

During the Meeting

- ▶ When introduced, explain the timing rules and demonstrate the signal device.
- ▶ Throughout the meeting, listen carefully to each participating member and signal speakers based on the policy of your club. You will also need to signal the Toastmaster and Topicsmaster with red when they have spoken for their allotted or agreed-upon time.
- ▶ Record each participant's name and the exact time they required to complete their speech.
- ▶ When called to report by the Topicsmaster, Toastmaster, and/or General Evaluator, you may stand near your seat to announce each speaker's name and the duration of their speech. Review club policy for reward eligibility and your reporting responsibilities.

After the Meeting

- ▶ Return the timing equipment to the sergeant at arms.
- ▶ If your club secretary maintains records of speech times in meeting minutes, give the completed timer's report to the secretary.

▶ WHEN YOU ARE THE TOPICSMASTER

The Table Topics® session is the portion of the meeting designed to give every member and guest of the club an opportunity to speak extemporaneously for a minute or two. The Topicsmaster is responsible for preparing and issuing an original, creative topic or topics. Each speaker may be given an individual subject or presented with a choice of subjects from which they choose or draw at random.

Serving as Topicsmaster supports leadership skills including planning, preparation, organization, time management, and facilitation.

Prior to the Meeting

- ▶ Confirm any scheduled meeting theme with the Toastmaster. If one has been selected, choose topics that coordinate well with that theme. If there isn't a theme, choose a wide selection of topics. Avoid repeating Table Topics from recent meetings.
- ▶ Create a list of speakers, evaluators, General Evaluator, and Toastmaster for the meeting so you can call on other members first. If time permits, call on participants already scheduled to speak.

During the Meeting

- ▶ When introduced, briefly state the purpose of the Table Topics session.
- ▶ Announce your topics and keep your remarks brief but enthusiastic. If the club has a word of the day, encourage speakers to use it in their responses.
- ▶ Review the maximum time allowed for each speaker's response and remind members of the timing signal if the timer hasn't already done so.



- ▶ State the question or topic and randomly select a member to respond. Working through members randomly supports the impromptu nature of Table Topics.
- ▶ Keep your comments short. Your job is to give others a chance to speak.
- ▶ Check the printed agenda for the time allotted to Table Topics and adjust the number of questions or topics to end your segment on time. Even if you start late, adjust your time so the meeting ends at the established time.
- ▶ If your club presents a Best Table Topics Speaker award, ask the timer at the end of the Table Topics session to report those eligible for the award. Invite members to vote for Best Table Topics Speaker and pass their votes to the sergeant at arms or vote counter. If the club has a Table Topics evaluator, ask for his or her report and then return control of the meeting to the Toastmaster.

Resources

- ▶ TableTalk (Item 1318)
- ▶ *Master Your Meetings* (Item 1312)

▶ WHEN YOU ARE A **TABLE TOPICS SPEAKER**

Table Topics helps develop your ability to organize your thoughts quickly and respond to impromptu questions or topics. The Table Topics section of the meeting usually follows the prepared speech presentations. The Toastmaster of the meeting introduces the Topicsmaster, who gives a brief description of the purpose of Table Topics.

The Topicsmaster states the question or topic briefly and then calls on a member or guest at random to respond. Each Table Topics speaker receives a different topic or question.

As a Table Topics speaker, you may stand next to your chair or move to the lectern to give your response depending on the policy of your club. The Topicsmaster will specify the allotted time for responses.

