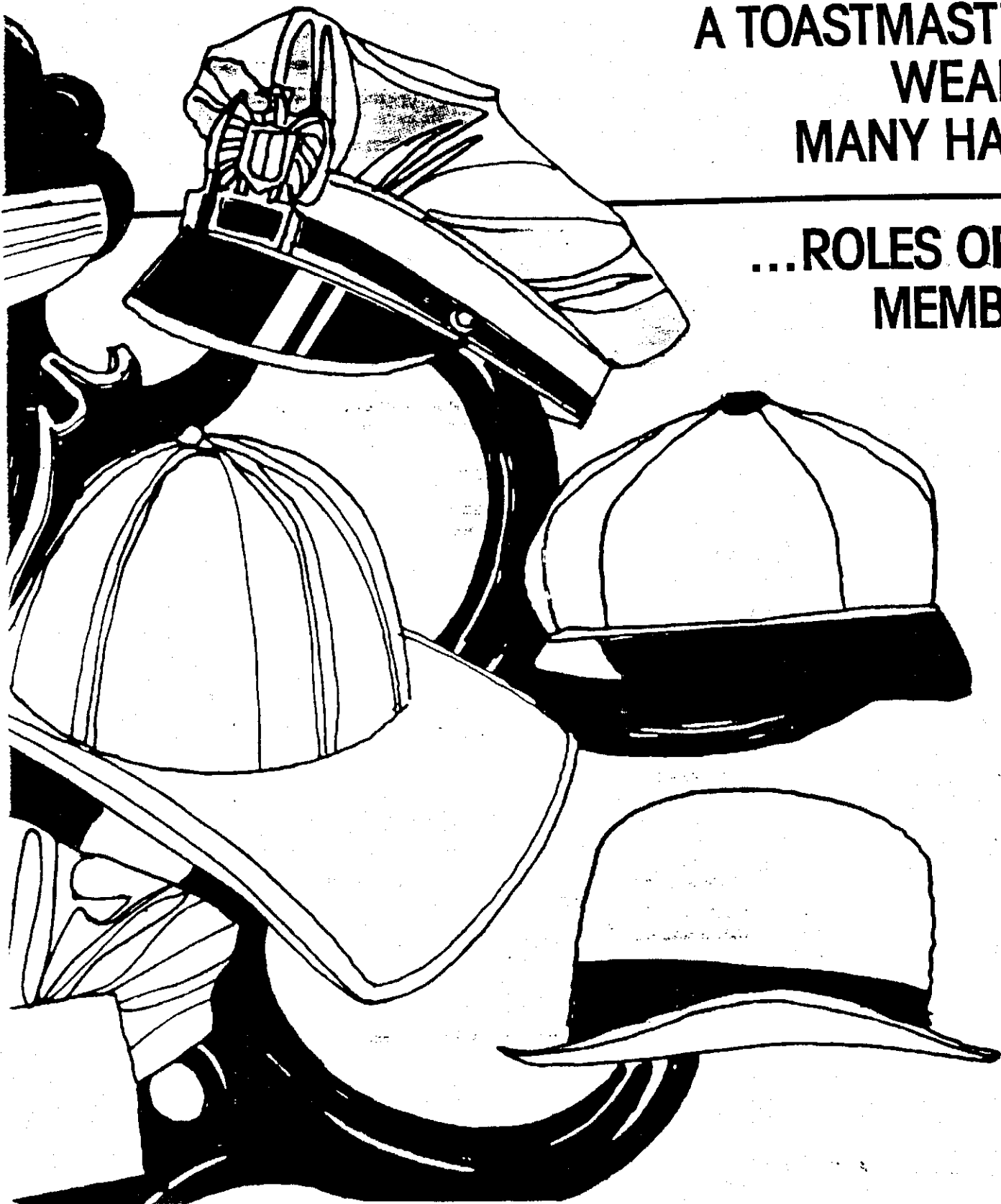


# A TOASTMASTER WEARS MANY HATS

## ...ROLES OF A MEMBER



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**D**uring your Toastmasters experience, you will have an opportunity to serve in many capacities. By participating in all functions, you will receive well-rounded experience in communication and leadership.

## WHEN YOU ARE THE SPEAKER

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A major portion of each meeting is centered around three or more speakers. Their speeches are prepared (based on manual project objectives) and should last from five to seven minutes for the basic manual and eight or more minutes, depending on the assignment, for the advanced manuals.

Preparation is essential to success when you are the speaker. Every speech should be well-prepared and rehearsed to ensure quality. Remember, club members learn from one another's speeches. Every speaker is a role model.

### Prior to the meeting

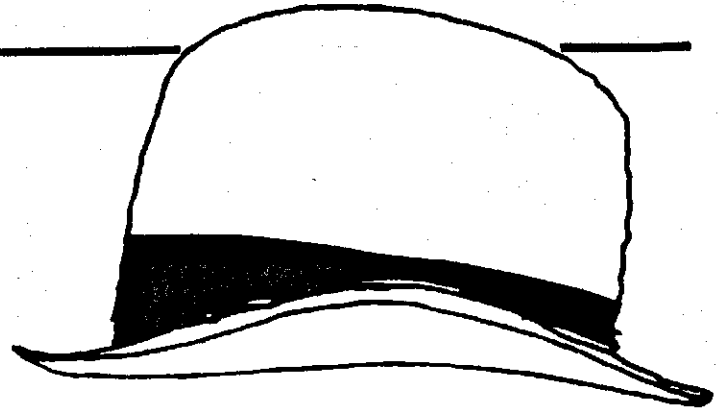
- Check the meeting schedule to find out when you are programmed to speak. In order to derive the most benefits from the program, plan to speak from your manual. Present the speeches in numerical order. Avoid giving speeches out of order.
- Before your meeting ask the general evaluator who will be your evaluator. Speak to your evaluator and share with him or her which manual speech you'll be giving. Discuss with the evaluator speech goals and personal concerns. Emphasize where you feel your speech ability needs strengthening. Remember to bring your manual to the meeting.

### When you enter the room

- Arrive early. Check the microphone, lighting, etc. before everyone arrives. Protect yourself from all of the problems that can ruin your talk.
- Sit near the head of the table for quick and easy access to the lectern.
- Carefully plan your approach to the lectern and speech opening.
- Be sure that you give your manual to your evaluator before the meeting starts.
- If you don't write your own speech introduction, make certain that the Toastmaster of the Day is prepared to give you a grand send-off.

### During the meeting

- Give your full attention to the speakers at the lectern. Try to avoid studying your speech notes while someone else is talking.



- When introduced, smoothly leave your chair and move to the lectern as planned.
- As you begin your speech, *always* acknowledge the Toastmaster and the audience (Toastmasters and guests).
- Plan your speech closing as carefully as your opening. It's the finishing touch that will bring on the applause. This is your last chance to reach your audience, and it is a notice that your talk is ending. Never thank your audience, but return control of the meeting to the Toastmaster of the Day. Always wait for him or her at the lectern, then return to your seat.
- During the evaluation of your speech, listen intently for helpful hints that will assist in building better future talks. Pay attention to the advice of other members on improvement.

### After the meeting

- Get your manual from your evaluator. At this time discuss any questions you may have concerning your evaluation to clarify any misinterpretations.
- Have the Educational Vice-President initial the Record of Assignments in the back of your manual.

### Resources

*Communication and Leadership Manual (Code 225)*... included in new member kit  
*Your Speaking Voice (Code 199)*... included in new member kit  
*Gestures: Your Body Speaks (Code 201)*... included in new member kit

## WHEN YOU ARE AN EVALUATOR

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After every speech, an evaluation is made. After you have presented a few speeches, you will be asked to serve as an evaluator and will evaluate one of the prepared speakers for the meeting. In addition to your oral evaluation, you will also give the speaker a written evaluation from the manual. The evaluation presented by you can make the difference between a worthwhile or a wasted meeting for your speaker. The purpose of the evaluation is to help the speaker become less self-conscious. This requires that you become fully aware of the speaker's skill level, habits and mannerisms as well as his or her progress to date. If there is a technique the speaker uses or some gesture made that receives a good response from the audience, tell the speaker so he or she will be encouraged to use it again.

### Prior to the meeting

- Review carefully the Effective Speech Evaluation manual which you will receive in your new member packet from World Headquarters.
- Talk with the speaker to find out the manual project he or she will be presenting. The interview should include the goals of the speech and what the speaker hopes to achieve. Find out exactly which skills or techniques the speaker hopes to strengthen through the exercise.
- Evaluation requires exacting preparation if it is to be of value to the speaker. Study the objectives of the project as well as the evaluation guide in the manual. Remember, the purpose of evaluation is to help people develop their speaking skills in various situations, including platform presentations, discussions and meetings. Achievement equals the sum of ability and motivation. By actively listening and gently offering useful advice, you motivate members to work hard and improve. When you show the way to improvement, you've opened the door to strengthening their ability.

### When you enter the meeting room

- Look for the speaker and get his or her manual.
- Meet briefly with the general evaluator to confirm the evaluation session format. Then confer with the speaker one last time 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. Be as objective as possible. Remember that good evaluations may give new life to discouraged members and poor evaluations may dishearten members who tried their best. Remember to always leave the speaker with specific methods for improving his or her speaking.
- When introduced, stand and give your oral evaluation report. Begin and end your evaluation with a note of encouragement or praise. Though you may have written lengthy responses to manual evaluation questions, don't read the questions or your responses. Your oral evaluation time is limited. Don't try to cover too much in your talk—possibly one point on organization, one on delivery, and one on attainment of purpose with a statement about the greatest asset and a suggestion for future improvement.
- Praise a successful speech and specifically tell why it was successful. Don't allow the speaker to remain unaware of a valuable asset such as a smile, a sense of humor, a good voice. Don't allow the speaker to remain ignorant of a serious fault or mannerism; if it is personal, write it but don't mention it aloud. Give the speaker the deserved praise and tactful suggestions in the manner you would like to receive them when you are the speaker.

### After the meeting

- Return the manual to the speaker. Add a verbal word of encouragement to the speaker, something that wasn't mentioned in the oral evaluation.

### Resource

*Effective Speech Evaluation (Code 202) . . . included in new member kit*

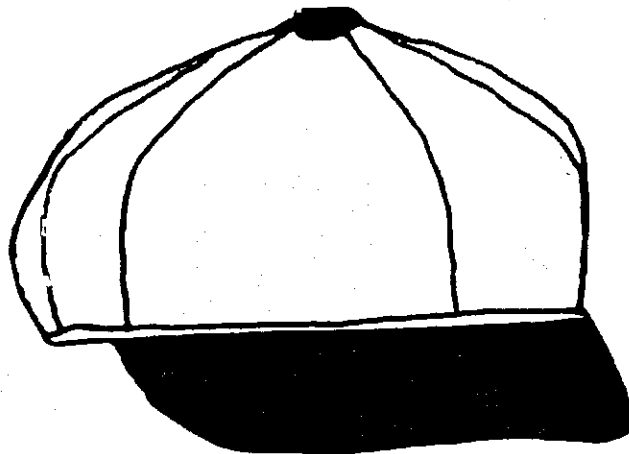
## WHEN YOU ARE THE TIMER

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You will be called on to explain the timing rules by the Toastmaster. One of the lessons to be practiced in speech training is that of expressing a thought within a specific time interval. The timer is the member responsible for keeping track of time. Each segment of the meeting is timed. Your explanation of your duties and report to the club should be communicated clearly and precisely. This exercise is an excellent opportunity in practicing communicating instructions... something that we do every day.

### Prior to the meeting

- Confirm scheduled program participants with the Toastmaster and general evaluator.
- Confirm time required for each prepared speech with the speakers.
- Write out your explanation in the clearest possible language, and rehearse it. Be sure to emphasize timing rules and how timing signals will be given for the benefit of guests.



### Upon arrival at the meeting

- Get timing equipment from the Sergeant at Arms. Ensure you understand how to operate the stopwatch and signal device, and make certain that it is in good working order.
- Sit where the signal device can easily be seen by all (back center of the meeting room).

### During the meeting

- When introduced, explain the timing rules and demonstrate the signal device.
- Throughout the meeting, signal each program participant as indicated below. In addition, signal the Chairman, Toastmaster and Table Topics master with red when they have reached their allotted or agreed upon time.
- Record each participant's name and time used.
- When called to report by the Topics master, Toastmaster and general evaluator, stand by your chair, announce the speaker's name and the time taken. You may wish to state those eligible for awards. Topics speakers must be  $\pm 15$  seconds of allowed time; prepared speakers must be  $\pm 30$  seconds of allowed time; and of the evaluation team, the ah counter and grammarian must be  $\pm 15$  seconds of allowed time; all others  $\pm 30$  seconds.

### After the meeting

- Return the stopwatch and timing signal device to the Sergeant-at-Arms.
- Give the completed Timer's Log to the Secretary for recording speech times in the minutes.

## WHEN YOU ARE THE TABLE TOPICS MASTER

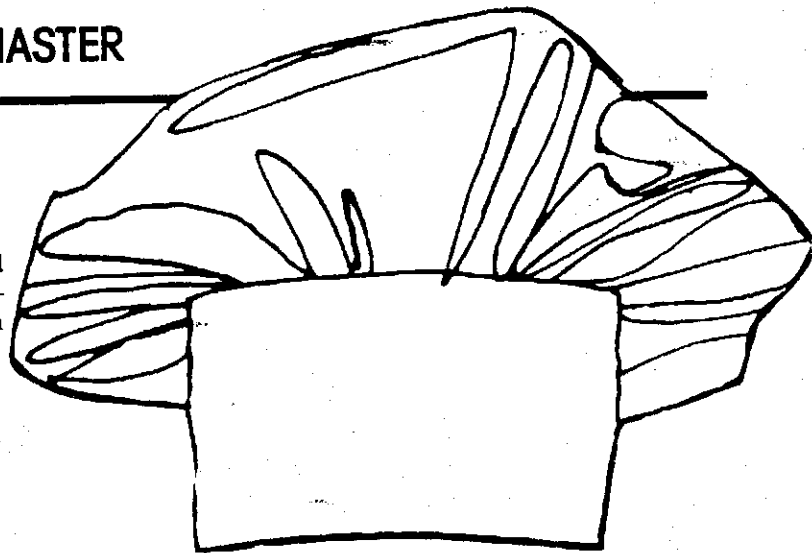
Toastmasters has a tradition—every member speaks at a meeting. The Table Topics session is that portion of the meeting which insures this tradition. The purpose of this period is to have members “think on their feet” and speak for a minute or so. The Topics master prepares and issues the topics; originality is desirable as much as possible. Each speaker may be given an individual subject or a choice of subjects may be presented from which the members can draw at random.

### Prior to the meeting

- Check with the Toastmaster to find out if a theme meeting is scheduled. If so, prepare topics to carry out that theme. If no theme is scheduled, choose a wide selection of topics. Review THE TOASTMASTER and other publications for ideas. Do not repeat the previous week's Topics ideas or items.
- Find out who the prepared speakers, evaluators, general evaluator and Toastmaster are so you can call on the other members first. Only if time permits at the end of the Topics session, should you call on program participants (speakers last).
- When choosing your specific questions: Select ones that will inspire the speakers to expound on them, give their opinions, etc.; don't make the questions too long or complicated—phrase them in such a way that the speakers will know clearly what you want them to talk about.
- Keep your comments short. Your job is to give others a chance to speak, not to give a series of mini-talks yourself.
- Remember, Table Topics has a two-fold purpose: First, to give everyone in the room an opportunity to speak—especially those who are not on the program; and, second, to get people to learn to “think and speak on their feet.”

### During the meeting

- When introduced, briefly state the purpose of the Topics session.
- Set the stage for your Topics program. Keep your remarks brief but enthusiastic. If the club has a “Word of the Day,” encourage speakers to use the word in their response.
- Keep the program rolling; be certain everyone understands the maximum time they have for their response and how the timing lights/device works (if the timer hasn't already done so).
- State the question briefly—then call on a respondent. This serves two purposes: First, it holds everyone's



attention—each one is thinking of a response should he or she be called on to speak; and second, it adds to the value of the impromptu element by giving everyone an opportunity to improve his or her “better listening and thinking” skills.

- Call on speakers at random. Avoid going around the room in the order in which people are sitting. Give each participant a different question. Don't ask two people the same thing unless you ask each specifically to give the “pro” or “con” side.
- Watch your total time! Check the printed agenda for the total time allotted to Topics and adjust the number of questions to end your segment on time. Even if your portion started late, try to end on time to avoid the total meeting running overtime.
- At the conclusion of the Table Topics session, request the timer's report to determine those eligible for the Best Table Topics Speaker Award, if this award is given in your club. Request members vote for Best Table Topics Speaker and pass their votes to the Sergeant at Arms. If the club has a Table Topics evaluator, request his or her report and then return control of the meeting to the Toastmaster.

### Resources

*Patterns In Programming (Code 1314)*

*Chairman (200)*

*Think Fast (Code 1315)...a manual on Table Topics*

*Table Topics Game “Stand Up and Speak” (1316)*

# WHEN YOU ARE THE TOASTMASTER

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As Toastmaster of the Day you face the task of introducing the other members of the program. If the Toastmaster does not perform the duties well, an entire meeting can end in failure. Therefore, this task is not usually assigned to a member until he or she is quite familiar with the club and its procedures. The primary duty of the Toastmaster is to act as a genial host and conduct the entire program. Program participants should be introduced in such a manner as to prepare the audience to listen with excitement and rapt attention. It is the Toastmaster who creates an atmosphere of interest, expectation and receptivity.

## Prior to the meeting

- Check with the Educational Vice-President to find out if a special theme has been set for the meeting and if there are any program changes. If no theme has been set, you may decide the theme and notify participants.
- Call the Table Topics master to discuss his or her duties. Also provide the Table Topics master with a list of program participants to insure these people will not be called on for Topics responses.
- Call all speakers in advance to remind them that they are speaking. Interview them to find out their speech title, manual project number, purpose to be achieved, time requested, and something interesting about themselves which you can use when introducing them (job, family, hobbies, education, why this topic to this audience, etc.)
- Call the general evaluator to confirm the assignment. Ask the general evaluator to call the other members of the evaluation team (speech evaluators, Topics master, timer, grammarian, ah counter, etc.) and remind them of their responsibilities.
- Prepare introductions for each speaker. A proper introduction is important to the success of the speaker's presentation. To prepare a good introduction, refer to "Introducing the Speaker," included in this packet.
- Prepare remarks which can be used to bridge the gaps between program segments. You may never use them, but you should be prepared to avoid possibly awkward periods of silence.
- Remember that performing as Toastmaster is one of the most valuable experiences in your club work. The assignment requires careful preparation in order to have a smoothly run meeting.

- Prepare the meeting agenda for distribution at the meeting.

## At the meeting

- Arrive early in order to finish any last-minute details.
- Check with the speakers for any last-minute changes.
- Distribute agendas.
- Sit near the head of the table and have your speakers do likewise for quick and easy access to the lectern.

## During the meeting

- Preside with sincerity, energy and decisiveness. Take your audience on a pleasant journey and make them feel that all is going well.
- Always lead the applause before and after the Topics session, each prepared speaker, and the general evaluator.
- Remain standing near the lectern after your introduction until the speaker has acknowledged you and assumed control of the meeting; then be seated.
- Introduce the general evaluator as you would any speaker; the general evaluator will then introduce the other members of the evaluation team.
- Introduce the Table Topics master as you would any speaker. If the Table Topics master forgets to call for the timer's report and vote for best Topics Speaker, you do it.
- Introduce each speaker in turn.
- At the conclusion of the speaking program, request the timer's report and vote for Best Speaker.
- Briefly reintroduce the general evaluator. If the general evaluator forgets to call for the timer's report and vote for Best Evaluator, you do it.
- While votes are being tallied, make announcements (such as verification of next week's program).
- Award trophies, ribbons or buttons.
- Request the Thought for the Day (if appropriate).
- Adjourn the meeting, or if appropriate, return control to the Chairman.

## Resources

*Introducing the Speaker (Code 111)*  
*Chairman (200)*  
*Patterns In Programming (Code 1314)*  
*When You're the Introducer (Code 1167-E)*

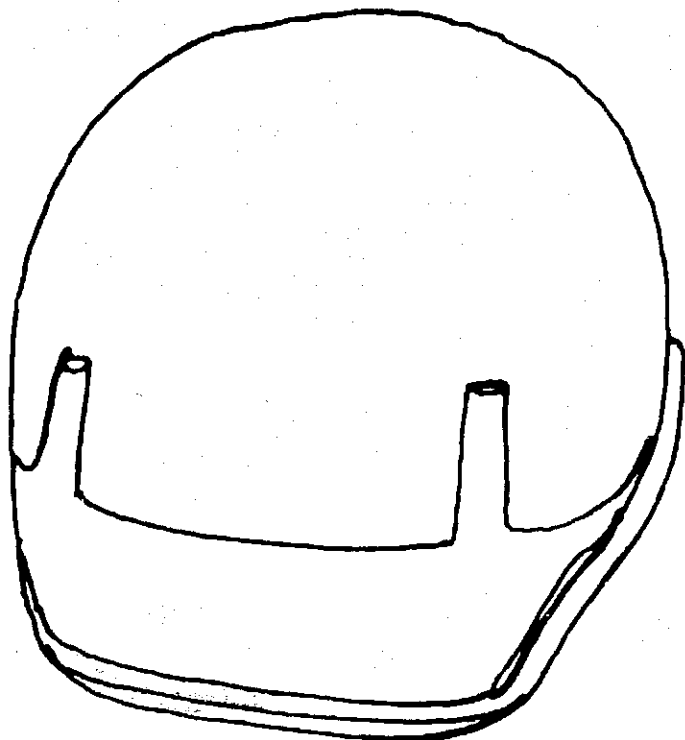
## WHEN YOU ARE GRAMMARIAN

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Being grammarian is truly an exercise in expanding your listening skills. You have two basic responsibilities: first, to introduce new words to members, and second, to comment on the use of English during the course of the meeting.

### Prior to the meeting

- Select a "Word of the Day" (if appropriate). It should be a word that will help us increase our vocabulary—a word that can easily be incorporated into everyday conversation but which is different from the way we usually express ourselves. An adjective or adverb is suggested since they are more adaptable than a noun or verb, but feel free to select your own special word.



- In letters large enough to be seen from the back of the room, print your word, the part of speech, and a brief definition. Prepare a sentence as an example of how to use your word.
- Prepare a brief explanation of the duties of the grammarian for the benefit of the guests.

### Upon arrival at the meeting

- Place your visual aid at the front of the room where it can be seen by all.
- Make a list of everyone present.

### During the meeting

- When introduced prior to Table Topics, announce the Word of the Day, state its part of speech (noun, etc.), define it, use it in a sentence, and request that anyone speaking during any part of the meeting use it.
- Briefly explain the role of the grammarian.
- Throughout the meeting, listen to everyone's word usage. Mark on your list any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar, malapropisms, etc.) with a note of who erred. Write down who used the Word of the Day (or a derivative of it) and note those who used it correctly or incorrectly.
- When called on by the general evaluator during the evaluation segment, stand by your chair and give your report. Try to offer the correct usage in every instance where there was a misuse instead of only explaining what was wrong. Report on creative language usage and announce who used the Word of the Day (or a derivative of it) correctly or incorrectly.

### After the meeting

- Give the completed Grammarian's Log to the Treasurer (for collection of fines, if appropriate).

## WHEN YOU ARE THE AH COUNTER

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The purpose of the ah counter is to note words and sounds used as a "crutch" or "pause filler" by anyone who speaks during the meeting. Words may be inappropriate interjections such as "and," "well," "but," "so," "you know." Sounds may be "ah," "um," "er." You should also note when a speaker repeats a word or phrase such as "I, I" or "This means, this means."

### Prior to the meeting

- Prepare a brief explanation of the duties of the ah counter for the benefit of guests.

### Upon arrival at the meeting

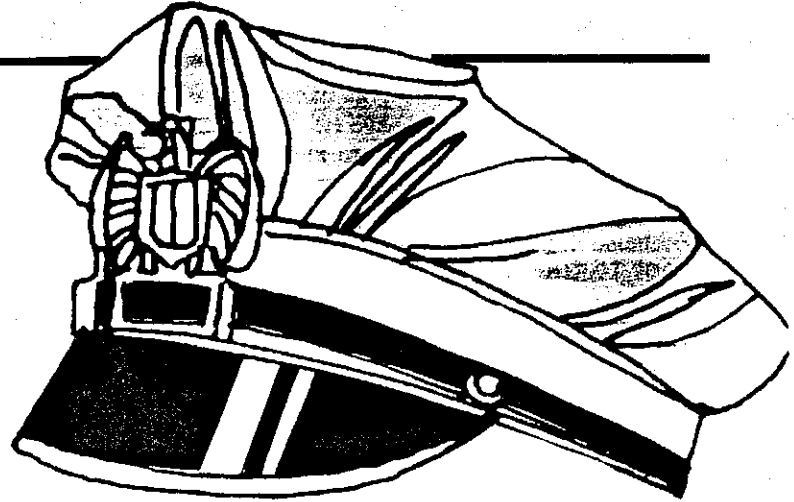
- Make a list of everyone present.

### During the meeting

- When introduced prior to Table Topics, explain the role of the ah counter. In some clubs small fines are levied on members who do or do not do certain things. (For example, members are fined who use crutch words, not wearing their Toastmasters pin to the meeting, etc.) If your club levies fines, explain the fine schedule.
- Throughout the meeting, listen to everyone (except guests) for "crutch" sounds and long pauses used as fillers and not as a necessary part of sentence structure. Write down how many crutch sounds or words each person used during all portions of the meeting.
- When called on by the general evaluator during the evaluation segment, stand by your chair and give your report.

### After the meeting

- Give the completed Ah Counter's Log to the Treasurer (for collection of fines, if appropriate).



## OPTIONAL MEETING PARTICIPANTS

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Your club may have other meeting participants, such as Jokemaster, Parliamentarian, and Wordmaster. Check with your club officers for guidelines for any additional positions the club may have.



