



Orient & Inspire Your Club

Roles & Education Awards Guidebook

*A club's guide to successfully performing in roles...
thereby creating a thriving club environment.*



Dottie Love
2015



Orient & Inspire Your Club

Roles & Awards Table of Content

Contains instructions, scripts, forms and other helpful materials so that you can be the best you can be in the roles. Clubs will vary in their meeting structure, feel free to use the sections that most fit into your club's culture.

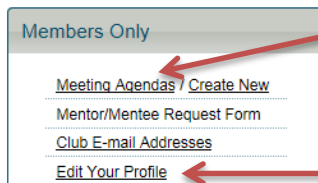
ROLES & TOPICS OUTLINED IN THE DOCUMENT

Accessing Website to Signup/ change a role	Page 2
Grammarian	Page 4
Timer	Page 6
Listener	Page 8
Toastmaster	Page 10
General Evaluator	Page 14
Table Topics Master	Page 18
Speech Evaluator	Page 19
Education Awards	Page 21
Proposed Orientation Agenda	Page 23
FREE Club Website setup & Use	Page 24



WEBSITE: FREE TOAST HOST - Member Role Signup

Signing up & changing your roles on FreeToastHost Website



Click to see agendas

IMPORTANT NOTE: Want your picture to appear on the Meeting Agenda? Go to "Edit Your Profile" to upload your picture. Be sure to make public so others can see it.

1. From the "Meeting Agenda page" you can select the date for which you want to sign up for a role or change a role.



Welcome to our meeting!

Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Select meeting date and the agenda with roles will appear on the screen

View Another Agenda ☐ List All Agendas

Time*	Role / Agenda Item	Member
6:00PM	Meeting Opening	
6:18PM	Speaker #2	
6:26PM	Delivers a prepared or "hot seat" speech from one of the many Toastmasters manuals. role filled by Tanya Pater [X] Manual / Speech / Time Choose Manual / Speech Choose a speech from the current list of Toastmasters International manuals. Your Speech Title Enter the title of your speech. Your Speech Introduction Enter a complete introduction for the Toastmaster. Update Speech Details	
6:26PM	Table Topics	Sign Up
6:36PM	Impromptu speaking. The Table Topics Master calls upon several members to deliver 1-2 minute unprepared speeches on a topic announced right before the member is chosen.	
6:36PM	General Evaluator	
6:41PM	The General Evaluator runs the evaluation portion of the meeting; introduces the evaluators, calls on reports, evaluates the evaluators and the meeting as a whole. role filled by Alex Farkas [X]	

When you sign up for a role, the picture you added to your profile will appear here

If giving a speech, complete this section

SIGN UP FOR ROLE: roles that are available are noted with "Sign Up". If signing up for a role, click this button. If you loaded your picture in your profile it will show up here.

TO REMOVE NAME: to remove your name from the agenda, click the X to remove your name. If less than 2 days before the meeting, please find someone to take your role



WEBSITE EASY SPEAK - Member Role Signup

Signing up & changing your roles on EasySpeak Website

Once a VPE sets up a user with a log in, the system generates a password and emails it to the user.

Step 1: Once the user logs in, they can change the password to one of their own by clicking on the “Profile” drop down menu and clicking on “Profile”.

Step 2: Once they have entered their current password they can enter a new one. It is important to click the “Save” button after entering the information – this is true on almost all screens.

Update Profile

To signup for a speech, select “Request a Speech” dialog box to let the VPE know that you wish to speak at an upcoming meeting. Once the information is entered on each tab, the red X will change to a green check mark.

Request a Speech
[James Wantz at Storymasters]

Workbook: Select a workbook
Requested: 1st Thru? Missing | 2nd Thru? Missing | 3rd Thru? Missing

Speech Title X | Workbook / Speech X | Preferred Dates X (Required)

Title

Speech introduction (for Toastmaster):

To notify the club you can't make the role and replace you, On the tab "My communication" on the left under profile photo. There is an option for sending email to all members. NOTE: The VPE, Toastmaster for the meeting, and the person who originally setup the meeting are notified.

Request a Speech
[James Wantz at Storymasters]

Workbook: Select a workbook
Requested: 1st Thru? Missing | 2nd Thru? Missing | 3rd Thru? Missing

Speech Title X | Workbook / Speech X | Preferred Dates X (Required)

Title

Speech introduction (for Toastmaster):



Grammarian Role

HOW ROLE BENEFITS CLUB:

Taking on this role improves your vocabulary, grammar, critical listening skills and evaluation skills. Club members benefit by your helping them improve their grammar and vocabulary.

BEFORE THE MEETING

Write the "Word of the Day" on the board/easel

Display the word and a brief definition as a visual aid showcasing how the word should be used.

The purpose of the "Word of the Day" is to help us improve and expand our vocabulary. The Word should be a unique word that can add breadth to our everyday vocabulary.



DURING THE MEETING

SCRIPT FOR WHEN TOASTMASTER INTRODUCES YOU:

Mr. /Madam Toastmaster, Fellow Toastmasters, and Honored Guests:

As Grammarian, it is my responsibility to pay close attention to all speakers, listening carefully to their language usage. I'll be listening specifically for Ah's, Um's and Double Clutches (like so...so). I'll take note of any misuses of the English language. As Grammarian, it is also my duty to introduce the Word of the Day. For today's meeting, the Word is _____, which means _____. [Point at the Word of the Day.]

An example of using the word is _____. Each speaker is encouraged to use the Word of the Day. I will give a Word of the Day report and grammatical usage report when called upon during the meeting.

- You begin your function **as soon as the meeting is called to order**, not when you are introduced.
- Write down the language and grammar usage of all speakers, noting incomplete sentences, mispronunciation, grammatical mistakes, non-sequiturs, malapropisms, etc. *Example: "One in five children wear glasses" should be "one in five children wears glasses."*
- Note who uses the Word of the Day or any derivatives thereof correctly or incorrectly during the meeting.
- Listen for good and poor usage of the English language, colorful phrases, and word pictures.
- Don't sit back and get engrossed in the speeches, e.g. Table Topics. Instead, listen to what people are saying. ***Listen to the words that are being used.*** There is a difference.
- **OPTIONAL FOR ADVANCED SPEAKERS:** If an advanced speaker asks for additional queues, then use a bell. Remember, when you ring the bell, you're not embarrassing or criticizing the person. What you're doing is helping them become a better speaker by bringing to their attention something that needs to be improved. It's important to have the bell close to your hand so you can easily ring it when you hear an infraction. After ringing the bell, touch it on the sides to stop it from reverberating.

WHEN GENERAL EVALUATOR CALLS ON YOU TO PROVIDE A REPORT:

Stand at your chair and read out the results captured in the Grammarian's report.

END OF MEETING

After the meeting, don't forget to have another member evaluate your performance in your Competent Leadership (CL) manual in order to earn points toward your Competent Leader Award. When you complete 10 projects in the CL manual, see the Vice President of Education (VPE) to submit to Toastmasters International for your certification.



GRAMMARIAN'S REPORT

NOTE: Be sure to write the "Word of the Day" with definition and use on easel/board.

<i>FUNCTION</i>	<i>NAME OF PERSON IN ROLE</i>	<i>UH'S and AH's</i>	<i>You-knows double-clutches (like so...so)</i>	<i>Word of Day</i>	<i>Commendable word use & phrases</i>
President					
Toastmaster					
Timer/ Jester					
Listener					
Speaker #1					
Speaker #2					
Speaker #3					
Table Topics Master					
Table Topics #1					
Table Topics #2					
Table Topics #3					
Table Topics #4					
Table Topics #5					
General Evaluator					
Evaluator #1					
Evaluator #2					
Evaluator #3					

Note: Please keep Grammarian's Report under 2 minutes, if possible.



Timer / Jester Role

HOW ROLE BENEFITS CLUB:

One of the skills Toastmasters practice is expressing a thought within a specific time. As Timer you are responsible for monitoring time for each meeting segment and each speaker.

BEFORE THE MEETING:

- Acquire the timing/signaling equipment from the Sergeant-at-Arms and know how to operate it.
- Get the Timer's Report Template to complete during the meeting.
- Timing might vary from meeting to meeting, please check with your Toastmaster ahead of each meeting to confirm times.
- Come up with a joke to tell when you introduce the role. If possible, have the joke compliment the theme of meeting.



SCRIPT FOR WHEN TOASTMASTER INTRODUCES YOU:

Mr. /Madam Toastmaster, Fellow Toastmasters, and Honored Guests:

As the Timer, my role is to remind the speakers of how much time they've spent on their speech and how much time they have remaining to finish.

I will turn on the following lights to indicate time:

- **Green light** when the speech reaches the minimum time according to their project, (usually 1 minute for table topics and 5 minutes for prepared speech).
- **Yellow light** when they should be aware of their time is up soon and;
- **Red light** when the suggested time is finished and you have 30 seconds to complete your speech.

At the end of the meeting, I will present my report for everyone. For now, please enjoy the meeting! Back to you Toastmasters of the Evening!

DURING THE MEETING: RECORD THE TIME & SHOW COLOR SIGNALS

Start your stopwatch when the speaker expresses definite verbal or nonverbal communications to begin their speech. For example, the first word uttered OR any other communication such as sound effects. During the meeting, record the time for each respective role and give color display according to the key listed on the timer's report.

WHEN GENERAL EVALUATOR CALLS ON YOU TO PROVIDE A REPORT:

Stand at your chair and read out the results captured in the Timer's Report.

Read aloud the time of each speaker. Optionally, giving comments to their time management, and whether they are over time or under time.

Example below:

For Prepared Speech, Agnes is six minutes and twenty seconds for her seven-minute speech, Josephine is six minutes and ten seconds for her seven-minute speech and Lillian is fourteen minutes for her fifteen minutes advanced speech. [Optional: Everyone done a great job in meeting their project requirements, well done!]

END OF THE MEETING

Don't forget to have another member evaluate your performance in your Competent Leadership (CL) manual in order to earn points toward your Competent Leader Award. When you complete 10 projects in the CL manual, see the Vice President of Education (VPE) to submit to Toastmasters International for your certification.



TIMER'S REPORT

DID MEETING START ON TIME? (Goal is 6pm) _____

PREPARED SPEECHES

Unless otherwise indicated, speakers have 5:00-7:00 minutes each for their speeches. Confirm with the speakers the time length. If 5-7 minutes, then **GREEN** light at 5:00 min, **YELLOW** at 6:00 min, **RED** at 7:00 min

FUNCTION	NAME OF PERSON IN ROLE	RECOMMENDED TIME (Add it below)	ACTUAL TIME (Minutes / Seconds)
Speaker #1			:
Speaker #2			:
Speaker #3			:

TABLE TOPICS TEAM

Unless otherwise indicated, speakers have 1:00 to 1:30 minutes each for their speeches
GREEN light at 1:00 min, **YELLOW** at 1:15 min, **RED** at 1:30 min

FUNCTION	NAME OF PERSON IN ROLE	RECOMMENDED TIME	ACTUAL TIME (Minutes / Seconds)
Table Topics Master		3 minutes	:
TT Speaker #1		1 minute	:
TT Speaker #2		1 minute	:
TT Speaker #3		1 minute	:
TT Speaker #4		1 minute	:

EVALUATION TEAM

FUNCTION	NAME OF PERSON IN ROLE	RECOMMENDED TIME	ACTUAL TIME (Minutes / Seconds)
TT Evaluator		3 minutes	:
Evaluator #1		3 minutes	:
Evaluator #2		3 minutes	:
Evaluator #3		3 minutes	:
General Evaluator		4 minutes	:
Grammarian		2 minutes	:
Listener		2 minutes	:



Listener Role

HOW ROLE BENEFITS CLUB:

Taking on this role improves your time management skills as well as help others to understand timing for their speeches.

BEFORE THE MEETING

- 1) Practice your "Explanation of Duty" speech if you need to.
- 2) Obtain copy of Listener's report or otherwise use a blank piece of paper.



DURING THE MEETING

- Listen for interesting tidbits of information from all of the speakers.
- Formulate questions and ask them during the "Listener's Report" when called upon by the General Evaluator.
- Be sure to adapt the number of questions to the time available. If we're running late, just ask one or two quick questions.

SCRIPT FOR WHEN TOASTMASTER INTRODUCES YOU:

Mr. /Madam Toastmaster, Fellow Toastmasters, and Honored Guests:

Being a good listener is just as important as being a good speaker. As the Listener I will note interesting tidbits of information from any of the speakers and ask questions near the end of the meeting to see if everyone was paying attention. Back to you Mr. / Madam Toastmaster.

SAMPLE "LISTENER'S REPORT" SCRIPT

Mr. /Madam General Evaluator, members, and guests:

I've prepared a few questions to see if everyone was listening. [Ask a question, let the group answer, give the "correct" answer if no one gets it, and repeat for several questions, paying attention to the time]

WHEN GENERAL EVALUATOR CALLS ON YOU TO PROVIDE A REPORT:

Stand at your chair and read out the results captured in the Listener's report.

END OF THE MEETING

Don't forget to have another member evaluate your performance in your Competent Leadership (CL) manual as SPEAKER ROLE in order to earn points toward your Competent Leader Award. When you complete 10 projects in the CL manual, see the Vice President of Education (VPE) to submit to Toastmasters International for your certification.



LISTENER'S REPORT

Being a good listener is just as important as being a good speaker. As the Listener I will note interesting tidbits of information from any of the speakers and ask questions near the end of the meeting to see if everyone was paying attention. Note: Be sure to adapt the number of questions to the time available. If we're running late, just ask one or two quick questions.

Question 1:

Answer

Question 2:

Answer

Question 3:

Answer

Question 4:

Answer

Question 5:

Answer

OTHER COMMENTS: _____



Toastmaster Role

BEFORE THE MEETING

- Visit our website to see who has sign up for roles and
- Send a communication to all members 3-4 days in advance and introduce a “theme” for the meeting. The instructions for sending the email are below.
- Helpful Training video: [How A Meeting runs from start to finish](#)

DURING THE MEETING: Script and Suggestions

President: calls the meeting to order, will make opening remarks and introduce the TM for the meeting. NOTE: if the President is not there, either the VPE or TM starts meeting.

WELCOME AND THEME

TM: Welcome Fellow TMs and honored guests.

Thanks for joining us for the best hour of the week...

[INTRO THEME OF MEETING HERE. IF PRESIDENT DID NOT DO IT, HAVE SOMEONE IN AUDIENCE READ THE TOASTMASTERS MISSION AND ASK THEM TO EXPLAIN HOW TOASTMASTERS HAS HELPED THEM]

INTRO ROLES

TM: WELCOME OUR GREAT CAST of Functionaries TONIGHT...

Grammarian - _____, could you stand and tell us about your role? Grammarian introduces word of the day.
(STANDS AT CHAIR AND DESCRIBES ROLE)

Listener – _____, could you stand and tell us about your role?
(STANDS AT CHAIR AND DESCRIBES ROLE)

Timer / Jester - _____, could you stand and tell us about your role? Timer / Jester will provide a joke.
(STANDS AT CHAIR AND DESCRIBES ROLE)

Thank you support team. Now to help me with introducing the speakers:

INTRO EVALUATORS

TM: Evaluating our first speaker tonight is: **Evaluator #1** _____

Could you stand and tell us who you'll be evaluating and what you'll be looking for this evening?

INTRO SPEAKERS

TM: Help me WELCOME OUR Speaker #1 _____(name and title.... Then reverse title and name). Come on down. *(TM leads the club by clapping until speaker is at lectern)*
(SPEAKER 1 SPEAKS)

TM: Evaluating our second speaker tonight is: **Evaluator #2** _____

Could you stand and tell us who you'll be evaluating and what you'll be looking for this evening?



TM: Help me WELCOME OUR Speaker #2 _____(name and title.... Then reverse title and name).
Come on down. *(TM leads the club by clapping until speaker is at lectern)*
(SPEAKER 2 SPEAKS)

INTRO TABLE TOPICS MASTER

TM: Next in our speech part of the program is for unprepared speeches. Help me welcome our Table Topics Master to lead this part of the program this meeting is: _____. *(TM leads the club by clapping until TTM is at lectern)*
(TTM INTROS TOPIC)

INTRO GENERAL EVALUATOR

TM: The second half of the program is led by our General Evaluator. Help me welcome _____ to lead this part of the meeting. *(TM leads the club by clapping until GE is at lectern)*
(GE INTROS EVALUATORS AND CALL FOR REPORTS)

GE: We'd start the evaluation section of the meeting by calling on reports. I will begin by asking for reports from...

- Evaluator 1 (does from lectern)
- Evaluator 2 (does from lectern)
- Grammarian (stands at chair)
- Listener (stands at chair)
- Timer(stands at chair)
- GE gives a general assessment of meeting from lectern

GE Turns the Program back over to TM

CLOSING

- **TM:** (GENERAL COMMENTS) and...
- Please make sure each speaker has their individual evaluations.
- Thank you for your time this evening and for your incredible natural skills. I'm going to turn this over to our Club President for a final closing.

(PRESIDENT ENDS THE MEETING)

END OF THE MEETING

Don't forget to have another member evaluate your performance in your Competent Leadership (CL) manual as TOASTMASTER ROLE in order to earn points toward your Competent Leader Award. When you complete 10 projects in the CL manual, see the Vice President of Education (VPE) to submit to Toastmasters International for your certification.



TOASTMASTERS'S COMMUNICATION INSTRUCTIONS

BEFORE THE MEETING: COMMUNICATING TO CLUB MEMBERS 3 TO 4 DAYS IN ADVANCE

- Choose a theme.
- Email the theme and agenda from website (instructions below) to club members so that team can support you. Example: The table topics master can match topics to theme.
- Feel free to use the attached as a script to conduct the meeting
- Print 20 copies of the agenda to bring to the meeting. Ask President or any Vice president if you can't print.
- Arrive early to make sure the room and the speakers are ready to go.

Steps for the Toastmaster to use to email communicate to club members:

1. 3-4 days before the meeting, check the website to see who has signed up for roles.
2. Visit your website: (Example website using FreeToastHost: <http://sportyspeakers.toastmastersclubs.org/>)
3. Click on Member Login. (if this is your first time visiting the site, you will be prompted to be emailed your password)
4. Click on Meeting Agendas on the left bar
5. From the Meeting Agenda page you can: email to all members with a message and print the agenda to bring to the meeting

Welcome to our meeting!

Club Mission
We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

View Another Agenda ☐

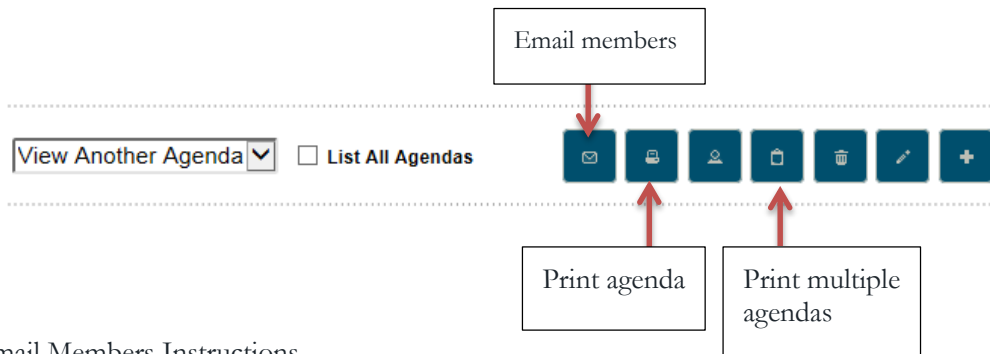
List All Agendas

Time* Role / Agenda Item Member

Email members

Print agendas

6. When to email members:
 - a. 3-4 days before the meeting, send a message to ask team members to sign up for roles that are not filled
 - b. 3-4 days before the meeting, inform the club members of the theme you will have for meeting so that the: Topic Master, Grammarian and Jester can complement your theme with activities to support you.
 - c. Day of meeting, print the agenda and bring to meeting. If you don't have time to print, contact the President to get help.



7. Email Members Instructions

- Click on the Email icon (see above) and the window below appears
- Update the **“Email Subject”** if you don’t want to use the default
- Type a message **“Custom Message”**
- Select the “Send to all club members” box
- Click on “Send Email”
- NOTE: This is for sending FROM WEBSITE. When you use the website, the Meeting Agenda with roles schedule will automatically be attached.

The screenshot shows the 'Send Meeting Agenda via E-mail' window. The 'Email Subject' field contains 'Sporty Speakers Toastmasters Club Meeting Agenda for November 20, 2014'. The 'Custom Message' field is empty. The 'Send to all club members (including TM and VPED)' checkbox is selected. The 'Send E-mail' button is highlighted.

Select for all members

Be sure to specific which roles you need help with filling.



General Evaluator Role

Before the Meeting

Prepare for role:

- Link to short training Video: [Tips for Offering Feedback](#)
- Another Helpful Training video: [How A Meeting runs from start to finish](#)
- Connect with the evaluators to offer support and see if they are looking for specific areas of growth to give feedback



During the Meeting

President: calls the meeting to order and introduces TM for the meeting.

Toastmaster:

WELCOME AND THEM

INTRO ROLES

INTRO EVALUATORS

INTRO SPEAKERS

INTRO TABLE TOPICS MASTER

INTRO GENERAL EVALUATOR

- NOTE: The General Evaluator will be introduced by the Toastmaster after the prepared speeches and Table Topics are complete.

GENERAL EVALUATOR SCRIPT

Introduction and role context

GE: Hello Madam Toastmaster, fellow Toastmasters, and Honored Guests
{feel free to add any additional intro needed here...}

In my role today as General Evaluator, I will cover the following:

- A. Introduce the Speech Evaluators and the Table Topics Evaluator
- B. Provide an evaluation of the Speech Evaluators and Table Topics Evaluator
- C. Call on reports from the Grammarian, Timer and Listener
- D. Provide an evaluation of the overall meeting.

INTRO EVALUATORS

Once done with the intro, call on the evaluation team in this order.

GE: I'd like to start by calling on each evaluator to share their report. (Always lead in clapping until the evaluator reaches the front of the room!)

Speaker 1 Evaluator: _____ join me at the lectern to provide your evaluation.

Speaker 2 Evaluator: _____ join me at the lectern to provide your evaluation.

Speaker 3 Evaluator (if needed): _____ join me at the lectern to provide your evaluation.

Table Topics Evaluator: _____ join me at the lectern to provide your evaluation.

NOTE: the GE must stay near the front of the room so when the evaluators are finish can take over the lectern. The lectern should always have someone standing at it.



GENERAL EVALUATOR FORM

EVALUATE EVALUATORS

GE: The next part of my role is to evaluate the evaluators.

I'd like to start by thanking each of you for your considerate feedback to the speakers. It's with your help that we all grow and stretch into new dimensions.

(Points for the GE to consider in Evaluating Evaluators)

- Did they evaluate according to the purpose and objectives of the speech?
- Were there any constructive comments?
- Did they keep to time?
- Was the evaluation firm fair and friendly?

Supportive evaluations are done in the "sandwich method" positive feedback, points on things they person can do better... end on a positive note.

Evaluation: Speaker One Evaluator:

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

Evaluation: Speaker Two Evaluator:

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

Evaluation: Speaker Three Evaluator (if needed):

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

Evaluation: Table Topics Evaluator:

Good Comment: _____

Constructive Comment: _____

Good Comment: _____



SUPPORT TEAM'S REPORTS

GE: I'd now like to call on the support team for their reports.

Listener's Report: _____ could you test us on our listening today?

Timer's Report: _____ could you tell us how we did on time today?

Grammarian's Report: _____ could you tell us how we did on grammar today?

GE: Thank you to our support team today! Great work!

NOTE: If time allows provide feedback to support team on things they did well and improve on.

OVERALL MEETING COMMENT

GE: I'd like to close this portion of my role with some overall thoughts on the meeting

MEETING PREPARATION

- Was the room set up before starting time?
- Did the meeting start on time?

CONTROL OF THE MEETING BY THE TOASTMASTER

- Did the meeting run smoothly?
- Did it run to time?

OTHER OVERALL COMMENTS AND FEEDBACK:

GE: Thank you and I'll like to turn the lectern over to our gracious Toastmaster!

END OF THE MEETING

Don't forget to have another member evaluate your performance in your Competent Leadership (CL) manual as GENERAL EVALUATOR ROLE in order to earn points toward your Competent Leader Award. When you complete 10 projects in the CL manual, see the Vice President of Education (VPE) to submit to Toastmasters International for your certification.



GENERAL EVALUATOR ONE-PAGE FORM

EVALUATE EVALUATORS

Opening: _____

Supportive evaluations are done in the "sandwich method" positive feedback, points on things they person can do better... end on a positive note.

Evaluation: Speaker One Evaluator:

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

Evaluation: Speaker Two Evaluator:

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

Evaluation: Speaker Three Evaluator (if needed):

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

Evaluation: Table Topics Evaluator:

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

CALL FOR REPORTS: LISTENER, GRAMMARIAN, AND TIMER

OTHER OVERALL COMMENTS AND FEEDBACK ABOUT THE MEETING:



Table Topics Master Role

HOW ROLE BENEFITS CLUB:

Table topics have members think extemporaneously and speak for a minute or so. The Topics Master prepares and presents the topics; originality is desirable as much as possible. Each speaker may be given an individual subject or a choice of subjects to draw at random.

Remember, Table Topics has a twofold purpose:

- Gives those members in the room who does not have a role an opportunity to speak
- Helps people to learn to think and speak coherently in impromptu situations

BEFORE THE MEETING

- 1) Prepare for role:
 - *Link to short training Video:* [Impromptu Speaking](#)
 - *Helpful topics website:* [Table Topic ideas for Topic Master](#)
 - *Helpful topics document:* [101 Table Topic Ideas](#)
- 2) Check with Toastmaster to find out the theme of the meeting. Is possible, prepare topics to carry out that theme.
- 3) Find out who already has roles and call on members first WHO DO NOT HAVE A ROLE. If time permits, call on others with functionary roles and guests (ask if they want to participate).
- 4) When choosing a specific question, select one that will inspire the speakers to expound on them. Don't make the questions too long or complicated. Phrase them so that the speaker clearly knows what you want them to talk about.

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
- ✓ Be certain to remind speakers of time frames
- ✓ State the question briefly, and then call on a member to stand. This serves two purposes. First, it holds everyone's attention. Second, it adds to the value of the impromptu element by giving everyone an opportunity to improve their listening skills.
- ✓ Call on speakers a random. Avoid going around the table. Don't ask two people the same thing unless you ask each specifically, to give a "pro" or "con" side.
- ✓ Watch your time. Check the printed agenda for total time allotted to Table Topics and adjust the number of questions to end the segment on time.

END OF THE MEETING

Don't forget to have another member evaluate your performance in your Competent Leadership (CL) manual as TABLE TOPICS MASTER ROLE in order to earn points toward your Competent Leader Award. When you complete 10 projects in the CL manual, see the Vice President of Education (VPE) to submit to Toastmasters International for your certification.



Speech Evaluator

HOW ROLE BENEFITS CLUB:

Your purpose as an evaluator is to provide honest reaction in a constructive manner to the person's efforts, using the evaluation guides provided. When you evaluate, you are simply giving your own reaction to the person's speaking or leadership efforts. An evaluation is an opinion, nothing more. This opinion should mention the effect on you, what the speaker or leader did well, areas where the speaker could improve with specific recommendations.

How to Prepare

The speaker or leader has spent hours – even weeks – preparing a project. She deserves the best evaluation possible. The evaluation you provide should be thoughtfully prepared and presented. You will not need hours of preparation time, but you will need at least 15 minutes to do the following:

1. Read the project. Every project in the Competent Communication, Advanced Communication Series, and Competent Leadership manuals has a different purpose and different objectives. You will have difficulty evaluating if you are not familiar with the project and objectives.
2. Read the evaluation guide for the project. The guide explains what you should be looking for as you evaluate. It lists specific questions about the speaker or leader and provides a space in which you may write comments. This is the written evaluation you will give to the speaker or leader after the meeting. You will also use this guide as a basis for your verbal evaluation.
3. Talk with the speaker or leader. This is an important yet sometimes neglected step. Your evaluation will be most helpful if you are aware of the person's general goals and of specific areas in which the person would like help and feedback. If the leader tells you, for example, that she is working on strengthening her organization skills, you may want to specifically address this in your evaluation, even though the evaluation guide does not mention it.

Before the Meeting

Prepare for role:

- Link to short training Video: [Tips for Offering Feedback](#)
- Review on the website or contact the for speaker, the speech title, length, and objective.

During the Meeting

- ✓ Obtain the **manual from the person** and carefully read the project description and objectives.
- ✓ Listen carefully and watch closely. Make notes on the evaluation guide if you want to.
- ✓ After the speaker or leader has finished, begin preparing your evaluation. Complete the evaluation guide, but remember that you need not comment on every question. Then prepare your verbal presentation.
- ✓ You will also be more helpful if you are aware of previous feedback the speaker or leader has received and any progress made. Avoid duplicating previous evaluations, and don't merely watch for small inadequacies. Good eye contact, meaningful, natural gestures, and correct grammar contribute to the overall effect of a speech but should not be given so much emphasis that they detract from the basic purpose of the evaluation.



SPEECH EVALUATION FORM

NOTE: ONLY use for contests & round-tables meetings. USE manuals for all other evaluations!

Date: _____ Speaker: _____ Title: _____

What were the major strengths of the speech?

What needs improvement?

Other Points:

Introduction Overall: _____

- _____ gained attention and interest
- _____ clearly introduced the subject and thesis
- _____ previewed body of the speech

Body of Speech Overall: _____

- _____ main points were fully supported
- _____ well organized
- _____ good transitions

Conclusion Overall: _____

- _____ prepared audience for ending
- _____ reinforced central idea
- _____ summarized closing
- _____ vivid closing

Delivery

- _____ gave speech without rushing/ with pausing
- _____ maintained strong eye contact
- _____ avoided distracting mannerisms
- _____ articulated words clearly
- _____ used pauses effectively
- _____ used vocal variety to add impact (pitch)
- _____ good gestures
- _____ presented visual aids effectively

Positive Conclusion



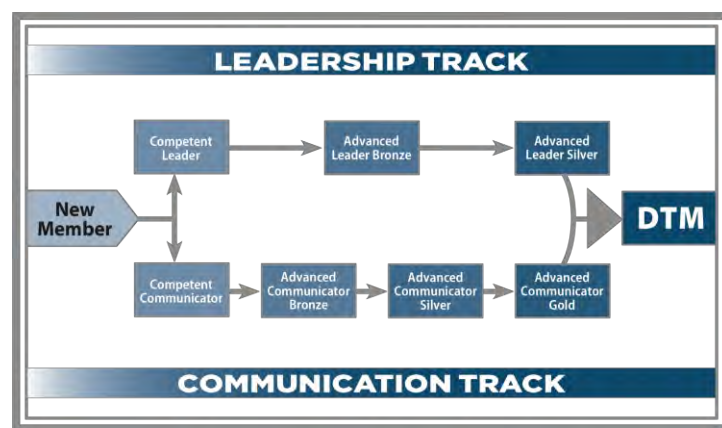
EARN AWARDS! BECOME DISTINGUISHED

	<ol style="list-style-type: none"> 1. Complete Competent Communication manual - 10 'self paced' speech projects to help you develop your speaking skills 2. Finish all 10 projects to be eligible for Competent Communicator (CC) recognition. 3. Awarded: <ul style="list-style-type: none"> • You'll receive a CC certificate • If this is your first CC award, two Advanced Communication Series manuals free of charge.
	<ol style="list-style-type: none"> 1. Complete Competent Leadership manual - '10 leadership projects' for serving in club meeting roles. 2. Bring this manual to every meeting to have and ask someone to evaluate you to give you feedback to help you improve. 3. Awarded: <ul style="list-style-type: none"> • You'll receive a CL certificate • If you wish, World Headquarters will send your employer a letter about your accomplishment.
	<p>Toastmasters most accomplished achievement. Earn any 3 education awards in a Toastmaster year (from Jul1st to Jun 30th) and you will be crowned a Triple Crown Achiever!</p> <p>Only about 1% of members earn this each year! Be one who thrives and exceed your personal and professional goals.</p>

How to earn you way to "Distinguished Toastmaster"

Details of the Distinguished Education Program are in your Competent Communicators manual. Once you complete the CC and CL, you are on your way to being *distinguished*.

- Next earn Advanced Bronze for Communicator or Leader
- Next earn Advanced Silver for Communicator or Leader
- Then Advanced Gold Communicator



Goal Setter Worksheet For: _____

As of: _____

Toastmasters Communication Track

Competent Communicator (CC) - Speech Projects

- ☐ #1. The Ice Breaker
- ☐ #2. Organize Your Speech
- ☐ #3. Get to the Point
- ☐ #4. How to Say It
- ☐ #5. Your Body Speaks
- ☐ #6. Vocal Variety
- ☐ #7. Research Your Topic
- ☐ #8. Get Comfortable with Visual Aids
- ☐ #9. Persuade with Power
- ☐ #10. Inspire Your Audience

Complete: _____

Advanced Communicator Bronze (ACB)

- ☐ Achieve Competent Communicator (CC)
- ☐ Complete two *Advanced Communication manuals*

☐ ☐ ☐ ☐ ☐ ☐

Complete: _____

Advanced Communicator Silver (ACS)

- ☐ Achieve ACB Award
- ☐ Complete two more *Advanced Communication manuals*

☐ ☐ ☐ ☐ ☐ ☐

Complete: _____

Advanced Communicator Gold (ACG)

- ☐ Achieve ACS Award
- ☐ Complete two more *Advanced Communication manuals*

☐ ☐ ☐ ☐ ☐ ☐

Complete: _____

- ☐ Coach a new member with his/her first three speeches.
- ☐ Conduct a *Success Leadership, Success Communication or Youth Leadership* program.

NEW MEMBER

Toastmasters Leadership Track

Competent Leader (CL) - Roles Projects

- ☐ #1. Listening (3 roles)
- ☐ #2. Critical Thinking (2 roles)
- ☐ #3. Giving Feedback (3 roles)
- ☐ #4. Time Management (2 roles)
- ☐ #5. Planning and Implementation (3 roles)
- ☐ #6. Organizing and Delegating (1 role)
- ☐ #7. Facilitation (2 roles)
- ☐ #8. Motivation (3 roles)
- ☐ #9. Mentoring (1 role)
- ☐ #10. Team Building (2 roles)

Complete: _____

Competent Leader Bronze (ALB)

- ☐ Achieve Competent Leader
- ☐ Achieve Competent Communicator
- ☐ Serve as club officer for at least 6 months
- ☐ Office: _____
- ☐ Date: _____
- ☐ Participate in Club Success Plan
- ☐ Date: _____
- ☐ Attend Club Officer Training
- ☐ Date: _____
- ☐ Conduct two programs from the *Successful Club Series* and/or the *Leadership Excellence Series*
- ☐ Date: _____
- ☐ Date: _____

Complete: _____

Competent Leader Silver (ALS)

- ☐ Achieve Advanced Leader Bronze (ALB)
- ☐ Serve as district officer
- ☐ Office: _____
- ☐ Date: _____
- ☐ Complete the High Performance Leadership program
- ☐ Date: _____
- ☐ Serve as Club Sponsor, Club Mentor or Club Coach
- ☐ Club #: _____
- ☐ Date: _____

Complete: _____

Distinguished

DTM

Toastmaster AWARD



Proposed Class Training Agenda

Agenda:

1. **Website FreeToastHost** – homepage main menu bar for visitors and members
2. **Website** homepage menu bar for members only
 - Mentor/Mentee Request Form
 - Club E-mail Addresses
 - Edit Your Profile
 - Private Member Directory
 - Member Downloads
 - Email Contact Info
3. **Website** login – Meeting Agendas / Create New
 - Email Agenda
 - Print Agenda
 - Download Report of your Roles
 - Print multiple agendas (view up to 5 weeks online; print all weeks using export)
4. **Website** - How to signup / change roles on an agenda
5. **Guidebook** - Review of roles with scripts and forms in this manual
 - Accessing Website to Signup/ change a role See Page 2
 - Grammarian See Page 4
 - Timer See Page 6
 - Listener See Page 8
 - Toastmaster See Page 10
 - General Evaluator See Page 14
 - Table Topics Master See Page 18
 - Speech Evaluator See Page 19
 - Being Distinguished & Earning Awards See Page 23
6. **Competent Communicators** manual: give speeches & get signed See CC manual Page 60
7. **Competent Leadership** manual: track roles & get signed See CL manual Page 64



GET A FREE WEBSITE:

Using a website will make your club experience most efficient and effective for planning meetings, communicating with the members and tracking/maintaining mailing lists for guests/members, etc.! There are several options for website use, I recommend FreeToastHost since all the clubs I'm a member use this service. The website creators have online videos that might be helpful. *NOTE: when reviewing the electronic version of this document, the links before can be used to open the videos.*

FREE TOAST HOST WEBSITE SETUP & MEMBER TRAINING

Step 1:

- Administrator Setup Site
 - Request a FREE website: <https://www.youtube.com/watch?v=7Hz9492CrWs>
 - Set a new password when the old Admin has disappeared: https://www.youtube.com/watch?v=3rc_VXKIaA
 - Set the basic Admin functions: https://www.youtube.com/watch?v=FoT_3Va3oUA

Step 2:

- VPE/Secretary use: Setup the Agendas with role schedules: <https://www.youtube.com/watch?v=DqmtPBhWxMo>
- NOTE: VPE/Secretary need to add all the members emails so that club members can get notified with login instructions: <https://www.youtube.com/watch?v=KrkTkPZ0ZsI>

Step 3:

- Admin QUICK general design changes (if needed): <https://www.youtube.com/user/FreeToastHost>

Step 4:

- Train your members!
VIDEOS:
 - OFFICERS TRAINING - COMPREHENSIVE 55 minutes: Show this during Officer meeting and have EVERYONE bring a laptop: <https://www.youtube.com/watch?v=9craCqgmPYo>
 - SHOW MEMBERS DURING MEETING: 5 minutes: QUICK and DIRTY done by another club. Use to get members started: <https://www.youtube.com/watch?v=a3VyYedlhiQ>

EXAMPLE HANDOUT DOCUMENTS

These documents were created for the Sporty Speakers Club, however, feel free to download and modify for use with your club!

- Members – how to sign up for role 1- pager: http://sportyspeakers.toastmastersclubs.org/jdownload.cgi?action=download&path=SportySpeakers_Role_Signup_Instructions.pdf
- Members – how to update profile and add pictures 1-pager: http://sportyspeakers.toastmastersclubs.org/jdownload.cgi?action=download&path=SportySpeakers_Role_Profile_Updating_Adding_Photo.pdf



This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.



ABOUT THE AUTHOR:



Dottie Love

Triple Crown Achiever

TMI Advanced Communication and Leadership Certifications

For additional training support, contact about face-to-face or online webinars:

Email: CareerWman@aol.com

Tel: 916-367-9919

Getting Additional Club Support

1. VPE Training - 30 minutes workshop	The purpose of this workshop is to assist the Vice President of Education with effectively addressing the key activities for the club: role scheduling, contests, mentoring, tracking education awards.
2. Thriving To Success (C-Suite) - 1 hour workshop	C Suite is a collection of proven techniques and processes to ensure maximum member benefits through continuous education and leadership activities. This workshop is step-by-step interactive session to assist club officers structure a success plan to create a club environment in which Members' speeches / projects track to completion in order to A) support Distinguished performance; B) ensure member growth from orientation to certification via effective training.
3. 'Moments of Truth' - 1 hour workshop for club	This workshop to enable club quality through guided evaluation and targeted recommendations. It's a workshop in which club members perform a self-assessment and look for opportunities to create a positive impression and improvements within the club to better deliver on what members are looking to achieve.
4. Evaluate to Motivate - 1 hour workshop for club	Training for all club members on how to evaluate effectively. Hands-on training which includes content review, speaker evaluations and group evaluations.
5. Successful Scheduling - 1 hour workshop	This workshop is tailored to assist club officers structure a role scheduling process that includes tools for scheduling up to 2 months in advanced, website scheduling, communication and accountability planning to ensure meeting roles are filled before the day of the meeting!