

TOASTMASTER

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The Toastmaster conducts the entire program when called upon by the presiding officer. The Toastmaster sets the theme for the day, contacts participants, and brings snacks. The Toastmaster introduces participants, prepares remarks to bridge the gap between segments, and keeps the meeting running on time.

Competent Leadership Projects 4,5,7,8,10

SPEAKER

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A Speaker delivers a prepared speech based on a manual project, telling the Toastmaster the manual, project, timing constraints, title, and introduction prior to the meeting. At the meeting, the Speaker gives the manual to her evaluator and listens to the evaluation.

Competent Leadership Projects 4,5

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Competent Leadership Projects 4,5

GENERAL EVALUATOR

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The General Evaluator assigns Evaluators to Speakers; calls upon Evaluators, the Ah Master, and the Grammarian for their reports; and orally evaluates what takes place at the meeting. **Competent Leadership Projects 2,3,5,7,8**

EVALUATOR

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An Evaluator gives a written and oral evaluation about a Speaker's speech. At the meeting, he obtains the Speaker's manual and reports the objectives to the attendees. The Evaluator fills in answers to the manual's questions and adds comments. An Evaluator should be kind, respectful and helpful.

Competent Leadership Projects 1,2,3,8

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Competent Leadership Projects 1,2,3,8

INVOCATION & PLEDGE

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This person begins a meeting by leading the Pledge of Allegiance and offering an invocation, remembering “God before Country” (prayer, then Pledge of Allegiance). Any other sort of invocation comes after the Pledge of Allegiance; for example, a spiritual thought or quotation goes after the pledge.

TABLE TOPICS MASTER

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The Table Topics Master prepares and issues the topics to enable members to “think on their feet”. Questions relating to the theme of the day are preferred, and should be short and uncomplicated. The Table Topics master should try to ensure that every member at the meeting has an opportunity to speak. **Competent Leadership Projects 4,5,7**



GRAMMARIAN



GRAMMARIAN



The Grammarian provides a “Word of the Day” to be used in Table Topics and to increase the vocabulary of members. The Grammarian listens for the misuse of words, grammatical errors, superior use of English language, and catchy phrases, and offers a short report at the end of the program.

Competent Leadership Projects 1,2,3,4



TIMER



TIMER



The Timer accurately times all speeches and evaluations. For each speech and certain other presentations, the Timer explains the timing constraints succinctly and clearly signals each participant. The Timer verifies whether each participant meets the timing constraints.

Competent Leadership Project 4

WIZARD OF AH'S

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The Wizard of Ahs counts the number of times anyone says “ah” or other filler sounds. The Wizard and other club members may “click” a speaker if he says “ah”. No one should “click guests or during a Speaker’s or Evaluator’s presentation. The Wizard of Ahs reports at the end of the meeting.

Competent Leadership Project 1



BALLOT COUNTER



BALLOT COUNTER



The Ballot Counter collects the ballots, tallies the results, fills out the form, and hands the written report to the Toastmaster. In addition the Ballot Counter separates the valentines and distributes them to the respective members.



JOKEMASTER



JOKEMASTER



The Joke Master provides a short joke or story to start a meeting with a bit of humor, following advice to “keep it clean” and not demean or embarrass anyone or any group.

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TABLE TOPIC

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TABLE TOPIC

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Table Topics participants quickly “think on their feet” and should answer a question within 1 – 2 minutes. A participant can answer the question with truth or by making up an answer, and all should use the “Word of the Day”. Members having no assigned roles in the program are the first to be called upon.

Competent Leadership Project 1