



Hamilton # 1 Toastmasters Club

When You Are The ...

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A Guide to the positions of responsibility at the Meetings of Hamilton # 1 Toastmasters

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When you are the Timer

You are responsible for advising members of the time they are using, and for recording speech duration. For this duty, you will be supplied with a timing device and timing lights by the Sergeant-at-Arms.

Give a one-minute cue (at 6:59 pm) to the Chairman that the starting time for the meeting is approaching.

Table Topics timing is as requested by the Table Topics Master, or one minute if not specified. Ring the bell at the end of the specified time if the speaker has NOT completed the topic.

Recess

Give a one-minute cue for the start of the formal session.

Speech Timing

Obtain the requested speech time for each prepared speech from General Evaluator. Unless a special request has been made by the speaker, use the timing lights as follows:

- at the minimum time of the speech, switch on the green light;
- half way between the minimum and maximum times for the speech, switch on the yellow light
- at the maximum time for the speech, switch on the red light.

A speaker will be disqualified if their speech is less than 30 seconds lower than minimum speech time or greater than 30 seconds more than the maximum speech time.

Record the actual time to completion. Be prepared to report these times for the presentation of the Tic-Toc Award.

Unless otherwise requested, the evaluations are to be timed as follows:

- Ring the bell at the end of two (2) minutes for primary evaluations;
- Ring the bell at the end of thirty (30) seconds for sub-evaluations.

When you are the Ah Catcher

The Ah Catcher reminds us when we are hesitating.

Use the clicker to indicate when speakers are using “um’s”, “ah’s”, or other crutch words, or unnatural pauses in their presentations. This is NOT done during formal speeches.

This duty will sharpen your listening skills, as much attention must be paid to the speakers and proceedings of the meeting to do an adequate job.

When you are the Grammarian

Being the Grammarian is truly an exercise in expanding your listening skills.

Before the meeting begins

1. Select a Word of the Day. It should be a word that will help us increase our vocabulary, a word that can be easily incorporated into everyday conversation, but which is different from the way we usually express ourselves.
2. In letters large enough to be seen from the back of the room, print your word so that it can be taped on the lectern where everyone can see it.
3. Prepare a brief definition, and a sentence as an example of how to use the Word of the Day.
4. Prepare, and present, a brief explanation of the duties of the Grammarian for the benefit of the guests.

During the meeting

1. When introduced, announce the Word of the Day, explain it (noun, verb; definition, etc), use it in a sentence, and request that anyone speaking during the meeting use it.
2. Briefly explain the role of the Grammarian.
3. Throughout the meeting, listen to everyone's word usage. Write down any awkward use or misuse of the language. Note how many times the Word of the Day was used and by whom.
4. Be prepared to give a report.

When you are the Table Topics Master

Before the meeting begins

1. Refer to the booklet entitled “Table Topics” for procedures and ideas.
2. Prepare topics and an introduction.

During the Table Topics Session

1. Introduce Table Topics. Cover the following points:
 - Opportunity for each individual to participate
 - Guests do not have to participate, but are encouraged to do so
 - Impromptu nature of the session
 - In presenting their topic, members should
 - Introduce topic
 - Provide argument(s) to support the point
 - Close with a wrap-up
 - The specific goals for this evening’s topic
 - The time requirement
2. When all the topics are completed, ask the audience (including guests) to vote for the best Table Topics presentation
3. Return control to the chairman.

When you are the Quotemaster

How well do we really listen to others? This is a skill that is often over looked in communications.

As Quotemaster, your task is to record a few examples of what was said to see if the members have been listening. At the end of the meeting you will repeat some of these quotes and ask the members who said them.

When you are the Toastmaster

One of the most educational experiences in your club is taking the chair as Toastmaster to conduct the formal speaking program. This responsibility is generally not taken on until the member has completed three (3) regular speech assignments.

The primary duty of the Toastmaster is to act as a genial host, creating an atmosphere of interest, expectation, and receptivity.

Preparation

1. Check with each speaker well in advance of the meeting. Obtain the title of his/her speech, agree on the time he/she is to have, and get your complete schedule lined up. It is your responsibility to see that the speakers are on hand and that the programme is put through as planned.
2. Prepare introductions for each speaker
3. Let the General Evaluator (GE) know who the speakers are and any changes to the programme.

THE SUCCESS OF THE FORMAL SESSION IS YOUR RESPONSIBILITY

Before the meeting begins

1. Make sure the timer and Sergeant at Arms understand their responsibilities
2. Check with GE to ensure that he/she has assigned evaluators and has the name of all the speakers

During the formal session

1. Thank the Chairman
2. Propose a toast. It should be two or three minutes in length and is normally based on the theme of the meeting. Conclude with, "Toastmasters, will you please rise and toast with me _____."
3. Introduce the programme. Some opening remarks, such as the number of prepared speeches and their purpose, are appropriate.
4. Call on the GE to explain the system of evaluation (do not formally introduce them at this time)
5. Briefly introduce the first speaker. Include:
 - title of exercise and number in the manual
 - time requested
 - title of speech

Use short, interesting introductions which make the speaker feel comfortable. Avoid giving too much biographical information, telling the speaker what to say, or embarrassing him/her in any way.

6. Lead the applause (all the way to the lectern), shake his/her hand, then return to your chair, but do not sit down until recognized by the speaker.
7. When the speaker finishes, lead the applause (all the way back to his/her chair).
8. Offer a brief word of appreciation. Maintain flow between speakers. Comment on some aspect of the speech; lead into the introduction of the next speaker.
9. Similarly introduce the other speakers. Avoid using the same formula for all introductions. Vary the wording to add interest.
10. Thank all speakers for participating.
11. Ask the timer for the timer report.
12. Inform the audience who is ineligible for the best speaker (based on timing).
13. Ask the audience (including guests) to vote for the best speaker. Ask the Sergeant-at-Arms to collect and tabulate ballots.
14. Formally introduce the GE to conduct the evaluations of the speakers and to evaluate the entire meeting.
15. Announce the winners of the Best Table Topic, Best Evaluator, and Best Speaker awards, and present trophies and ribbons.
16. Thank all participants. Return control of the meeting to the Chairman.

The above format may be modified in any reasonable way, so long as the presentation affords speakers and evaluators a framework in which to do their jobs.

When you are the Chairperson

Preparation

1. By the Wednesday preceding the meeting, confirm attendance of the Table Topics Master, Toastmaster, General Evaluator, and Parliamentarian. Ensure that the Toastmaster and General Evaluator have called the appropriate participants.
2. Prepare introduction of the Table Topics Master, Toastmaster, and General Evaluator.
3. Prepare an agenda for the meeting and make copies for all in attendance.
4. Review the manual entitled "Chairman".

Before the meeting begins

1. Confirm with the Sergeant-at-Arms that the meeting room is properly set up.
2. Confer with the Table Topics Master, Toastmaster, and General Evaluator.
3. Select a Timer, Ah Catcher, and someone to relate a humorous story.
4. Confer with members who have brought guests.
5. Start the meeting at 7:00 pm sharp.

During the meeting

1. Call to order – "Toastmaster, this meeting is called to order" – use gavel.
2. Loyal Toast – to the Queen, or Canada, or Toastmasters International.-
3. Introduction of guests – ask members to introduce their guests and record their names.
4. Appoint the Parliamentarian, Timer, and Ah Catcher, and have them briefly explain their function for the benefit of guests and newer members.
5. Call upon a member to relate a humorous story.
6. Introduce the Table Topics Master
7. Thank the Table Topics Master.
8. Introduce the presenter of the Educational or Parliamentary Tip.
9. Thank the presenter of the Educational or Parliamentary Tip.
10. Business session – guests can participate in the discussions but may not vote.
 - Reading of the Minutes – "The secretary will please read the minutes of the last meeting."
 - Errors and Omissions in the Minutes – "Are there any errors or omissions in the minutes?" "Hearing none, the Chair declares the minutes adopted as read (or corrected)."
 - Committee Reports
 - Standing Committees (including executive)
 - Special Committees
 - Unfinished Business – Mr./Madam Secretary. Is there any unfinished business?"
 - Business arising from the minutes – "Is there any business arising from the minutes of the last meeting?"
 - New Business – "Is there any new business?"
 - General Evaluation – call upon the General Evaluator to evaluate the business session only (about 5 minutes before the end of the business session to ensure that the session ends on time).

- Adjournment – “The business session is now adjourned. We will reconvene in ten minutes. Will the Timer please give a one-minute warning.”

Formal Session

1. Introduce the Toastmaster, who will conduct the formal portion of the meeting.
2. Review the agenda assignment for the next meeting.
3. Thank guests for coming to the meeting, invite them to come back, ask them if they wish to make any comments.
4. Adjournments

Special Note

You will need on hand.

- the bylaws, Constitution, and Standing Rules of the Club
- a copy of Robert’s Rules of Order
- scratch paper

When you are the General Evaluator (GE)

Before the meeting begins

1. confer with the Toastmaster and ascertain
 - the names of the speakers
 - the time requested by each speaker
 - the exercise number of each speaker
2. advise the Timer of the requested time for each speaker
3. Choose the Primary Evaluator for each speaker and ensure they acquire the manual of the speaker that they will be evaluating, so that they may become familiar with the speech requirements.

During the meeting

1. Make notes on the proceedings of the meeting in order to present valuable evaluation comments.
2. When called upon by the Chairman, evaluate the Business Session.
3. When called upon by the Toastmaster at the beginning of the speaking program, give a brief explanation of the evaluation system. Call upon the Timer to explain how the timing device works.
4. When formally introduced by the Toastmaster, conduct all speech evaluations. Call upon primary evaluators to give two-minute presentations. If time permits, also call upon other members to give impromptu thirty second evaluations.
5. Present an evaluation of the meeting as a whole. Provide examples of things that were done well, and areas in which there could be improvement.

Points to Consider when you are the General Evaluator

You will probably need to make point notes throughout the meeting in order to evaluate it more effectively. Remember that your prime duty is to suggest ways to improve the meeting.

Opening

- Did the meeting start on time?
- Was the loyal toast appropriate?
- Were the guests introduced well and made to feel welcome?
- Was the humorous story humorous?

Table Topics Session

- Was the Table Topics Master introduced well?
- Did the introduction of the session clearly explain the purpose of Table Topics?
- Was it clear to the participants how the topics were to be dealt with?
- How did the membership respond?

Business Session (evaluated alone, right after the business session and just before the break)

- Were the minutes prepared well and clearly presented?
- Were the committee reports prepared well and clearly presented?
- Were the reports properly dealt with?
- Was the Chairman tactful, impartial, and decisive?
- Did the Chairman demonstrate a good working knowledge of parliamentary procedure?
- Was the business transacted efficiently?
- Was the general tone brisk, lively, and educational?

At this stage the “Wooden Spoon” should be presented to the person who, in your opinion, contributed the most to the business session.

Formal Speaking Session

- Did the formal session begin on time?
- Was the Toastmaster adequately introduced?
- Was his/her toast appropriate and was it clear why it was proposed?
- Did the introductions make the speakers feel welcome and at ease, and the audience receptive?
- Was the name and the manual number of the exercise included?
- Was the speech title and requested time given?
- Did the Toastmaster transition between speakers well?
- In general, did the Toastmaster keep the session moving at a brisk, smooth clip, with no untidy “gaps”?

Evaluators

The speakers have already been evaluated. **DO NOT RE-EVALUATE THE SPEAKERS!** Do, however, comment on the evaluations, either individually or collectively, preferably in some detail.

Summary

Assess the tone of the entire meeting (good, bad, average, dull, slow, uninspiring, brisk, worthwhile, etc.) Some evaluators use a point grading system (1 to 10) in their conclusion.

Notes

1. If there is some recurring theme (eg. Everyone is poorly prepared) carry this theme throughout the evaluation of the evening. This trend will tend to make a more forceful, packaged evaluation.
2. Remember any guests who might be present. If a guest considers a meeting to be poorly run and you fail to point it out, Toastmasters loses credibility.
3. Keep an interesting balance of praise and criticism with emphasis on how things can be improved.
4. Try not to let personal peeves occupy too much of your evaluation.