

### **Ah Counter**

Purpose: to encourage speakers to eliminate the use of "ah", "uh", "um" and unnecessarily long pauses.

Task:

- Honk the ah-horn every time a speaker says "ah" or one of its derivatives
- Describe task at beginning of meeting
- Do NOT honk for Prepared Speeches
- Track occurrences of ahs and ums: who, how many times, what
- Give a brief report when called upon by the General Evaluator

### **Educational Minute**

Purpose: to educate and remind Toastmasters of meeting protocol and practices

Task:

- Prepare and present a one-minute speech about Toastmasters-related topics like meeting protocol, roles, duties, responsibilities, etc.

### **Evaluator**

Purpose: to evaluate a prepared speaker's performance and provide balanced, constructive feedback to help the speaker improve.

Task:

- Meet with assigned speaker before the speech to get their manual for written feedback and to discuss any particular areas the speaker wants you to look at.
- Examine all the facets of a speech, draw conclusions, organize and develop constructive suggestions, and then give an interesting and effective presentation in a two to three minute evaluation. The evaluation itself should be a mini-speech, with an introduction, body, and conclusion.

Prerequisite: Evaluators should have completed 3 manual speeches prior to giving an evaluation

### **General Evaluator**

Purpose: to provide feedback to evaluators about their performance and to evaluate the quality of the meeting as a whole

Task:

- Assign the evaluator to a speaker based on comparable experience
- Work with the Toastmaster on the agenda
- Track flow, organization, energy of the meeting: did the meeting follow the agenda?
- Explain the purpose of the general evaluation portion of the meeting
- Introduce the Educational Minute speaker (VP Education or some other Toastmaster)
- Explain evaluations in general and introduce evaluators
- Call for Timer's report on Evaluations
- Call for vote for the Best Evaluator
- Evaluate the evaluators
- Call for duty holder reports (Ah Counter, Posture Bell, Grammarian)
- Evaluate the meeting as a whole
- Present the Best Enthusiasm award
- Call for the vote for Best of the Big 3 (Toastmaster, Table Topics Master and General Evaluator)

Prerequisite: General Evaluator should have completed 3 evaluations prior to becoming GE

### **Grammarian**

Purpose: to encourage the use of original but grammatically correct language and provide feedback

Task:

- Choose the word of the day and prepare a visual aid for it
- Describe task at beginning of meeting
- Monitor the use of good grammar, pronunciation and creative use of language in all speaking
- Track good and improper use of language, as well as use of the word of the day
- Give a brief report when called upon by the General Evaluator

### **Invocation and Pledge**

Purpose: to start the meeting off properly and lead the Pledge of Allegiance

Task:

- Give a brief invocation to start the meeting. This can be a quote, a brief anecdote, or even a prayer.
- Lead the Pledge of Allegiance by asking the members to stand and join you in the Pledge.
- Introduce the President of the club to start the meeting.

### **Posture Bell**

Purpose: to call attention to distracting gestures a speaker may unconsciously use

Task:

- Describe your task at beginning of meeting
- Ring the posture bell any time a speaker uses a distracting gesture like wringing the hands, rocking from side to side, touching the face or hair, hands in pockets, etc.
- Do NOT ring the bell during a prepared speech
- Track the posture infractions as they occur: note speaker name and type, count, etc.
- Give a brief report when called upon by the General Evaluator

### **Sergeant-at-Arms**

Purpose: to provide the best environment possible for the meeting

Task:

- Set up the room: Set up the flag, the club banner, put the gavel on the lectern, put out ballots, vote cups, and prepare equipment for the meeting.
- Watch the door to greet visitors, have them sign in, give them a visitor guide and seat them. Introduce a visitor to someone at their table.
- Introduce visitors to the club at the end of the meeting.
- Assist speakers with special setup and breakdown needs on stage between speeches.
- Break down the room and store the supplies.

### **Speaker**

Purpose: to learn to speak in public in a confident, skilled and competent manner

Task:

- Prepare a speech from a Toastmasters manual
- Inform the Toastmaster of the title, speech assignment and time duration of your speech
- Perform your speech within your time constraints

Prerequisite: Must be a paid member of Toastmasters to get credit for a speech

## **Table Topics Master**

Purpose: to provide an opportunity for all members of the club to speak during a meeting, and to learn to speak extemporaneously

Task:

- Explain the table topics portion of the meeting
- Prepare table topics questions prior to the meeting, following the Toastmaster's theme if you like
- Call upon audience members (no guests unless they are Toastmasters) to come up and answer a question. Try not to call on Speakers, Big 3, Evaluators, then Duty Holders, in that order.
- Call for the Timer's report about the table topics contestants
- Call for the vote for Best Table Topic

## **Timer**

Purpose: to provide feedback to speakers about their time progress during their speech

Task:

- Describe your task at beginning of meeting.
- Verify the duration of prepared speeches and find the correct timing rules for each type of speech (prepared speech, table topic, or evaluation).
- Operate the clock or stopwatch and show the green card at the minimum time, yellow card at end time minus 30 seconds, and red card at end time plus 30 seconds.
- Give a brief report when called upon by the Toastmaster, Table Topics Master or General Evaluator.

## **Toastmaster**

Purpose: to prepare in advance for running the meeting in a smooth and interesting manner

Task:

- Select a theme if you want a theme
- Verify participants in the meeting and fill the duties if not done at the end of the previous meeting
- Get speech information from your speakers
- Prepare an agenda for the meeting
- Explain the duty holder's role in the meeting
- Introduce the Duty Holders and ask for descriptions of the Duties
- Introduce the Evaluators and ask for objectives of the Speakers
- Introduce the prepared Speakers
- Call for a timing report
- Call for the vote for Best Speaker
- Introduce the Table Topics Master

## **Vote Counter**

Purpose: to count votes for the award ribbons and collect comments for speakers

Task:

- Describe your task at beginning of meeting.
- Collect the votes from the Vote cups during the meeting.
- Count the votes for each of the awards: Best Speaker, Best Evaluator, Best Table Topic, Best of the Big 3 (Toastmaster, Table Topics Master, General Evaluator).

**Note: Your vote breaks a tie.**

- Collect notes to speakers and deliver them to the speaker.
- Prepare and present the award ribbons to the winners at the end of the meeting.