

THE TOASTMASTER OF THE DAY (TMOD)

Also called the Master of Ceremonies (MC/Emcee) or “Anchor” in non-Toastmaster settings

1. Facilitates the meeting.
 2. Work begins before the meeting, where he must assign the roles to club members by looking up their requests on the website <http://www.meetup.com/hyderabadtoastmasters/messages/boards/>
 3. TmOD will update website message boards with latest role status, and also circulate it to members.
 4. Will coordinate with VP-Ed in assigning roles. VP-Ed allots speech slots, but TmOD is responsible for allocating other roles. However, if there's no TmOD role has not been taken early, the VP-Ed might assign some roles till such time as TmOD and GE roles are taken.
 5. The idea is that the meeting is very well organised, and all roles are assigned well in time and also backed up in case of a no-show.
 6. The TmOD prepares, prints and brings along the agenda sheet for the meeting. This sheet is available on our website in “files”.
 7. The agenda sheet should be carefully checked and cross-checked by another Toastmaster, since a minute here and there could make a difference.
 8. TmOD selects a theme of the day, which he will talk about during the course of the meeting. This theme will in a way link the entire meeting together. So he will develop the theme as the meeting progresses, introducing it in the early part, talking a bit more – perhaps inviting opinions, and then finally giving some gyaan to conclude (as his personal opinion).
 9. TmOD must also work closely with General evaluator, and see that the role players are properly briefed, esp if they are new (or guests).
 10. TmOD asks for information from speakers and role players he will be introducing, so that he can do it in an interesting manner. This is done much before the day of the meeting. Based on the information he obtains, he will rehearse the script.
 11. Roles are assigned appropriately – for example, a speech #10 will be evaluated by someone who has at least completed project #6. Due thought must be given to how responsible the role player is etc. While taking members' requests into consideration, the TmOD must remember that his main duty is to see that the meeting is successful. A member well known for always being late to meetings should ideally not be the Timer – or he should be strongly urged to be on time.
 12. Any first time TmOD must as a rule speak to his mentor (or VP-Ed) and go through the role and theme and see that nothing is left to chance.
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Specifics

1. TmOD arrives at meeting well in time – at least 15-20 mins early.
2. The agenda sheet must be ready (and circulated if possible) 2 days before, and printed at least the evening before. About 40 copies are usually enough, and the bill for xerox copies must be retained and given to treasurer for refund.
3. Check with GE that all role players are briefed, and in case there are any last minute changes, ensures that roles are reassigned to competent people. Thus, if a Table-topics master or Speech evaluator does not arrive on time for any reason, and an experienced Toastmaster is doing the Ah-counter role on that day, you can give a guest the Ah-counter role, and assign this important role to the Toastmaster.
4. Be seated 1-2 mins before the meeting – the SAA should not have to worry about whether you are ready.
5. When the President invites you, thank him or her, greet the toastmasters and guests, then kick off the meeting with your theme.
6. Always keep an eye on time – as TMOD, your primary responsibility is time management.
7. When you do the TMOD role, which is a CL role, first go through the objectives in your CL manual, and try to meet all the objectives. Have the project evaluated by a club member who can offer good suggestions.
8. Call the GE with a good introduction (see example below) and invite him to introduce his team.

9. When you introduce role players or speakers, try to be interesting....not just mentioning their name, but possibly giving them a good build-up, creating some suspense in the process. "The first speaker for today is a person who has entered the Guinness book of world records - not once, but thrice! An ex-Air force Squadron Leader and founder of Vision Toastmasters, we are pleased to welcome CTM Jayasimha today at our club to present his Advanced speech project ACB-2 from the Story telling manual. I request his evaluator TM Surekha to read the objectives of his speech."
10. Once the evaluator has read the objectives, announce the speaker's name once again, followed by the Title of the speech (unless he doesn't want you to reveal it), shake hands with speaker, and take your seat.
11. Congratulate, praise or thank the speaker when he has finished, and introduce the next speaker. In case of a speaker being too nervous and going back without speaking, say something encouraging, but don't dwell on it.
12. Follow the agenda w.r.t sequence of roles – keep the agenda with you at all times, so you know who is next etc.
13. You must know all role-players and speakers by sight.
14. At various points, invite applause for the role-players, if it is not spontaneous from club members.
15. If you have some special observations regarding the meeting, you may make them, but this is not a evaluation – which will be left to the GE. For example, you might comment that "Though it is raining so heavily, I see that we have a full house. This shows the spirit of our club, and also how committed our members are".
16. At the end of the meeting, thank the president, and invite him to take over. For example: "As we come to the end of this meeting, I would like to say it has been a real pleasure to be the Toastmaster of the day. I hope you will continue to think of the theme "You don't need a reason to be happy" and share this message with others. Thank you! Mr. President...."

General Evaluator (GE)

The General Evaluator is responsible for maintaining and improving the quality of club meetings. The feedback provided is critical to individual club members as well as to the club's Executive committee in taking the club forward, seeing patterns of excellence or failure and acting upon these.

The GE role is taken only by an experienced toastmaster who has already performed all other roles and has sound knowledge of all roles, about Toastmasters as a forum, about right conduct and parliamentary behavior, etc.

Ideally, the GE should also know the conduct of past meetings, and the direction the club wishes to take, so that comments may be made vis-à-vis the same. For example, the GE should be in a position to observe that meetings "have been ending late *since the last two months*, perhaps in preparation for the contest, with many announcements being made."

He must know what is acceptable, what is commendable, and what is unacceptable – both in terms of quality (as in a role poorly played/executed) and etiquette (coarse or casual behavior – and worse). The GE should take a call on when to step in and stop a member, even at the risk of embarrassment to the club and the member.

GE comments are written in the log book provided, and also put up on our website in a special thread, since this evaluation is the most important part of our club meetings – the touchstone of our progress.

GE comments include constructive suggestions, carefully worded reprimands which do not offend, and mention of incorrect practices, so that guests know that there has been a violation of the Club's or Toastmasters' principle. Thus, if someone speaks about Religion, Sex or Politics at our club, the GE may stop the speaker and inform the audience that these topics are not touched upon at most TM clubs, and particularly in ours.

The GE's script could be:

Thank you Mr. Toastmaster!

As General Evaluator, I have the task of keeping a close watch on the proceedings of this entire meeting, from beginning to end. I will see if the meeting began and ended on time. I will note if guests were welcomed, seated, introduced! I will check how well the role players performed their roles, and what they could do better. I will also see how the entire club works as one team during this meeting. To help me in this task, I have a team of role players to help me evaluate the meeting. First, I would like to call:

Call Wordmaster/Grammarian – just name of the person. The person will say "I am the WM/G and introduce the role.

There is no point in introducing the role yourself and then asking the role player to introduce his/her role. However, if the explanation/description of the role player is incomplete, you may complete it. For example, the Timer may forget to mention the grace period allowed. You can add this information. Or if the vote counter forgets to show the ballot sheet – you can mention where the ballots are available.

Once the role players are introduced, you will say:

"My team and I will be back with our evaluation in the latter part of the meeting. I hope to see a great meeting! Mr. Toastmaster!"

When the TmD calls the GE back for the report, first call the various role players (WM/G, Timer, Ah-counter, Speech evaluators – in respective order *as per the agenda sheet*) and ask them to present their report. At the end, you may present your report.

The GE's comments should always be encouraging and constructive, even if the meeting has been very badly conducted. A harsh General Evaluation is always an unsatisfactory one. By all means mention what needs to be changed, but do so in the most palatable manner. If there is something particularly disturbing, and you feel like speaking up strongly, you may say "I feel one role player set a very poor example during this meeting, which is completely unacceptable. I will make my recommendations to the club president. But please remember that at a Toastmasters' meeting, use of coarse language, or making personal comments is simply not done. I will now move on to the other points in the evaluation...."

Some specific points for the GE to bear in mind:

1. Come to the meeting well in time, so that you can observe how people are performing their role.
2. Look for things done *well*, so you can appreciate those who deserve praise and encourage such behavior.
3. If possible, sit at the back of the room, so as to be able to observe all parts of the room.
4. Carry your own pen and book, just in case.
5. Be willing to interrupt any role player/speaker if he or she seems to be doing or saying something unsatisfactory.
6. Make clear and specific recommendations that can be implemented, rather than vague suggestions. For e.g., instead of saying "The meetings are ending late", you could point out that "I feel if the announcements are limited to two or three, and non-urgent ones sent by email, meetings would end on time".
7. Make notes while the meeting is in progress. Look for what a role-player has done differently, better than others. Keep thinking about how a role player could have done better. Think of ideas that could be made routine "best practices" for the club.
8. Put up GE comments on the website on the same day, and circulate a copy to club members via email.
9. Share any detailed suggestions with club EC members if you feel it is required.

Table Topics Master

The table topics session is intended to help members develop quick reflexes and thinking skills. It also brings about a lighter, more relaxed mood and for guests to participate in the club meeting. Very often, guests are converted into members after they participate in table topics.

The table topics master should remember that the club is primarily for members – and therefore members should always have an opportunity to speak at table topics. Indeed, even if no member volunteers to speak, the TTM should call one or two members – *how else can members develop these skills?* For a club to be of high quality/ well-rounded, it is not enough to have one or two powerful prepared speech speakers.

The TTM should strive to provide some variety in the topics and conduct of the meeting. However, he or she should also see that the “classic table topics” format is not neglected. Thus, you may choose to call more than one or two people on stage at the same time – however, that could be for one or two topics. At least one or two topics should have the classic format – which is described below:

The Table topics master chooses interesting, thought-provoking topics on which most people can talk for 1-2 minutes. The topics can be amusing. “Why are beards coming back in fashion?” or “Why did you sell your wrist watch” – or well-known proverbs “When you don’t succeed, try, try again”, “Make hay while the sun shines”. Or things like “What we can learn from western countries”.

Typically, the TTM asks for a Toastmaster member volunteer first (so that guests understand the format), then perhaps a guest, then anybody – member or guest for two more topics, then finally ends with a member again – so that the session ends properly. This is not a fixed format. Table topics is a very intuitive setting, and the TTM needs to be experienced to manipulate topics and time to get the desired “Fun ‘n Learning” effect by the end of his session. Keep in mind the time available, and prepare about 5-8 topics. Don’t forget that even if the session is a brilliant hit, prolonging it may not be a great idea. Leave them wanting more!

Once the volunteer comes on to the stage, ask for his or her name, pronounce it clearly. Then read out the topic clearly for all in the room to hear. If the TT speaker wants you to read it again, do so. Ideally, the topic should not be a long one or one that needs explanation. A short, clear topic is best. Sometimes the table topics master gets carried away and creates scenarios – often wasting time. One can use a scenario, but it must be very short “Imagine that you are on a godforsaken island and could make only one phone call – who would you call and why?”

Note down the names of the speakers and the topic they were given. You may write them on the board for all to see, or at the end of the session, ask the speakers to raise their hands as you read their names with topic. This will help people choose whom to vote for.

Script

Table topics is sometimes called the fun session, though I sometimes wonder why. It gets more people sweating than any other part of the meeting! In this session, you will be called to the stage and given a topic – something I’ve got written in these slips of paper – and you have to start talking about the topic for 1-2 minutes. Please avoid talking about sex, religion and politics. Well folks, are you ready to think on your feet? Can I have a club member volunteer, please?

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Wordmaster & Grammarian

The WM/G helps members improve their grammar, and also learn a new word.

A good Wordmaster/Grammarian will point out excellent wording/phrases and point out how the speech was that much better because of the specific words/phrases used. Too often, the grammarian's report is a dull recital of - you said "blinding sunlight" which is good. You also used "silent, sad sadhu" which is alliteration. Instead, the WM/G should say – "your description of the "blinding sunlight" helped us see the terrain as you must have seen it. Of course, time is an important consideration, and the WM/G cannot afford to wax eloquent. Strike a balance.

As Wordmaster, introduce a word that is not commonly used, such as "phlegmatic" or "Juggernaut" or "uncouth" or "purloin". Explain the meaning of the word clearly with illustrative examples such that people can use the word in the course of the meeting. The word should be uncommon and therefore interesting, but it should also be usable. Observe who uses the word during the course of the meeting (and how many times, and whether correctly).

Script:

Thank you Mr. GE

I have two distinct roles today. As Wordmaster, it is my pleasure firstly to introduce the word of the day, which is "taboo"! The word has its origins init means....one could, for example, say "Sex-religion-politics are taboo at Toastmasters meetings". Please use this word as often as you can today – I will be keeping tabs on those who use it – and also those who do not!

As grammarian, I will listen carefully and make a note of any grammatical errors speakers could correct – without mentioning their names. I will also comment on good usage and vivid, powerful phrases and words used by the speakers.

When called upon by GE, I will present my report.

Mr. GE

Timer

1. The timer is a very responsible role, since a speaker can lose the prize simply due to an error made by the timer. Even showing a flag late and then showing the next flag on time can destabilize the speaker's flow.
2. The timer should ensure that he or she is familiar with use of the timer device, confirm that it is working fine and has charged batteries etc. Sit in a place where it is easy for the speaker to see the flags/ lights. Be at the venue well in time yourself!
3. Timings should be immediately recorded against the names - mins and seconds.
4. In presenting the report, the timer should be accurate and brief. At the very most, he or she may speak two or three sentences regarding the importance of time. You, as timer, can shine by doing the job well rather than making speeches.
5. When showing the flags to the audience, show THEM - many first-timers look at the flags themselves while talking to the audience. Practice with a senior member before the meeting. Know the timings!
6. At HTM, we have a timer's book log, where you can note down the timings.

The following script may be used when the timer is introduced by the General Evaluator:

Thank you Mr GE. Fellow TM's and guests:

As Timer, my role is to keep a watch and help you manage the time for your roles.
I shall be doing so by showing the Green, yellow and red cards to indicate the minimum to maximum time allowed for your speeches as follows:

Prepared Speeches - 5 / 6 and 7 minutes (Speech 1 and Speech 10 timings - if scheduled, have different timings, and need to be read out - 4-6 mins for first speech and 8-10 for 10th speech. Find out from the speakers!)

Table topic Speeches - 1/1.5 and 2 minutes for each speaker

Evaluation - 2 / 2.5 and 3 minutes.

There is a grace period of plus or minus 30 seconds for Prepared speeches & evaluations. Table topics have a grace period of + / - 15 seconds.

If your speech is not within these time limits, you will not be eligible for voting. I will present my report when called upon to do so by the GE.

Mr GE

AH-COUNTER

The role of the ah-counter is to listen carefully to speakers and record the redundant/distracting filler words they use, such as “er”, “um”, “you know”, “basically” and so on. Very often people are not aware they use a particular word a lot, unnecessarily. They could be much more effective communicators if they stopped using these fillers, and it is the job of the ah-counter to bring these to their notice. The Ah-counter also notes the long pauses and any sound that is not deliberately being used by the speaker.

The Ah-counter’s report must be crisp and specific. *Speaker TM Prasad used “ah” 4 times, repeated the words “I mean” twice and had one long pause.*

The Ah-counter should not make the mistake of trying to teach the speaker how to avoid the filler words etc. Just report and be done with it.

A good ah-counter’s report is a treat to listen to. A failed Ah-counter’s report is everyone’s nightmare. Firstly, they use hundreds of fillers themselves, then they are vague – “one of the speakers had three “ums”!! In a disaster recently, the ah-counter decided to club everyone’s fillers – and reported “the meeting has 17 ahs, 9 long pauses, the word “I mean” was used by 3 people.....

What use is such a report? Whom does it benefit? People should understand the need for the role, know how to perform it to perfection, and how to explain the role (script) so that all in the room understand what is being done.

Script

Thank you Mr.aaaahn...GE

Fellow TMs and guests, I am the Ah Counter for the day! I’m sure the GE will excuse my rudeness for the long aaanh before I remembered who he was. This is the kind of filler we commonly use, with disastrous daily effect. As Ah-counter, I will observe the filler words speakers use, such as “ah, um, er” and also words that don’t add to the message, such as “basically, you know, I mean”. I will also note long pauses – in short – if you didn’t intend to say it, don’t!

Mr. GE

Listener

The listener is an enjoyable, playful role. You listen carefully to everything spoken during the meeting, and choose some congruous or incongruous detail and ask the audience questions – testing how attentive they were during the session.

Questions that show how attentive the audience has been could range from:

“TM Ajit quoted Mark Twain in his speech. What was the quote.”

What four things, according to speaker 1, are essential for a happy, married life?

What comment did the GE make about the timing of the table topics?

How many speakers, according to the Wordmaster’s report, used the word of the day?

Who was inspired by Adolf Hitler in his childhood?

What is the height of giraffe, according to speaker 4?

Who interrupted the table topics master and cut a joke?

One of the guests heard about Toastmasters from her cousin in Korea. Who is it?

Speech Evaluator

There is a lot of reading material on how to evaluate speeches. The speech evaluator must have a sound knowledge of how to go about evaluating speeches. One must read the evaluation manual which comes with the Toastmasters kit. This is not a substitute for that manual, and does not cover all those details.

The speech evaluator should have made at least 3 speeches and taken on other roles before taking up evaluations. Discuss with the speaker, the General evaluator and your mentor before you do your first speech evaluation.

A bad evaluation can hurt a speaker and make him/her lose confidence.

The purpose of speech evaluation should always be to motivate and encourage the speaker to do better going forward. At toastmasters, we follow the “sandwich” approach or CRC – *commend, recommend, commend*. This rule must always be kept in mind. Begin and end with a positive comment... and in between, make some helpful suggestions....not instructions, not rules.

Make it clear that what you say is only your opinion, and that you might be mistaken. Follow the manual when evaluating, i.e., evaluate particularly with reference to the speech project objectives. It is a good idea to ask the speaker *beforehand* if there's anything specific he would like you to look out for and evaluate him on.

Don't make your evaluation a speech in itself. I have seen Speech evaluators win “best evaluator” prize because of their eloquent evaluation – but the speaker himself (or herself) was not in the least benefited by the evaluation. *They learnt nothing!* Far better that you give one good suggestion to the speaker and not win the prize!!

Script

Thank you Mr. Toastmaster.

TM ___, you are delivering your speech project 4 from the competent communicator manual. The objectives of your speech are....You have 5-7 mins. Good luck.

Later –when called by GE to evaluate....sample evaluation: Thank you, Mr. GE.

TM ___ : “The Last Temptation”! What an intriguing speech title! I have heard you speak on a variety of topics, and once again, you have chosen to speak on something unique, yet so relevant. Your speech on tobacco was an eye-opener for many of us, I’m sure. You opened the speech with a vivid scene of a young boy wanting to be part of his peer group...and very soon, you took us through all his struggles, ending in a painful disease. The words you used were vivid and appropriate, and your delivery was powerful, aided by strong gestures (show the gesture used by the speaker). I feel you could avoid using some slang words, even though they may represent the real world outside. You transmitted the stark reality well enough without needing to make it explicit. Your strong point seems to be the ability to convey images through words. However, sometimes it was difficult for us to connect his childhood fears with his later dreams – maybe you could have explained that a little better. It is a good idea to discuss your speech with someone so that anything that is not clear to others will be brought up and discussed. I feel with such a strong message and such vivid descriptions, this speech will make a difference to the way we think about the evils of tobacco. You introduced us to so many *new* dangers of tobacco. A most informative, well-researched speech indeed! I look forward to your next speech.congratulations! (shake hands). Mr. General Eval.

Vote Counter/ Tally counter

The job of the vote counter is to collect and count the ballot and present the winners of the prepared speech, the table topics and the speech evaluation.

The vote counter must know who has qualified and who has not.

The vote counter at contests is also known as the tally counter.

Count the tally using a simple method.

speaker 1 → #/#/# = 8

When reading out the winners, mention only the name of the winner – not who came second etc. Also, do not mention the difference in votes – the winner won by a huge margin etc. If there was a very close tie, this may be mentioned – though not necessary.

If there is a tie, the vote-counter may cast his or her own vote to break the tie. In a contest, the Tie-breaker judge's vote is taken into consideration in this situation.

The SAA is sometimes the default vote-counter.

Votes must be collected with the least possible disturbance. Ask members to pass the votes across, or move around without disturbing anyone and collect the vote.

Don't discuss the votes with members even after the meeting. Keep number of votes etc confidential.

Script

Thank you Mr. President.

As an encouragement to members, we choose a winner for the various speech and evaluation categories. As vote-counter, I would first like to ensure that everyone has their ballot – it is on the back of the sheet (display it to the audience). Is there anyone who does not have a ballot?

Please tear the slip and vote for who you feel is the best speaker/ table topic speaker or evaluator.

When called by the President, I will present the winners.