of speaking ability by reminding them of verbal crutches and other weaknesses.

EVALUATOR

Using the speaker's manual:

1. Evaluates the speaker's performance and gives constructive criticism - oral & written.
2. Observes the finer aspects of the speech in terms of how the speaker complied with the project requirements.

CLOSING THOUGHT

1. Reflects on the positive aspects of the meeting and the benefits derived from the Toastmaster program.
2. Offers poems, scriptural passages, quotations, positive affirmations, or positive philosophy.