



SUMMIT TOASTMASTERS
www.summitttoastmasters.com

Guidelines for a Toastmasters Meeting

Toastmaster of Evening

1. Contact Speakers, Table Topics Master, Master Evaluator, and the Educational/Opener speaker approximately a week before the meeting. If role holders do not respond to e-mail, please call them. It is the Toastmasters responsibility to ensure that all role holders are contacted.
2. Ensure timely start and finish of meeting.
3. Arrive early for meeting and put 30 second warm up subject on board.
4. Develop a theme to segue between program segments.
5. Take into consideration number of speakers and any other delays. If required, influence speakers and other assignees to pace meeting to end on time. Take 5-10 minute recess accordingly.
6. Call winners to lectern and award trophies.
7. End the meeting, with thoughts/ideas/plans for the next meeting.

Educational Speaker

1. Prepare a 5 minute speech of educational value. Topics are to have educational value to toastmasters in the area of communications.

Table Topics Master

1. Prepare topics to carry out theme of meeting, if any. If no theme is scheduled, choose a wide selection of topics of subjects that are generally known and will encourage members to participate enthusiastically.
2. Try to have a "Focal Point" for Table Topics. (Gestures, posture. strong opener, etc.). Describe options for bridging if a different topic is desired.
3. Set up group conversations/discussion first.
4. Then, after the conversations are finished; Call members by name.
5. Do not call guests and scheduled speakers unless there are less than 6 table topics speakers. If time is still at issue, eliminate Toastmaster and Master Evaluator. It is not necessary to call everyone, use your discretion to suit the time constraints.

6. Call for the Timer's report before calling for voting for best table topics. Review who spoke on which topic.
7. Upon completion, return control of meeting to Toastmaster

Featured Speakers

1. Prepare a speech of specified length based on the basic or advanced manual.
2. Advise Toastmaster prior to the meeting night of the speech title, purpose, length and the manual on which it is based.
3. Inform Evaluators of your objectives.

Evaluator

1. You are assigned to give a two to three minute evaluation of one featured speaker. Be brief. Save extra comments for a one-on-one discussion. Concentrate on:
 - Did the speaker accomplish the purpose of the speech?
 - Where is most improvement needed and how can this be accomplished?
2. Ask the speaker for specific points to watch or listen for.
3. Arrange your material under proper classifications, such as Material, Delivery, Voice, Gestures, Effectiveness, Preparation, etc.
4. Stress outstanding good points and weak points. Leave minor details to the written sheet. "Did the speaker make the sale"? This is the vital question. Test the speech by results.
5. Make suggestions positive. Say "Do" rather than "Don't".
6. Temper your remarks with consideration for the feelings of the speaker. Maintain a friendly attitude toward the speaker.
7. Use your opportunity to make the evaluation a good, short, snappy speech

Timer

1. Enforce following timings
 - Opener 2-2.5 min
 - Educational 3-5 min
 - Table Topics 1-1.5 min each
 - Speeches 4.5-7.5 min (unless a speaker requests additional time)
 - Evaluations 1.5-3.5 min each
 - Grammarian 1-2 min
 - Timer Report 1-2 min
 - Master Evaluator's evaluation 3-5 min

2. Set timer to show a
 - Green card at the minimum allotted time
 - Yellow card midway through
 - Red card at the maximum allotted time
3. Stand up 30 seconds after the red card.
4. Receive anticipated time of featured speeches from Master Evaluator or the speakers.
5. Prepare Timer's report to be given immediately prior to voting on each category.

Grammarian

1. The Grammarian checks mispronunciation of words, calls attention to careless enunciation, slurring of syllables and of endings. He watches for words and phrases incorrectly used, and for errors in grammar. He does not hunt for mistakes, but takes them when they are noticeable. He pays a compliment when it is deserved.
2. Counts the "word fillers" used by each speaker throughout the program
3. The Grammarian keeps within his time limit. Two minutes should be enough—never over three minutes. He stays in his field of criticism—does not duplicate other critics.

Master Evaluator

1. Assign evaluators, vote counter, timer, grammarian, and listener. May double up if needed.
2. Take notes during the meeting
3. Avoid evaluating featured speakers.
4. Evaluate your evaluation team.
5. Comment on the overall meeting, what went well, what could be improved.
6. Make recommendations for improving future meetings.

Toastmaster

1. End the meeting, with thoughts/ideas/plans for the next meeting.

Helpful Resources

Resources for Regular Meetings

Guidelines, worksheets and a meeting agenda template are available regarding the different meeting roles in the [Public Downloads](#) section of this website.

In addition to this, information can also be found in the following sites:

- [Toastmasters International](#) - The official Toastmasters International website contains a multitude of information for clubs, club officers, regular members, and prospective toastmasters
- [Toastmasters International District 83](#) - Our district's official website which contains information on ongoing events, officer training, speech contests and public speaking.