

# MEMBER MEETING ROLES

Toastmasters club meetings provide an opportunity for members to learn and practice communication and leadership skills by assuming a variety of roles. Each meeting role has a unique set of responsibilities and skills for you to explore.

## ▶ WHEN YOU ARE A **SPEAKER**

A major part of every Toastmasters meeting revolves around two or more scheduled speakers. Members prepare their speeches based on projects in Toastmasters Pathways learning experience or the current education program.

Giving a prepared speech provides an excellent opportunity to practice your communication and leadership skills, including planning, organization, and time management.

The suggestions below are designed to help you enhance your experience before, during, and after you deliver your speech.

### Prior to the Meeting

- ▶ Check the meeting schedule for your time to speak.
- ▶ Begin working on your speech enough in advance to allow time for research, organization, and rehearsal. If you plan to give a speech based on a Pathways project, be sure to make use of the project checklist provided. It will give you a comprehensive overview of each step you need to accomplish to complete your project.
- ▶ Write a speech introduction or ensure that the Toastmaster of the meeting prepares one for you. For more information, see The Introducer section below.
- ▶ Request the name of your evaluator. Depending on your club, you may need to contact the General Evaluator, Toastmaster, or vice president education for the information. Communicate with your evaluator about your project and the speech you will be presenting. If possible, email the evaluation resource for your Pathways project to your evaluator.
- ▶ Be sure to discuss your goals and any personal concerns about your speaking skills with your evaluator. Emphasize areas you are working on that you would like your evaluator to note.
- ▶ You may also choose to bring a printed version of your Pathways evaluation resource to your meeting. If you are working in the current education program, remember to bring your manual to the meeting.



### Upon Arrival at the Meeting

- ▶ Arrive early so you can check the microphone, lighting, and any props or equipment needed for your speech before everyone arrives.
- ▶ Sit near the front of the room for quick and easy access to the lectern.
- ▶ If you have a printed version of your evaluation resource, or are working in the current education program, provide your evaluator with the resource or your manual before the meeting begins.

## During the Meeting

- ▶ Give your full attention to the speakers at the lectern. Avoid studying your speech notes while someone else is talking.
- ▶ When introduced, walk with confidence to the lectern.
- ▶ After you finish your speech, wait for the Toastmaster to return to the lectern before taking your seat.
- ▶ During your speech evaluation, listen for helpful advice that will assist you in delivering better speeches in the future.

## After the Meeting

- ▶ When your evaluator returns your written evaluation to you, ask him or her any questions you have about your scores or any written comments.
- ▶ Take a moment to review any evaluations or comments you receive from other club members in the form of written notes.
- ▶ Request feedback from club members on Base Camp and read through any feedback that has been posted.
- ▶ If you have completed all the requirements for a level and you are ready to move on, send the level completion request to your vice president education.
- ▶ When you complete a project in the current program, ask the vice president education to initial the Project Completion Record in your manual.

## Resources

- ▶ There are many resources available on Toastmasters Base Camp. If you are in the current education program, you can find information in *Competent Communication* (Item 225).

# ▶ WHEN YOU ARE AN EVALUATOR

Serving as an evaluator is an opportunity to practice leadership skills, including listening, critical thinking, providing feedback, and motivation. At first, it can be intimidating to provide feedback. Always remember that the most important benefit of Toastmasters for members is the honest, fair, and supportive evaluation of their presentations and leadership accomplishments.

Make use of the Pathways evaluations to help you clearly identify where speakers succeeded and where there is room for continued growth and improvement. For each presenter you evaluate, find a few things they did well and mention them in your evaluation. Your purpose is to help members be more self-confident and improve their speaking skills.

When you have the opportunity to provide feedback for a member fulfilling a leadership role, your goal is to help the member become more effective so they are better able to achieve their goals. Offering support for what they did well and fair, supportive feedback for places where their leadership skills can be enhanced and improved will move them toward that result.

The most effective evaluators make themselves aware of the member's skill level, habits, and mannerisms, as well as their progress to date whenever possible.

## Prior to the Meeting

- ▶ Communicate with the member you will be evaluating for information about the project they are completing. Review the Pathways evaluation resource on Base Camp or provided to you by the member. If the member is completing a project in the current education program, review the project objectives from their manual.