

President

{PresName}

VP Education

{Vpe Name}

VP Membership

Vpm Name

VP Public Relations

Vpr Name

Secretary

Sec Name

Treasurer

Treas Name

Sergeant-At-Arms

Saa Name

We meet on Thursday from Noon to 1:00

Club Name

Sharepoint Link: SiteUrl

Email: ClubEmail

Slack: ClubSlack

Toastmasters International

[www.toastmasters.org](http://www.toastmasters.org)

**Club Mission**

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

**Club Name**

**Club 1234567**

**Thursday, May 24, 2018**

**Noon – 1:00**

**12:00 Presiding Officer Calls Meeting to Order** Po Name

*(Please silence your cell phone)*

Welcome Guests and Introduce Toastmaster Tmaster Name

**12:05 Toastmaster Explains the Theme “Theme”, shares**

**joke of the day, and Introduces the Functionaries**

Ah-Counter Ac Name

Grammarian – Word of the Day: “Wod” Gram Name Timer Timer Name

General Evaluator Ge Name

Listener Listener Name

**12:10 Toastmaster Introduces Speaker**

“Speech1 Title” Speech1 Name

Evaluation and Feedback Project – Second Speech (5 to 7 minutes)

\*\*\*Time 2 minutes for member evaluations after speech\*\*

**12:17 Toastmaster Introduces Table Topics Master**

Conduct Table Topics Session (1 to 2 minutes) Tmaster Name

\*Vote for best TT Speaker \*\*Must use W.O.D. \*\*\*Pass to Presiding Officer

**12:27 Toastmaster Introduces Evaluator (2 to 3 minutes)**

**Evaluator** Eval1 Name

Evaluating speech 1

**12:30 Toastmaster Asks for Functionary Reports (1 minute each)**

Timer (Gives entire timer’s report at this time) Timer Name

Grammarian Gram Name

Ah-Counter Ac Name

General Evaluator Ge Name

Listener Listener Name

Mentor Minute Mentor Name

**12:40 Toastmaster turns meeting Back to Presiding Officer**

**12:41 Presiding Officer** Po Name

**Announce Best Table Topics Winner**

Club Business/Next week’s schedule/Ask members to pass evaluations/Adjourn