

TOASTMASTERS INTERNATIONAL®



Beyond Meeting Roles

A guide to performing your assignment with purpose and presence at any Hornsby Toastmasters meeting

Hornsby District Toastmasters Club
Area 16, Hawkesbury Division, District 70, Region 12

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The purpose of this guide is to provide the members of Hornsby District Toastmasters with a club-specific handbook to all meeting assignments and roles. Never been a toastmaster and don't know what to do? Or perhaps wondering where to find the Grammarian's role in your Competent Leadership manual? You will find all the information you need and more in Beyond Meeting Roles! This guide is intended to help you learn about meeting roles quickly so you can move 'beyond' worrying about the smaller aspects of a role. Learning to act with ease and total confidence will strengthen your presentation skills as you concentrate on improving the more significant aspects of your oral communication and leadership skills.

Special Thanks: To all my fellow Toastmasters, in particular Jo Spiegelhauer and Brad Smithers, without whose guidance this new and improved edition of the handbook would not have been possible. Also to Judy Recher, who inspired me to take this journey to begin with.

Note: All of the template samples in the second part of this guide are intended as examples only. Feel free to use them as much or as little as you wish, but they are not in any way compulsory.

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If you have read through the guide to your role and you are still unsure of anything, ask your mentor to assist. If they can't help out, they should be able to direct you to another member who can.

To return the meeting to the Chairman, generally you can use any variation on any one of the following:

- 1. This completes my assignment. I now hand back to our Chairman.*
- 2. Chairman, I now return the meeting to you.*
- 3. As my assignment is now concluded, I shall return the meeting to our chairman.*

However, a personal preference of mine is to simply nod to the Chairman and say "Madam Chairman or Mr Chairman".

How to get the most out of this guide:

- 1. READ IT!!!**
- Whenever you see a box of information, there is a tip to help you out with bits and pieces. Some of these are related to the role, while others are general tips for meetings and getting the most out of your Toastmasters membership.
- In this edition, there are also "*notes from Kat*" – these are suggestions based on my experience in performing roles efficiently and seeing others excel. If you have any further questions or concerns regarding this guide or its contents, or if you wish to submit any additions, please contact Kathleen O'Rourke at kat.tmi@hotmail.com.

Chairman

You have the most challenging and important task. The tone of the meeting is frequently the reflection of the performance of the Chairman in the initial phases of the meeting.

Before the meeting:

1. Be aware that this role requires strong organisation to be performed effectively. Read the six week planners thoroughly so you know in advance when you will be Chairman. Find out if there are any presentations you need to take into account when planning the meeting.
2. Contact people at least one week in advance to confirm their roles. Remember – the Chairman does not need to confirm the speakers and speech evaluators, as this is part of the duties of the Toastmaster. You also do not need to confirm the Table Topics Evaluators, as this is part of the role of the Table Topics Master.
3. Prepare the agenda after confirmation with members. The typical agenda should have the name of the Toastmasters Group, the Club No, Area No, Division Name, District No. and the Date of the meeting. It is also a good idea to put the meeting number on the agenda. Every agenda is a useful reference tool.
4. Aim to send an electronic version of the meeting agenda via email to members by the weekend before the meeting – this will help other members to prepare. For example, the Speakers can contact their evaluators in advance and discuss their speeches with them.
5. Always print plenty of agendas – it’s better to have too many than to run out! When printing the agenda, don’t forget that every piece of paper has two sides. No rules exist which disallow you from printing information on the second side of paper if you wish. Perhaps you read an article in *The Toastmaster* magazine you’d like to share? Or came across a wonderful story of hope – the possibilities are endless.
6. Now that you know what is going to happen and when, you are going to have your work cut out for you! That’s because life will step in: not everybody will show up to the meeting; even people who have confirmed their roles. Keep people in mind who could act as back-ups.

At the meeting:

1. Ensure you arrive at least 15mins before the meeting. *[note from Kat: I recommend handing out the agendas or asking someone else to as soon as you arrive. Often people want to know who is doing what as soon as they arrive – if the agendas are on the tables then they can find out immediately]*
2. Try to fill all available roles before the start of the meeting.
3. After the Sergeant-At-Arms has called the meeting to order, you can briefly welcome everyone. This is the time for apologies, agenda alterations and the CL shuffle (remind people to give their Competent Leadership manuals to the scheduled evaluators at this time if they haven’t done so already). Announce any changes to the agenda and keep the program moving according to the scheduled time allocations.
4. Take heart: you have organised the meeting so you know what is going to happen and when. You can now remain calm and assured.
5. As the Chairman, it is appropriate to lead the applause after you introduce a speaker and after a speaker has finished.

After the meeting:

1. Reflect on how effectively you feel you performed your role as Chairman. Did you achieve your goals? Is there anything you could do better next time? What points were raised by the General Evaluator(s)? Make some notes here about what you’ve learned each time you complete this role. You can refer to back to this to reinforce your learning:

Essentially, you are Master of Ceremonies for the meeting. According to Toastmasters International Protocol, you should stand to introduce all assignments. If you choose to do this, you should sit at the front of the room near the lectern. However, if you feel more comfortable sitting it is generally acceptable. If you are sitting, then you would generally sit in the middle at the back of the room. It is considered proper protocol to start the meeting standing and ask permission to conduct the rest of the meeting seated. After each assignment, acknowledge speakers with a thank you. Do not comment on the content (you should be impartial) or performance of an assignment (the General Evaluator’s task).

2. Congratulate yourself on an outstanding effort. No matter how you feel about your performance, you made an effort to improve your communication and leadership skills, which is fantastic!

Competent Leader Credit...

▶ The Chairman role is generally interchangeable with the Toastmaster role for the purposes of your Competent Leader credit.

▶ Acting as Chairman can be used for:

- ▶ Project #4 – Time Management, Role 2
- ▶ Project #5 – Planning and Implementation, Role 3
- ▶ Project #7 – Developing Your Facilitation Skills, Role 1
- ▶ Project #8 – Motivating People, Role 3
- ▶ Project #10 – Team Building, Role 1

For any role that you complete, time constraints are strict. To help the meeting run on time, it is considered best practice to stand to the side of the stage as you are being introduced. This also makes you look prepared and confident.

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Toast

TIMING: Green light at 1 minute, Orange at 1½ minutes, Red at 2 minutes.

This is an opportunity to practice proposing a toast. You could well be asked to give a toast at a wedding or other occasion and it should be constructed like a mini speech.

For the purposes of the toast, you will need to ensure every member of your audience has a glass with liquid in it. This is best done before the meeting starts to avoid disrupting your toast. Your toast can be prepared in advance and should be 1 minute in length (it generally takes another minute for you to raise your glass to invite everyone to follow you, people to stand, repeat your Toast, sit down afterwards and then quiet down enough for you to return the meeting to the Chairman).

Select an appropriate person, cause or object for your toast and give a concise proposal as to why the cause deserves to be toasted. Then ask your audience to stand, raise their glasses and clearly lead them to repeat your toast. Try to ensure that the statement you ask people to repeat is not overly long – you don't want them to forget what they are saying halfway through!

Don't forget to ask people to be seated after you have completed your toast and then return the meeting to the Chairman. Make some notes about what you learned in this role here...

Um/Ah Counter

TIMING: Green light at 1 minute, Orange at 1½ minutes, Red at 2 minutes (Um/Ah Counter's Report)

This role challenges your listening skills. As well as enjoying the meeting, you need to concentrate on the use of filler words.

At the meeting:

1. Listen carefully for all filler words and overusing words, including: um / ah / now / so / but / and / you know / right / very / really, etc.
2. Present a concise report to the meeting of your findings. Don't be critical, simply present the facts.
3. You may also report on overall improvements in members and how the ums/ahs have balanced throughout the evening – were there too many from everyone or alternatively were there barely any from anyone?

After the meeting:

1. Reflect on how effectively you feel you performed your role as Um/Ah Counter. Did you achieve your goals? Is there anything you could do better next time? What points were raised by the General Evaluator(s)? Why not make some notes about how you will consider approaching this task in future...
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2. Congratulate yourself on an outstanding effort. No matter how you feel about your performance, you made an effort to improve your communication and leadership skills, which is awesome!

Competent Leader Credit...

- The Um/Ah role can only be evaluated in Project #1 – Listening and Leadership, Role 3 for the purposes of your Competent Leader credit.
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Guest Welcome

TIMING: Green light at 2 minutes, Orange at 2½ minutes, Red at 3 minutes.

It is your job to make guests feel welcome when visiting the club.

*Toastmasters International Protocol
Tip: Introduce special guests (ie: guest speakers or judges; District Officers) before general visitors.*

Before the meeting:

1. Find out from the Vice-President Membership if guests are expected and their names so you are prepared to welcome them.

At the meeting:

1. Arrive 15mins early so you are prepared to welcome any newcomers as you see them arrive. Greet all guests and introduce them to the Vice-President Membership.
2. Ensure all guests have been given a Visitor's Kit, a name badge and find out some basic biographical information and why they decided to come to Toastmasters. Ask them if they would be comfortable standing and introducing themselves to the group.
3. Introduce each guest to other members so that they feel welcomed.
4. When presenting your guest welcome, there are two popular structures:
 - a) If the guest does not want to stand up to speak or if you have not had time to ask them:**
Introduce the guest by name, give some brief biographical information (job, home, etc) and thank them for coming along. If you know why they came along, you can also mention this.
 - b) If the guest is happy to introduce themselves:**
Introduce the guest by name, give some brief biographical information (job, home, etc) then ask them to stand and tell everyone why they decided to come along to a meeting.
[note from Kat: when there is a large number of guests (more than 5 or 6) it may be appropriate to simply present a warm welcome and ask the guests to stand when you mention their name – otherwise this session could run quite late]
5. Sit close to the door so you can welcome any latecomers.

After the meeting:

1. Reflect on how effectively you feel you performed your role. Did you make guests feel welcome? How could you improve in this area? What points were raised by the General Evaluator(s)? Note down your own thoughts and comments here:

2. Congratulate yourself on helping to contribute to the club in a very important way. Not only have you made the effort to improve your communication and leadership skills, but you have helped a visitor feel welcome and comfortable. Well Done!

Competent Leader Credit...

▶ Applies only to Project # 7 – Developing Your Facilitation Skills, Role 4 “Befriend a Guest at a Club Meeting”.

Table Topics Master

TIMING: 1 minute per topic response from speakers (average)

[note from Kat: As Table Topics Master, you are able to suggest alternative time frames for speakers]

The ability to “think and speak” on your feet is an essential skill that will help you to become successful communicator. Table Topics are designed to provide an opportunity to gain experience in impromptu speaking.

As Table Topics Master you need to remember one very important thing: You are there to facilitate an impromptu speaking session. Your primary responsibility is to make sure others learn and derive value from your presentation, rather than delivering your own speech. In other words, do not deliver a 5 minute introduction to this session. This cuts down on the time for the table topics speakers themselves. Your introduction to the Table Topics session should be no more than 2minutes – and that is the absolute maximum.

- ▶ Use variety in your topics
- ▶ Topics should generally not be longer than a sentence
- ▶ All topics must be absolutely clear, never leave the speaker in doubt of what it's all about
- ▶ Don't assume people know all about politics, current affairs or sport
- ▶ Don't use anything that could be considered offensive or embarrassing
- ▶ Themes can be good for tying it all together, particularly if the meeting is themed

Before the meeting:

1. The Table Topics session is aimed at procuring the best of thinking, listening and speaking from the participants, be they members or guests. Prepare questions that are intellectually stimulating and challenging without being obscure. Prepare 10-12 Table Topics, although you may not have time to use them all.
2. Practice your introduction at home to ensure it fits within the 2minute time frame.
3. Think about who you could ask, remembering to try not to include the Toastmaster, Chairman, Speakers, Table Topics Evaluators or Timer.
4. Call the 2 Table Topics Evaluators to confirm they will be attending and able to complete their roles.

At the meeting:

1. Introduce the Table Topics session and explain how it works and its purpose for the benefit of the guests. Briefly cover what a Table Topic is and the timing requirements for each topic. Introduce the theme (if applicable) and confirm who the evaluators are for the odds and the evens. Then go for it!
2. The first two topics go to members. Then you should stop the session and ask the guests if they would like to participate, now they have seen how it works. *[note from Kat: if you ask guest if they would like to participate at the beginning of the session, chances are they won't know what they are saying yes to. They will feel uncomfortable and are more likely to say no. Once they have seen a few other people try it out, they will generally feel less nervous]*
3. Remember, harder topics should go to experienced members, easier topics to newer members or guests.
4. Announce the topic clearly and loud enough for all to hear, then call on someone to answer it.
5. Avoid long introductions to each topic. All explanations should be minimal and done at the beginning.
6. Visiting toastmasters from other clubs should always be given a topic.

7. Try to avoid members who are busy: Chairman, Toastmaster, Speakers, Evaluators or Timer. Try to include members who do not have a meeting role.
8. Watch your time. Know when to end the session and call up the evaluators. Introduce the evaluators and shake their hands before and after their report. *[note from Kat: when there is odd number of speakers, it is suggested that the Table Topics Master calls the Evens Topics evaluator first to give the Odds Topics evaluator time to finish their evaluation of the last speaker]*
9. Once each evaluator has delivered their report remember to return the meeting to the Chairman.

After the meeting:

1. Reflect on how effectively you feel you performed your role as Table Topics Master. Did you achieve your goals? Is there anything you could do better next time? What points were raised by the General Evaluator(s)? Make some notes here for next time...

2. Congratulate yourself on an outstanding effort. No matter how you feel about your performance, you made an effort to improve your communication and leadership skills, which is fantastic!

Competent Leader Credit...

- ▶ Acting as Table Topics Master can be used for:
 - ▶ Project #4 – Time Management, Role 5
 - ▶ Project #5 – Planning and Implementation, Role 4
 - ▶ Project #7 – Developing Your Facilitation Skills, Role 3

Consider the speaker's background and experience; never give more than one recommendation to a new member. With guests, it may be best not to give a recommendation for improvement at all. However, this depends on how nervous the guest is.

Table Topics Master Appendices

Table Topics Ideas PAGE 18

Table Topics Evaluator

TIMING: Green light at 2 minutes, Orange at 2½ minutes, Red at 3 minutes.

As Table Topics Evaluator you need to listen carefully and report on the speaker's table topic response. For each speaker it is best to give a brief and positive evaluation with a point for improvement. *[note from Kat: you do not have time to provide a detailed evaluation for each Table Topics speaker. You can discuss your comments with them later. During your brief report, identify ONE area where the speaker did well and ONE area for improvement only. If you try to expand too much you will go over time, I can almost guarantee it.]*

At the meeting:

1. Confirm whether you will be evaluating the odd numbered speakers or the even numbered speakers.
2. Listen carefully to each speaker and consider the following:
 - the quality of the answer
 - whether the speaker actually answered the question
 - did the answer make sense
 - did the speech have an opening, body and conclusion
 - eye contact, gestures and overall presentation
 - how did the speaker handle the topic generally
 - the speaker's delivery, including gestures, stance, speaking pace, voice, body language, enthusiasm, relevance, clarity and eye contact
3. In your report, you could discuss overall trends in the speakers as well as evaluating speakers individually.
4. Do not waste time repeating the question. Be specific – don't generalise.

Did you know...that you can ask the Vice President Education to assign you a particular role in advance? For those who like to plan ahead, this can work well. The VPE may not always be able to accommodate requests, but will try to do so as much as possible.

5. Consider that if you are evaluating 6 speakers, that works out to 30 seconds evaluating time per speaker. Be concise or be buzzed!

After the meeting:

1. Reflect on how effectively you feel you performed your role as Table Topics Evaluator. Did you achieve your goals? Is there anything you could do better next time? What points were raised by the General Evaluator(s)? What do you think you learned in this role:

2. Congratulate yourself on an outstanding effort. No matter how you feel about your performance, you made an effort to improve your communication and leadership skills, which is excellent!

Competent Leader Credit...

▶ The Table Topics Evaluator role is generally interchangeable with any Evaluator (but not General Evaluator) role for the purposes of your Competent Leader credit.

▶ Acting as Table Topics Evaluator can be used for:

- ▶ Project #1 – Listening and Leadership, Role 1
- ▶ Project #2 – Critical Thinking, Role 1
- ▶ Project #3 – Giving Feedback, Role 1
- ▶ Project #8 – Motivating People, Role 4

Darren LaCroix, the 2001 World Champion of Public Speaking, says that there is only one way to become a good public speaker: "Stage Time, Stage Time, Stage Time!" The more often you get up and speak, the better you will get. Comfort comes with confidence, and what better way to become comfortable than to be an active member of a Toastmasters Club?

Table Topics Evaluator's Appendices

Table Topics Sample Evaluation Template

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Toastmaster

TIMING: Green light at 1 minute, Orange at 1½ minutes, Red at 2 minutes. (Initial Introduction)

Although not officially timed, introductions for each speaker generally take up to a minute.

The Toastmaster's job is to host the prepared speech session in the meeting. Known in the real world as a Master of Ceremonies or 'MC', the Toastmaster ensures this part of the meeting runs smoothly.

Before the meeting:

1. Ensure you are well prepared. Contact all the speakers and evaluators sometime in the week leading up to the meeting to ensure they will be fulfilling their roles.
2. If anybody is unable to complete their roles contact the Chairman and Vice President Education to find a replacement or substitute.
3. Find out from all speakers what the title of their speech is and if they have prepared an introduction or would like any special information included in their introduction.

At the meeting:

1. Ask each speaker where they would like the lectern positioned for their speech and arrange any props they need.
2. When introducing the speakers, give a brief and prestigious introduction finishing with the speech title. Include:
 - awards the member has received
 - the manual they are working from
 - the title of the project (not just the number)
 - the timing requirements and when the lights will be turned on
 - ask the evaluator to read the objectives for the project

- 3. When you have completed an introduction, ensure you lead the loud applause and welcome the speaker to the stage with a handshake and a smile.
- 4. After each speaker has completed their assignment, remember to shake their hand before they leave the stage.
- 5. Never comment on a speech afterwards, merely thank the speaker.
- 6. Be conscious of time. Each interlude between speakers should last no more than 1 minute (unless the speaker has special requirements).

It is a good idea to always have a speech prepared. That way, if speaking spots open up at the last minute, which occasionally happens, you are ready to step in to the vacant spot. If you do this, it will help you to move through your speaking awards faster and the frequency of speaking will improve your communication skills vastly.

After the meeting:

- 1. Reflect on how effectively you feel you performed your role as Toastmaster. Did you achieve your goals? Is there anything you could do better next time? What points were raised by the General Evaluator(s)? Make any notes for next time here:

- 2. Congratulate yourself on an outstanding effort. No matter how you feel about your performance, you made an effort to improve your communication and leadership skills, which is tremendous!

Competent Leader Credit...

- ▶ The Toastmaster role is generally interchangeable with any Chairman role for the purposes of your Competent Leader credit. If you are unsure about anything check with your Vice President Education.
- ▶ Acting as Toastmaster can be used for:
 - ▶ Project #4 – Time Management, Role 2
 - ▶ Project #5 – Planning and Implementation, Role 3
 - ▶ Project #7 – Developing Your Facilitation Skills, Role 1
 - ▶ Project #8 – Motivating People, Role 3
 - ▶ Project #10 – Team Building, Role 1

If you complete a project in your Competent Leadership or Competent Communicator manual, present the Project Completion Record in the back of the relevant manual to the Vice President Education as soon as the meeting concludes so that they can sign it off. This will be useful for keeping track of your progress.

Toastmaster's Appendices

Toastmaster's Introduction Template PAGE 20

Speaker

TIMING: Green light at 5 minutes, Orange at 6 minutes, Red at 7 minutes. (Example for a 5-7 minute speech)

A major part of the meeting is focussed on the speakers. As a scheduled speaker you need to be prepared; organise your speech well in advance.

Before the meeting:

- 1. Check the six week planners so that you are aware of when you are scheduled to give a speech. This will allow plenty of time to prepare for your assignment.
- 2. Remember that you have a mentor who will be happy to help with your speeches.
- 3. Read through the manual speech assignment carefully, taking particular note of the objectives. In order to become an effective communicator it is important to learn how to create material according to set guidelines.
- 4. Speak to your evaluator and share your goals for the speech, as well as any specific concerns.
- 5. Inform the Toastmaster of the title and time of your speech and provide them with any specific information you wish to have included in your introduction. You could even write your own introduction.
- 6. If you require any specific equipment, such as a whiteboard or data projector, ensure that the material is available.

At the meeting:

1. Arrive early to check any equipment you are planning to use in your speech is in working order.
2. Advise the Toastmaster of where you would like the lectern positioned. If you have any props, let the Toastmaster know where you would like these kept as well.
3. Let the timer know if there are any specific timing requirements.
4. Give your manual to your evaluator before the meeting starts.
5. Give your full attention to the other speakers; avoid studying your speech notes while others are talking as this is disrespectful.
6. After the initial introduction, the Toastmaster will call for the evaluator to read the objectives of the speech. As soon as this has been done, rise smoothly from your seat and approach the stage. Remember that the Toastmaster will shake your hand before turning it over to you.
7. Remember to acknowledge the Toastmaster and your audience (M. Toastmaster, fellow toastmasters and guests).
8. Don't rush from the stage once you have finished speaking; it is standard protocol to return control of the meeting to the Toastmaster (a simple M. Toastmaster will do).

At every meeting you should receive a six week planner in hard copy, as well as a soft copy via email around the same time. Read it thoroughly so you are aware of all meeting roles you are scheduled to complete in the near future. As soon as you are aware what you will be doing, look up your roles in the appropriate section of this guide. If you have any problems consult the Vice President Education or your mentor. Don't forget – you can also request roles!

After the meeting:

1. Reflect on how effectively you feel you performed your role as Speaker. Did you achieve your goals? Is there anything you could do better next time? What points were raised by your Evaluator? When you're making notes about this role, it might be worth picking out particular areas where evaluators comment on regularly (both positive and negative). This will help you identify your overall strengths and weaknesses as a speaker:

2. Congratulate yourself on an outstanding effort. No matter how you feel about your performance, you made an effort to improve your communication and leadership skills, which is marvellous!

Competent Leader Credit...

- ▶ Acting as Speaker can be used for:
 - ▶ Project #4 – Time Management, Role 3
 - ▶ Project #5 – Planning and Implementation, Role 1

Speech Evaluator

TIMING: Green light at 2 minutes, Orange at 2½ minutes, Red at 3 minutes.

As a speech evaluator it is your responsibility to provide positive and constructive feedback to the speaker.

Before the meeting:

1. Ask the speaker if there are elements of their presentation skills with which they are particularly concerned.
2. Find out which manual project the speaker is completing and if possible, obtain a copy to allow time to familiarise yourself with the content. In particular, concentrate on the objectives and be aware of what the speaker is aiming to achieve.

Bring your Competent Leadership Manual and relevant speaking manual to every meeting. Even if you don't think you will be using them, it is best to be ready for anything. It is also a good idea to bring a notepad and pen.

At the meeting:

1. When evaluating, consider the following:
 - did the speech achieve its purpose as outlined in the manual?
 - were the speaker’s personal objectives for the speech met?
2. Remember, you are not there to comment on the content of the speech, only on how that content was structured and delivered.
3. Make concise and accurate notes during the speech, preferably under headings assembled prior to the speech. Transfer the most relevant and constructive feedback to the speaker’s manual.
4. Give your spoken evaluation from separate notes, not from the manual. It should be a well constructed and organised speech, not answers to the guide questions in the manual.
5. A good evaluation will be firm, fair and friendly. Always offer more positive feedback than points for improvement
6. Remember the rule for a good evaluation – “Commend, Recommend, Commend”
7. Do not criticise! Remember that it is often best to show how and why an improvement can be made by addressing your evaluation to the entire audience. This is why it is best to give your report in third person (“they did, next time they could”) as opposed to (“You did, next time you could”).
8. It is not your task to say what was good or bad, but WHY it was so.

After the meeting:

1. Reflect on how effectively you feel you performed your role as Speech Evaluator. Did you achieve your goals? Is there anything you could do better next time? What points were raised by the General Evaluator? Why not write some notes down to assist you in this role in future...

2. Congratulate yourself on an outstanding effort. No matter how you feel about your performance, you made an effort to improve your communication and leadership skills, which is fabulous!

Competent Leader Credit...

- ▶ Acting as Evaluator can be used for:
 - ▶ Project #1 – Listening and Leadership, Role 1
 - ▶ Project #2 – Critical Thinking, Role 1
 - ▶ Project #3 – Giving Feedback, Role 1
 - ▶ Project #8 – Motivating People, Role 4

Speech Evaluator’s Appendices:

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Grammarian

TIMING: Green light at 30 seconds, Amber light at 45 seconds, Red light at 1 minute. (Word of the Night)
 Green light at 1 minute, Orange at 1½ minutes, Red at 2 minutes. (Grammarian’s report)

To effectively complete this task it is important to concentrate throughout the meeting on what people say and how they use language.

Before the meeting:

1. Prepare the Word of the Night. Find all the definitions of this word and prepare a speech of no more than 1 minute.

2. Write or type the Word on paper in large, clear print so that it can be seen at a distance of at least 5 metres. Remember, not everybody has perfect eyesight, so use block letters or print writing only. *[note from Kat: I recommend large printing on an A3 sheet of paper – and don't forget blue tack or sticky tape to attach the word to the lectern! I also recommend putting a small version of the word on the lectern so people speaking from the lectern can see it, that way the word is at the forefront of their mind at all times]*

At the meeting:

1. Present the Word of the Night and encourage people to use it as much as possible.
2. Listen carefully throughout the meeting and record any grammatical slips or incorrect pronunciations, overuse of clichés, poor word selection, etc.
3. Also listen for particularly wonderful phrases, excellent use of words and picturesque or descriptive language.
4. Remember, do not be critical or biased in your report. The aim of this role is to help people become aware of the power of words in communication.
5. Your report should be an overall summary of the detailed records you have made throughout the meeting. Only include the main points.
6. An optional inclusion in the Grammarian's report is the "Who said that?" game. This is where you throw some quotes from the evening back to the meeting by asking people to recall who said it. This is loads of fun and great for testing how well the audience has been listening.

After the meeting:

1. Reflect on how effectively you feel you performed your role as Grammarian. Did you achieve your goals? Is there anything you could do better next time? What points were raised by the General Evaluator(s)? You can make notes for next time here...

2. Congratulate yourself on an outstanding effort. No matter how you feel about your performance, you made an effort to improve your communication and leadership skills, which is awesome!

Competent Leader Credit...

- ▶ Acting as Grammarian can be used for:
 - ▶ Project #1 – Listening and Leadership, Role 4
 - ▶ Project #3 – Giving Feedback, Role 2
- ▶ Project #2 – Critical Thinking, Role 2
- ▶ Project #4 – Time Management, Role 4

Timer

TIMING: Green light at 1 minute, Orange at 1½ minutes, Red at 2 minutes (for Timer's Report)

As Timer you have an awesome job – you get to beep people who go over time! Use the force wisely.

Before the meeting:

1. Check that the stopwatch, timing lights and beeper are all plugged in and working properly.
2. Ensure that you have a Timing Worksheet to guide you through the timing requirements for all roles and speakers throughout the meeting. Verify the timing for the prepared speeches, as times can vary depending on the manual.
3. If you are unsure of any timing requirements for anyone, confirm them before the start of the meeting.
4. Make sure you are ready to start before the meeting begins, so that you can time the Chairman's introduction.

At the meeting:

1. Time every assignment throughout the evening. Remember to turn the lights on in sync with your stopwatch recordings and turn off all lights when a speaker has finished. Record all times on your worksheet.
2. If anyone goes over their allotted time limit, give them a beep – this does not apply to formal prepared speeches. If they go over by 1 minute, give them a beep – even if it is a speech.

3. NB. Although many people think it is rude/mean to beep people who go over time, it is important that you do this. One of the reasons people come to Toastmasters is to learn to express their thoughts within a specific time frame. Should they choose to ignore the timing lights, the beeper is your only option. Not only this, but when a speaker exceeds their allotted time, they are actually stealing time from other people. That is about as rude as it gets! *[note from Kat: if you're timing someone who has exceeded their time limit by more than 1 minute, I would give them a beep every 30 seconds and 3 beeps at every 1 minute point. The obvious exception is if the speaker is a visitor, if they have been a member for less than three months, or if they are presenting their Ice Breaker speech]*
4. When presenting your report, it is often best to give an explanation of your role and what the timing lights mean for the benefit of the guests. See the Timer's Report Template in the appendix.
5. In your report there generally isn't time to go into a list of every single assignment. Point out the main aspects of timing where the club excelled or alternatively, where work is needed to improve.
6. Also mention the balance of the meeting. Note whether the actual time was in sync with the times listed on the agenda.

After the meeting:

1. Hand your completed Timing sheet to the Vice President Education. This assists them in planning future meetings.
 2. Reflect on how effectively you feel you performed your role as Timer. Did you achieve your goals? Is there anything you could do better next time? What points were raised by the General Evaluator(s)? Note down your thoughts here...
-

3. Congratulate yourself on an outstanding effort. No matter how you feel about your performance, you made an effort to improve your communication and leadership skills, which is awesome!

Competent Leader Credit...

- ▶ Acting as Timer can only be evaluated in Project #4 – Time Management, Role 1.

Timer's Appendices:

Timer's Template	PAGE 24
Timer's Report Template	PAGE 25

General Evaluator

TIMING: Green light at 3 minutes, Orange at 4 minutes, Red at 5 minutes

As General Evaluator you need to assess the meeting as a whole as well as the performance of all members who aren't otherwise evaluated. At Hornsby District Toastmasters Club we generally assign 2 General Evaluators - one for the 1st half and one for the 2nd half.

Before the meeting:

1. Examine the conduct of the Chairman / Toastmaster to see if they are well prepared.
2. Also look at the conduct of the Sergeant-At-Arms and the member completing the Guest Welcome prior to the start of the meeting – are they doing everything they should be?

At the meeting:

1. In your evaluation, consider the following:
 - was protocol followed throughout the meeting?
2. You will generally evaluate in the meeting's first half:
 - the sergeant-at-arms
 - the chairman
 - the guest welcome
 - the toast
 - the table topics evaluators

3. You will generally evaluate in the meeting's second half:

- the sergeant-at-arms
- the chairman
- the toastmaster
- the speech evaluators
- the grammarian
- the um/ah counter
- the timer

After the meeting:

1. Reflect on how effectively you feel you performed your role as General Evaluator. Did you achieve your goals? Is there anything you could do better next time? Feel free to make some notes for next time...

2. Congratulate yourself on an outstanding effort. No matter how you feel about your performance, you made an effort to improve your communication and leadership skills, which is awesome!

Competent Leader Credit...

▶ Acting as General Evaluator can be used for:

- | | |
|--|--|
| ▶ Project #2 – Critical Thinking, Role 3 | ▶ Project # 3 – Giving Feedback, Role 3 |
| ▶ Project #5 – Planning and Implementation, Role 2 | ▶ Project #7 – Developing Your Facilitation Skills, Role 2 |
| ▶ Project #8 – Motivating People, Role 5 | ▶ Project #10 – Team Building, Role 2 |

note from Kat...

Completing a General Evaluation report for between 5 and 7 people is an extremely difficult challenge within the limited time constraints available (usually only 5mins). However, it can be done. I know because after much difficulty and practice I managed it.

I recommend that you make just 2 short, simple points about each person you are evaluating. Write clear, large notes to take with you to the lectern so you don't waste time deciphering your own scribble.

If you have detailed comments, save them for a personal chat after the meeting or during the break. It's not easy, but it is possible to keep this report within time. I found it rewarding to reach my goals of keeping to time and I encourage you to take up the unique time challenge this role offers. Good Luck!

THIS COMPLETES THE MEETING ASSIGNMENTS GUIDE

NOTES
 This is an area for you to jot down any personal notes and scribbles that you couldn't fit in anywhere else in this guide.

Protocol for Business Sessions

1. Quorum

Establish that there is a quorum present, being a majority of the active members of the Club.

2. Apologies for Non Attendance

- a. Motion - "That the apologies be accepted."
- b. Secunder
- c. Discussion
- d. Vote by members

Advance apologies for non-attendance at the next meeting. (This is merely used as a convenient method or time of tendering apologies and thus no motion should be taken for acceptance.)

Business Sessions usually require a 15 to 20 minute space on the agenda, depending on what needs to be discussed. At Hornsby Toastmasters, we generally do not hold a business session at every meeting.

3. Minutes of Previous Meeting

- a. Motion - "That the minutes be confirmed."
- b. Secunder
- c. Amendments or alterations to minutes as read
- d. Vote by members

Business arising from minutes. It is important that the Chairman is familiar with any matter, which may arise.

4. Correspondence Inwards

- a. Motion - "That the correspondence be received."
- b. Secunder
- c. Vote by members

Discussion is not necessary, except possibly an amendment not to receive a particular item.

Business arising from the correspondence. This can include a motion proposing some action as a result of a letter.

5. Correspondence Outwards

No motion is normally required, although if it is desired to approve the sending of letters then the appropriate motion is "That the correspondence be endorsed".

6. Reports

Before the meeting, ascertain which Officers will present reports and call upon them accordingly, e.g. President, Vice President Education, Vice President Membership, Vice President Public Relations, Treasurer, Secretary, Sgt. at Arms. Unless just making an announcement about a future happening, each Officer should conclude their report with a motion "That the report be received (or adopted)" as appropriate.

- a. Motion - as above
- b. Secunder
- c. Discussion on content of report
- d. Vote by members

7. General Business

While it is preferable for motions and amendments to be submitted in writing to the Chairman, this is not essential. Motions may be accepted directly from a speaker.

Note. The following is the method of obtaining a decision on a motion:

CHAIRMAN: I will now put the motion "That....."

"All those in favour say Aye"

"Those against say No"

"I believe the Ayes/Nos have it (Pause in case someone disagrees and requests a show of hands) and I declare the motion/amendment carried/lost."

Author: Elizabeth Wilson, DTM

[note from Kat: for further information regarding correct meeting procedure during business sessions, refer to Renton's Guide to Meetings]

Hornsby District Toastmasters

Club 4140, Area 16, Hawkesbury Division, District 70

Meeting No.

Tuesday DATE MONTH, YEAR

TOASTMASTERS INTERNATIONAL®

7:14 pm	Call to Order	Sergeant-At-Arms
7:15 pm	Chairperson (5 mins) Welcome Apologies and Agenda Alterations CL Shuffle	
7:20 pm	Guest Welcome (3 mins)	
7:23 pm	Grammarian's Word Of The Night (1 min)	
	<div style="border: 1px solid black; height: 30px; width: 300px;"></div>	
7:24 pm	Toast (2 mins)	
7:26 pm	Table Topics Master (15 mins) Odds Evaluator (2-3 mins) Evens Evaluator (2-3 mins)	
7:47 pm	General Evaluator 1 st Half (5 mins)	
7:52 pm	Supper Break (10 mins)	
8:02 pm	Toastmaster (2 mins) Speeches Speaker One (5-7 mins) Speaker Two (5-7 mins) Speaker Three (5-7 mins) Evaluations Evaluation One (3 mins) Evaluation Two (3 mins) Evaluation Three (3 mins)	
8:35 pm	Grammarian's Report (2 mins)	
8:37 pm	"Um/Ah" Counter's Report (2 mins)	
8:39 pm	Timer's Report (2 mins)	
8:41 pm	General Evaluator 2 nd Half (5 mins)	
8:46 pm	Future Assignments (5 mins)	Vice-President Education
8:51 pm	President's Message (3 mins)	President
8:55 pm	Visitors' Comments (5 mins)	

●Meeting Close●

Hornsby District Toastmasters Club

Club 4140, Area 16, Hawkesbury Division, District 70

Meeting No. 812

Tuesday 16 February 2010

TOASTMASTERS
INTERNATIONAL®

7:14 pm	Call to Order	S-A-A
7:15 pm	Chairperson (5 mins) Welcome, Apologies and Agenda Alterations, CL Shuffle	
	Guest Welcome (3 mins)	
	Grammarian's Word of the Night (1 min)	
	Toast (2 mins)	
7:30 pm	Table Topics Master (12 mins) Odds Evaluator (2-3 mins) Evens Evaluator (2-3 mins)	
	General Evaluator 1st Half (5 mins)	
7:50 PM	SUPPER BREAK (10 MINS)	
8:00 pm	Toastmaster (1 min per introduction)	
	Speeches	
	Speaker One (5-7 mins)	<i>Speech Title 1</i>
	Speaker Two (5-7 mins)	<i>Speech Title 2</i>
	Speaker Three (5-7 mins)	<i>Speech Title 3</i>
	Evaluations	
	Evaluation One (3 mins)	
	Evaluation Two (3 mins)	
	Evaluation Three (3 mins)	
8:45 pm	Grammarian's Report (2 mins)	
	"Um/Ah" Counter's Report (2 mins)	
	Timer's Report (2 mins)	
	General Evaluator 2nd Half (6 mins)	
9:00 pm	Future Assignments (5 mins)	Chairman of next meeting
	Upcoming Events (2 mins)	VPPR
	President's Message (4 mins)	President
9:15 pm	Visitors' Comments (5 mins)	

●MEETING CLOSES●

CL Evaluators:

Apologies:

Hornsby District Toastmasters

NAME OF CONTESTS



DATE OF CONTEST

7:14 pm	Call to Order	Sergeant-At-Arms
7:15 pm	Chairperson (5 mins) Welcome Apologies and Agenda Alterations	
7:20 pm	Guest Welcome (3 mins)	
7:23 pm	Toast (2 mins)	
7:25 pm	Contest Briefing (5 mins)	Area 16 Governor
NAME OF CONTEST (Either Evaluation or Table Topics)		
7:30 pm	Toastmaster	
EVALUATION CONTEST: Target Speaker (5-7mins)		
	Speaker One:	
	Speaker Two:	
	Speaker Three:	
	Speaker Four:	
	Speaker Five:	
7:50 pm	Contestant Interviews (10 mins)	
8:00 pm	Supper Break (10 mins)	
8:10 pm	Contest Briefing (5 mins)	Area 16 Governor
NAME OF CONTEST (Either Humorous or International)		
8:15 pm	Toastmaster (2 mins)	
	Speaker One:	
	Speaker Two:	
	Speaker Three:	
	Speaker Four:	
	Speaker Five:	
9:00 pm	Contestant Interviews (10 mins)	
9:10 pm	Announcement of Winners & Award Presentation (10 mins)	Area 16 Governor
9:20 pm	Future Assignments (4 mins)	Vice-President Education
9:24 pm	President's Message (5 mins)	President
9:29 pm	Visitors' Comments (5 mins)	

Chief Judge: Area 16 Governor

Judges:

Target Speaker: (if applicable)

Counters:

Sergeants-At-Arms:

Timers:

TABLE TOPICS IDEAS

- 1. Following Instructions:** Place a card on the lectern with a simple picture or word on it. The speaker has to describe the object, without using gestures or naming it, for everyone to draw on a piece of paper.
- 2. Reading Aloud:** Speakers are asked to read a selection in an impromptu manner. The session can use selections from instructional material, poems, books, magazines and newspapers.
- 3. Telephone Topics:** Use a telephone handset or mobile phone.
 - a. Speakers to be asked to carry on a conversation with an imaginary person to explain a situation, sell a product, etc.
 - b. Using two telephones, conversations can be arranged between two speakers.
- 4. Noah's Ark:** Noah's Ark is about to embark and there is room for only one more pair of animals. Each speaker is given the name of an animal on paper and has to make a case for why that animal should take up the last spot without mentioning the name of the animal. The audience is to guess the animal.
- 5. TV Interviews:** Ask people to come up the front of the room and pretend they are on TV and you are interviewing them. This is a good chance to practice a different type of speaking but works best if you allow 1-2mins per topic instead of 1 minute.
- 6. Wedding:** Nominate participants such as mother of the bride, father of the bridegroom, best friend of both, teacher, grandmother, next door neighbour, brother, sister, bride, groom, former boyfriend, drunken uncle, 3rd cousin 5 times removed. They all have to propose an individual toast to the bride and/or groom.
- 7. Weird Words:** The speaker has to explain what a weird word from the dictionary might mean.
- 8. Miming Topics:** Use pairs of speakers. One speaker is asked to pretend they have lost their voice. They are given a piece of paper with a note asking them to convey a message or obtain information from the second speaker.
- 9. Scents:** Small plastic containers with cotton wool soaked in a scent are given to each speaker who has to say what memories the scent evokes. eg. antiseptic, coffee, brandy, eucalyptus, lavender, perfume, etc.
- 10. Court Room Trial:** Appoint a Judge, Jury, Witnesses, Lawyers, etc. Create a totally frivolous case, ie. the missing pen.
- 11. Dear Abby:** Give speakers a "Dear Abby" question to answer. e.g. "Dear Abby, I need your help. My husband who is very good to me will not take his turn cooking a meal. I am sick and tired of always cooking the evening meal. How can I persuade him to take a turn occasionally?"
- 12. Soap Box Oratory:** Two people talk at once on opposite sides of the room debating opposite sides of a topic. Both are trying to be heard over the other and listened to by the audience. Match pairs of similar vocal strength.
- 13. Miming Activity:** Put 4 people in a line at the front of the room, all facing away from you. Ask the first to turn and show them an action written on a card (showing the card to the audience too). The first person demonstrates it to the next in line, etc. until the 4th person must guess what the action is. e.g. "Dig a hole and plant a rose bush".
- 14. How To:** One member explains how to do something, another provides the gestures. e.g. changing a nappy.

These Table Topics Ideas have been adapted from a 2007 District 70 Educational "Table Topics Unlimited". However, Table Topics sessions work best when you either adapt these suggestions and "make them your own" or simply create your own topics out of thin air. There are at least as many different ways of conducting Table Topics as there members of the organisation internationally (250,000 and counting!) so don't be afraid to try something new.

These topics are not intended to replace the need for you to develop your own sessions. They are designed to stimulate your thinking on the subject of Table Topics. Good Luck!

TABLE TOPICS EVALUATION

Speaker: _____

Notes:

Note to self: I am the ODDS / EVENS evaluator (circle one)

Commend: _____

Recommend: _____

Speaker: _____

Notes:

Commend: _____

Recommend: _____

Speaker: _____

Notes:

Commend: _____

Recommend: _____

Speaker: _____

Notes:

Commend: _____

Recommend: _____

Speaker: _____

Notes:

Commend: _____

Recommend: _____

TOASTMASTER INTRODUCTION SHEET

Speaker 1: _____

Title: _____

Time: _____

Project Name & No.: _____

Manual: _____

Evaluator: _____

Special Introductory Points: _____

Speaker 2: _____

Title: _____

Time: _____

Project Name & No.: _____

Manual: _____

Evaluator: _____

Special Introductory Points: _____

Speaker 3: _____

Title: _____

Time: _____

Project Name & No.: _____

Manual: _____

Evaluator: _____

Special Introductory Points: _____

 Speaker's Name

 Evaluator

 Speech Title

 Date

 Manual Assignment Details

 The manual objectives for the speech are _____

 The speaker's personal objectives for the speech are _____

Areas to consider in evaluation of speech

Overall effectiveness

Preparation
(research, rehearsal, good use of time)

Speech value
(original, interesting, clear message)

Audience reception
(relevance, understanding response)

Manual assignment
(met project objectives)

Personal objectives
(achieved aims)

Content

Opening
(clearly defined, attention getting, led into topic)

Body of speech
(logical flow, easy to follow, structured organisation)

Support material
(facts, examples, illustrations humour used to enhance speech)

Transitions
(natural, easy to follow)

Conclusion
(effective)

Presentation

Voice
(volume, variety)

Language
(appropriate to topic and audience, grammar)

Appearance
(appropriate for occasion and audience)

Manner
(confidence, assurance sincerity, enthusiasm)

Physical
(gestures, body movements, eye contact, facial expressions)

+

-

SPEECH EVALUATION FORM

Speaker _____

Title _____

Date ____/____/____

Project _____

Manual _____

Content:

Introduction (length, captured audience interest, introduced topic clearly, didn't waffle, message clear)

Too short 0 1 2 3 4 5 Perfect 4 3 2 1 0 Too Long Score:

Body (clear structure, good support material, connections effective, obvious prior organisation, message clear)

Too simple 0 1 2 3 4 5 Perfect 4 3 2 1 0 Too complicated Score:

Conclusion (reinforced central message, ending appropriate, managed time effectively)

Too Rushed 0 1 2 3 4 5 Perfect 4 3 2 1 0 Too drawn out Score:

Language

(Appropriate to audience, accurate, clear, effective, well chosen)

Too simple 0 1 2 3 4 5 Perfect 4 3 2 1 0 Too complicated Score:

Delivery

(not rushed, good eye contact, avoided distracting mannerisms, used pauses effectively, presented visual aids appropriately, connected with audience, didn't rush away from stage afterwards)

Too rushed/nervous 0 1 2 3 4 5 Perfect 4 3 2 1 0 Too slow/boring Score:

Voice

(articulated words clearly, used vocal variety to add impact, modulated tone and pitch effectively, spoke at an appropriate volume)

Too loud/monotone 0 1 2 3 4 5 Perfect 4 3 2 1 0 Too soft/monotone Score:

Overall

(achieved assignment objectives, message effectively conveyed, completed within time limit, presentation appropriate to audience)

Poor 0 1 2 3 4 5 Wonderful Score:

What did the speaker do most effectively? _____

What should the speaker pay special attention to next time? _____

General Comments/Overall Improvements: _____

SPOKEN SPEECH EVALUATION

Speaker: _____

Title: _____

Things the speaker asked me to look for: _____

Spoken Evaluation:

Commend: _____

Commend: _____

Recommend: _____

Commend: _____

Recommend: _____

Commend: _____

Overall: _____

Hornsby District Toastmasters							
Meeting Role	Name	Time Allotted	Light Sequence			Buzzer	Notes
			Green	Amber	Red		
Chairman:							
Guest Welc:							
Toast:							
Word for Nt:							
T/T Spkr 1:							
T/T Spkr 2:							
T/T Spkr 3:							
T/T Spkr 4:							
T/T Spkr 5:							
T/T Spkr 6:							
T/T Spkr 7:							
T/T Spkr 8:							
T/T Ev-Odd							
T/T Ev Even							
Gen Evaln 1:							
Toastmaster:							
Speech 1:							
Speech 2:							
Speech 3:							
Evaln 1:							
Evaln 2:							
Evaln 3:							
Grammarian:							
Um/Ah:							
Timer:							
Gen Evaln 2:							
Fut Assign:							
President:							

Signed:

Name: _____

Dated: ____ / ____ / ____

SAMPLE TIMING REPORT:

Note: You may structure your report however you wish; this is just an example.

The Green Light says you are within your time limit.
The Orange Light says you are reaching the end of your time.
The Red Light says you have reached your time limit, wrap it up.

Explanation of role:

Did the meeting start on time? Why/Why Not?

Reporting of times. Who was particularly good with time? Who was especially naughty?

Did the meeting finish on time? Why/Why Not?

General Comments:
