

# **District 85 XXX Toastmasters Club**

## **Job Descriptions for Meeting Roletakers**

2009

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## **District 85 XXX**

### **Toastmasters Club**

#### **Toastmaster of the Evening (TME)**

**Duties:** Act as a general host/hostess; Conduct the entire program smoothly.

- **Prior to the Meeting**
  - Check with EVP or the future agenda to find out the:
    - Theme
    - Program changes
    - Participants
    - Special events, such as new member inductions, award ceremonies or officer installations
    - Prepare an opening of this meeting
- **Upon Arrival at the Meeting**
  - Ask every assignment taker their thoughts/opinions on the meeting theme.
  - The assignment takers include Timer, Grammarian, Gender Confusion/Ah counter, Warming Up/Table Topic/General Evaluation session masters and prepared speech speakers.
- **During the Meeting**
  - Arrive early in order to confirm role takers have arrived.
  - Find substitutes if necessary. (Ask EVP/President to help if necessary)
  - Introduce prepared speakers by using POETS, i.e. their Position (e.g. TM, CTM, ATM), speech Objective, the Evaluator, Time and Speech title) and/or by their thoughts/opinions on the meeting theme.
  - Introduce other assignment takers by their thoughts/opinions on the meeting theme.
  - Always lead the applause before & after the speaker starts/finishes.
  - Remain standing near the lectern after the introduction till the speaker has acknowledged you and assumed control of the meeting, then be seated.
  - Take full control of the meeting, especially when speakers go over time.



## District 85 XXX

### Toastmasters Club

#### Receptionist

##### ▪ Preparations

18:30 – 18:45

- Arrive at the meeting no later than 18:30
- Set up a long wooden desk for reception
- Place copies of Toastmasters magazines and other promotion materials on the desk

##### ▪ Reception

18:45 – 19:10

To Guests

- Warmly welcome them to the meeting
- Distinguish first time guests from returning guests and let them sign on different sign-in forms
- Ask first time guests how they get to know our club and write down specific source of information on *the new guests sign-in form*, e.g., the friend's name, the website domain, the magazine name, #1 TMC, Pudong TMC, etc.
- Collect Rmb XX as the entrance fee
- Distribute an agenda, a voting slip and a name badge to each guest
- Count the total number of guests present and write the figure down on *the returning guests sign-in form*

To Members

- Warmly greet them to the meeting
- Ask them to tick on the *members sign-in form*
- Collect Rmb XX as entrance fee
- Distribute an agenda & a voting slip and let them pick up their name badge from the desk
- Count the total number of members and write the figure down on the *members sign-in form*

Close the door to prevent disturbance to the meeting.

##### ▪ During the Intermission

- Pass the sign-in forms to secretary for filing
- Fill out *meeting cash flow form* and make sure correct amount of money is collected
- Pass the entrance fee to Treasurer



## District 85 XXX

### Toastmasters Club

#### Greeter

- **Purpose:** to greet the guests before the meeting starts, esp. the 1st time coming ones, and make them feel welcomed and warm!!
- **Preparations**
  - 18:45 – Meeting Starts
  - Arrive at the meeting no later than 18:45
- **Greeting:**
  - **Before Meeting:**
    1. to wait next to the receptionist desk
    2. .to smile and greet the guest
    3. .to lead guests to the seat
    4. to introduce the basic rules for the meetings
    5. to introduce them to other members for further chatting
    6. to move out and greet another guest
  - **After Meeting:**
    - to fill in a form of potential members and give it to MVP ( see next page)

**\* The guests are not supposed to know that you are purposefully 'arranged' to greet them. Just let them feel natural and comfortable!!^^**

**It's a good training for you to learn how to approach to strangers and make them feel welcome and warm! What's more, you are probably to be the most impressive person to the new guests, who would be grateful to you always~~~ (really warm feelings....)**



## Meeting Greeters' written report

Pls greet all guests and try to find qualified potential members. Then take down their name and email address and then hand this report to MVP or President.

Potential member #1:

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

English level: good? average?

Reason to come here? for English? communication skill? leadership? or other\_\_\_\_\_

Will stay in Shanghai for over 6 months? \_\_\_\_\_

Will be able to come to the meeting often?\_\_\_\_\_

Potential member#2

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

English level: good? average?

Reason to come here? for English? communication skill? leadership? or other\_\_\_\_\_

Will stay in Shanghai for over 6 months? \_\_\_\_\_

Will be able to come to the meeting often?\_\_\_\_\_

Potential member#3

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

English level: good? average?

Reason to come here? for English? communication skill? leadership? or other\_\_\_\_\_

Will stay in Shanghai for over 6 months? \_\_\_\_\_

Will be able to come to the meeting often?\_\_\_\_\_



# District 85 XXX

## Toastmasters Club

### Grammarian

**Duties:** As a grammarian, you need to comment on the use of English during the meeting.

- **Prior to the Meeting**
  - Prepare a brief explanation of duties.
  - Get the dictionary from the blue box beside the receptionist desk
  - Choose a practical word, expression or proverb etc. for “word of the day”
- **During the Meeting**
  - Introduce “word of the day” \*
  - Listen for the vocabulary, pronunciation and grammar.
  - Throughout the meeting, listen to everyone’s word usage; Write down any awkward use or misuse of the language.
  - Note the good use of words.
  - Give fresh viewpoints by offering the correct usage in every instance where there was misuse instead of only explaining what was wrong.
  - Report on creative language usage

**Note:** There is no need to mention the name of speaker during the report when correcting language errors.

**\* How to introduce “word of the day”**

--- to choose a practical word, expression or proverb etc. and illustrate it with examples; then invite the speakers to use it in the meeting as often as possible

### ▪ A Sample Script for the Grammarian

Here is your script for the introduction to Grammarian duties:

*Toastmaster of the Evening, fellow members & most welcome guests: good evening! I'm pleased to be the Grammarian of tonight's meeting.*

*As a grammarian, my job is to pick out the good usage and bad usage of language during the meeting. I will pay attention to your pronunciation, grammar and vocabulary.*

*I will introduce a "word" to you and hope all of you can use this word in the meeting. The Word is...I will make some sentences by using this word for your reference...*

*At the end of the meeting, I will make a report based on my observation for you.*

*Toastmaster of the Evening!*

### ▪ A Grammarian's Record Form

Good Usages	
Good words and sentences	Rhetoric Devices
Good usage of "word" of the day	
Usages need to be improved	
Pronunciation	Grammar





## District 85 XXX

### Toastmasters Club

#### Gender Confusion/Ah Counter

**Duties:** As an Ah counter, you need to note words and sounds that are a distraction to the speech from anyone who speaks during the meeting. Eliminating these distractions will improve the quality of your presentation.

As a Gender Confusion counter, you need to note down the misuse of “he” and “she”, “him” and “her”.

Some examples of “Ah”s and “Gender Confusion” include:

- Words such as " and, well, but, so, you know"
  - Sounds such as" uh, um, er"
  - Repeats of a word or phrase such as "I, I" or "This means, this means."
  - Errors with gender such as he for she, and him for her
- **Prior to the Meeting**
    - Prepare a brief explanation of duties.
  - **During the Meeting**
    - Throughout the meeting, listen for the “Ah”s and Gender Confusion made by every speaker and count them accurately.
    - Report the number of Ahs and gender confusion made by speakers.

- **A Sample Script for the Ah Counter**

Here is your script for the introduction to Ah Counter duties:

*Toastmaster of the Evening, fellow members & most welcome guests: good evening! I'm pleased to be the gender Confusion and Ah-Counter of tonight's meeting.*

*My job is to help you cure your bad speaking habits. They are sounds like “ah”, “er” and “em” or words like “well”, “and”, “but”, “so”, and “you know” etc. These annoying sounds and words are the so-called “ahs”. I will also watch out the confusion of he and she, him and her. Eliminating these distractions will improve the quality of your presentation. I will count the number of the “ahs” and gender confusion I hear you make. At the end of the meeting, I will make a report for you.*

*Toastmaster of the Evening!*

- **An Ah-Counter's Record Form**

[illegible]



# District 85 XXX

## Toastmasters Club

### Timer

**Prior the meeting:** Check the stopwatch and flags

**During the meeting:** Time every session

Ask one member near you to time you when you give the report

#### ▪ Timing Rules

Prepared speeches	Table Topics	Evaluators
<p>Check the speech length. Sometimes it is 5-7min, 6-8min, or 8-10mins. Also some advanced manuals and training session are even longer.</p> <p><b>Prepared Speaker</b>            So if its 5-7 min            5 min = green            6 min = yellow            7 min = 1<sup>st</sup> red            7 min 30 sec = 2<sup>nd</sup> red            or 8-10 min            8 min = green            9 min = yellow            10 min = 1<sup>st</sup> red            10 min 30 sec = 2<sup>nd</sup> red</p>	<p><b>Table Topics Speaker</b>            1 min = green            1.5 min = yellow            2 min = 1<sup>st</sup> red            2 min 30 sec = 2<sup>nd</sup> red</p> <p>Also remember to time the session. Usually it is between 10-15 minutes. When the time is up, raise the red flag as the Table Topics Master returns to the podium after the last speaker.</p>	<p><b>Table Topics Evaluator</b>            2 min = green            2.5 min = yellow            3 min = 1<sup>st</sup> red            3 min 30 sec = 2<sup>nd</sup> red</p> <p><b>Individual Evaluator</b>            2 min = green            2.5 min = yellow            3 min = 1<sup>st</sup> red            3 min 30 sec = 2<sup>nd</sup> red</p> <p><b>General Evaluator</b>            4 min = green            4.5 min = yellow            5 min = 1<sup>st</sup> red            5 min 30 sec = 2<sup>nd</sup> red</p>

#### ▪ A Sample Script for the Timer

*Toastmaster of the Evening, fellow members & most welcome guests: good evening! I am the timer tonight, to help you finish your speech on time.*

**Prepared speakers, please note the following rules:**

- When you see the green flag, you have used the minimum requirement of the time. So you have qualified.

- The yellow flag means you have one minute left, and

- When the red flag is held up, please conclude your speech **within 30 seconds**

**Table Topic speakers and Evaluators, please note the following rules:**

- When you see the green flag, you have qualified.

- The yellow flag means you have 30 seconds left, and

- When the red flag is held up, please conclude your speech **within 30 seconds**.

\* For all the sessions, the red flat will be showed **a second time to the maser** if the speaker doesn't finish in 30 seconds.

*Thank you. Toastmaster of the Evening!*

▪ **A Timer's Record Form**

**Timer** \_\_\_\_\_

**Date** \_\_\_\_\_

Position	Speaker	Allocated time (min)	Time taken
Welcome and Intro of TME	President		
Intro of Timer Role		1	
Intro of Grammarian Role		1	
Intro of Gender Confusion and Ah Counter role		1	
Variety Session/Training Session			
Table Topics Master (TTM)			
TT Speaker 1		1-2	
TT Speaker 2		1-2	
TT Speaker 3		1-2	
TT Speaker 4		1-2	
TT Speaker 5		1-2	
TT Speaker 6		1-2	
TT Speaker 7		1-2	
TT Speaker 8		1-2	
TT Speaker 9		1-2	
TT Speaker 10		1-2	
TT Table Topic Evaluator (TTE)			
Prepared Speaker 1			
Prepared Speaker 2			
Prepared Speaker 3			
Prepared Speaker 4			
Prepared Speaker 5			
Individual Evaluators 1		2-3	
Individual Evaluators 2		2-3	
Individual Evaluators 3		2-3	
Individual Evaluators 4		2-3	
Individual Evaluators 5		2-3	
Grammarian/Ah counter			
General Evaluation			
New Member Induction Ceremony			
Let the guest talk			
Awards/Close			





# District 85 XXX

## Toastmasters Club

### Table Topics Master (TTM)

#### ▪ Guidelines

How to choose Table Topics questions:	How to choose Table Topics speakers:
<p><b>DO</b></p> <ol style="list-style-type: none"> <li>1. Prepare specific questions related to the theme of the meeting.</li> <li>2. Prepare at least 8 questions for a 15 minute session.</li> <li>3. Ask your mentor or an experienced member if you are not sure how to prepare questions</li> </ol> <p><b>DO NOT:</b></p> <ol style="list-style-type: none"> <li>4. Make the questions too long or too complicated.</li> <li>5. Choose racial, religious, sexual, and topics of bad taste. Current events are good topics.</li> </ol>	<p><b>DO</b></p> <ol style="list-style-type: none"> <li>1. Choose an experienced member first (CTM or above)</li> <li>2. Select members who do not have an assignment <i>first</i> (see members list attached and tonight's agenda).</li> <li>3. Ask the question first, then call member's name or number. (Before the meeting you can give numbers to about 8 people, then call numbers at random.)</li> <li>4. Finally choose one or two guests.</li> </ol> <p><b>DO NOT:</b></p> <ol style="list-style-type: none"> <li>5. Call a guest as the first speaker</li> <li>6. Call more guests than members</li> </ol>

#### ▪ A Sample Script for the Table Topic Master

Here is your script for the introduction to TTM duties:

*Toastmaster of the Evening, fellow members & most welcome guests: good evening! I am the Table Topics Master tonight.*

*Table Topics or unprepared speaking is to help members think on their feet.*

*Tonight the theme of the meeting is* *<see agenda>*

*I will ask questions based around this theme. After I have read out the questions, I will choose a member to come up and give a 1-2 minute speech to answer this question. So listen carefully.*

*After the session you will be asked to vote on the Best Table Topics speaker. Please write down your choice on the voting slips provided and return to me. Thank you.*





# District 85 XXX

## Toastmasters Club

### Table Topics Evaluator (TTE)

#### ▪ A Sample Script for the Table Topics Evaluator

Here is your script for the introduction to TTE duties:

*Toastmaster of the Evening, fellow members & most welcome guests: good evening! I am the Table Topics Evaluator.*

*The purpose of evaluating the Table Topics session is to identify ways to improve the flow and quality of the session as a whole.*

*This means the preparation of the Table Topics master, the types of questions chosen and the speakers selected will be evaluated.*

*If TTE session is 5 minutes, please evaluate the TT speakers. If it's 3 minutes, please just evaluate TTM's performance.*

Evaluation of Table Topics Master	Evaluation of Flow
1. How well did the questions relate to the theme?	1. Was the first speaker called up an experienced member (CTM or above) or speaker?
2. How appropriate were the questions? (easy to understand, on suitable topics)	2. Were all members who are not doing assignments called upon to speak?
3. Were there enough questions?	3. Did the Table Topics Master ask the question before calling up the speaker?
4. How well did the Table Topics Master prepare?	4. How many guests were called versus members? (should be more members)
5. Did the Table Topics Master shake the hand of each speaker before and after the speech?	5. Did the session end on time?

#### ▪ A Table Topics Evaluation Form

*Pass your written evaluation to the Table Topics Master after your oral evaluation.*

Date: \_\_\_\_\_ Name of Table Topics Master: \_\_\_\_\_

Name of Table Topics Evaluator: \_\_\_\_\_



## **District 85 XXX Toastmasters Club**

### **Prepared Speaker**

**Duties: Prepare, rehearse and deliver the speeches from Toastmasters manual;  
Learn from other speakers.**

- **Prior to the Meeting**
  - Give your speech title to EVP a week before the meeting.
  - Talk with your mentor to develop strong speech content.
  - Practice your final script at least five times; Record and re-listen to your rehearsals.
  - Prepare visual aids (if necessary).
  - Bring your manual to the meeting to give to your individual evaluator.
- **Entering the Room**
  - Arrive early to check microphone, lighting, visual aids or writing board.
  - Dress appropriately & comfortably.
- **During the Meeting**
  - Shake hands with TME before your speech.
  - Always acknowledge the Toastmaster and audience at the beginning.
  - Present the speech according to the manual.
  - Wait for the TME to return to the lectern.
  - NEVER thank / apologise to audience.
  - Listen to your and other member's evaluation for helpful hints.
  - Ask other members to comment on your speech.



## **District 85 XXX Toastmasters Club**

### **Individual Evaluator (IE)**

**Duties:** Help the speaker become less self-conscious and a better speaker.

- **Prior to the Meeting**
  - Review carefully the Effective Speech Evaluation manual, which you received in your New Member Kit.
  - Study the project objectives as well as the evaluation guide in the manual.
- **Upon Arrival at the Meeting**
  - Look for the speaker and get his or her manual.
  - Confer with the speaker to see if he or she has any specific things for you to watch for during the talk.
- **During the Meeting**
  - Record your impressions of the speech in the manual along with your answers to the evaluation questions.
  - Begin and end your evaluation with a note of encouragement or praise.
  - Praise a successful speech and tell why it was successful.
  - Give the speaker the deserved praise and constructive suggestions in the manner you would like to receive them when you are the speaker.



# District 85 XXX

## Toastmasters Club

### General Evaluator (GE)

**Duties:** Evaluate everything that takes place throughout the meeting; Help individual evaluators.

- **Prior to the Meeting**
  - Check with TME to find out how the program will be conducted.
  - Prepare a brief but thorough talk on the purpose, techniques, and benefits of evaluation.
  - Prepare to evaluate the strengths and improvement areas for individual evaluators.
- **Upon Arrival at the Meeting**
  - Check if every evaluator and speaker is present.
  - Ask the TME if any agenda changes have been made.
- **During the Meeting**
  - Observe the setting, the transitions, session masters, TME and flow of the meeting.
  - When introduced to conduct the evaluation phase of the meeting, go to the lectern and introduce each evaluator. After each recitation, thank the evaluator for his or her efforts.
  - Call for Grammarian's report.
  - Call for Ah Counters report.
  - Call for timer's report.
  - Wrap up by giving your general evaluation of the meeting.
  - Take notes of what happens in the meeting.
- **After the Meeting**

**Write Meeting Minutes**

  - Write a 250-275 words summary of your evaluation of the meeting.
  - Mention all the role takers by name (briefly) as people like to see their names on print.
  - Mention TT speakers (very good) by name.
  - Mention any guests name from "Let the Guests Talk" session.
  - Email to Secretary by Wednesday, who will add it to the next week's agenda.



- **GE Report Form**

You do not need to mention everything – as the time is limited. This form can also help you write your GE report; please email your GE report to Secretary on Wednesday. Please do not evaluate content that has already been evaluated. So do not evaluate Prepared Speakers or Table Topics speakers.

People		
▪	Things I liked	Things to improve
Individual Evaluator		
Timer / Grammarian Explain roles clearly		
TTE		
- Linked to meeting theme?		
Warming Up Session		
TME Introduce meeting theme?  Introduce every speaker using a structure?  E.g. POETS / speakers background / speakers opinion on the theme.		



Transition – hand shake		
<b>Sessions</b> (where applicable)		
<b>Variety</b> Add energy? Fun?  Atmosphere		
<b>Setting</b> Seats / mic / comfort		
<b>Time</b> Time meeting start?  Did all the sessions & speakers finish on time?		
<b>Other</b>		
Overall impressions		