



Meeting Roles and Responsibilities

TOASTMASTER: The Toastmaster is a member who has volunteered to be the meeting’s director and host for the evening. He/she is responsible to set a meeting theme, announce changes to the agenda, introduce the meeting’s roles, and ease transitions during the meeting.

TIMER: Keeps the meeting on track by notifying participants when they have satisfied their time requirement, whether it is for speeches, Table Topics, or evaluations. He/she provides a timer card breakdown at the beginning of the meeting and a report of each participant’s time at the end of the meeting. *(Guests can volunteer for this role.)*

AH COUNTER: Tracks participants’ use of filler words such as “uh”, “um”, “ah”, “but”, “so”, “you know” etc., and reports the totals at the end of the meeting. *(Guests can volunteer for this role.)*

GRAMMARIAN: Listens for proper use of grammar and helps the club expand their vocabulary by presenting a ‘word of the day’ that members and guests should try to use when speaking. The grammarian presents an overall report on grammar and who properly used the word of the day at the end of the meeting. *(Guests can volunteer for this role.)*

EVALUATORS: Evaluate a speaker based on the objectives in the communication manuals.

TABLE TOPICS MASTER: Challenges members and guests to answer an impromptu question in 1-2 minutes to help “think on your feet” and be able to answer questions “off the cuff”.

GENERAL EVALUATOR: Runs the second half of the meeting. He/she introduces the speech evaluators, calls for the timer, ah counter and grammarian reports, and provides an overall evaluation of the meeting/evaluators and gives recommendations for improvement



A Toastmaster’s Promise (abridged)

As a member of Toastmasters International and my club, I promise:

- To prepare all of my projects to the best of my ability
- To prepare for and fulfill meeting assignments
- To provide fellow members with helpful, constructive evaluations
- To treat my fellow club members and our guests with respect and courtesy
- To adhere to the guidelines and rules for all Toastmasters education and recognition programs
- To help the club maintain the positive, friendly environment necessary for all members to learn and grow

Meeting Agenda

This club meets every 2nd and 4th Thursday of each month from 7:00 p.m. - 8:30 p.m.

These days do not always fall every other Thursday. Meetings may also be scheduled differently around the holidays. Please check the calendar on our website for future meetings.

www.essextoastmasters.org
www.toastmasters.org

“Where Success Shows and Confidence Grows!”

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.

2018-2019 Club Officers

President..... Trisha Haszel Kreibich
VP Education Greg Costanzo
VP Membership..... Judy Glock
VP Public Relations Erica Martell
Secretary Matteo Picinich
Treasurer..... Maddy Loperena
Sergeant-At-Arms Sharrod Gaines

MEETING ROLES/AGENDA – [Insert Date]

<i>Toastmaster</i>	
<i>Timer</i>	
<i>Grammarian</i>	
<i>Ah Counter</i>	
<i>General Evaluator</i>	
<i>Table Topics Master</i>	

- 7:00 pm **President Calls Meeting to Order**
Announcements, procedures, welcomes guests
- 7:05 pm **President Introduces the Toastmaster**
Welcomes members, announces agenda changes and announces the theme of the day
- 7:10 pm **Toastmaster Introduces the Meeting Roles**
 - ❖ Timer
 - ❖ Grammarian / Word of the Day
 - ❖ Ah Counter
 - ❖ General Evaluator
- 7:20 pm **Toastmaster Introduces the Speakers**

Speaker # 1: _____
Speech Title: _____
Project: _____
Time: _____

Speaker # 2: _____
Speech Title: _____
Project: _____
Time: _____

Speaker # 3: _____
Speech Title: _____
Project: _____
Time: _____

- 7:45 pm **Quick Networking Snack Break** (5-10 minutes)
- 7:50 pm **Table Topics** (1-2 minute impromptu speaking)
- 8:05 pm **Toastmaster Introduces the General Evaluator**
 GE Introduces Speech Evaluators (2-3 mins each)
 - ❖ **Evaluator # 1:** _____
 - ❖ **Evaluator # 2:** _____
 - ❖ **Evaluator # 3:** _____
- 8:10 pm **General Evaluator Calls for Reports from Meeting Evaluator**
- 8:15 pm **General Evaluator Provides Overall Meeting Evaluation**
- 8:20 pm **General Evaluator Introduces President to close meeting**
 Presents club business, gathers guest feedback and adjourns meeting



The next meeting will be on Thursday, [Insert Date] at the Bloomfield Civic Center, 84 Broad Street, Bloomfield, NJ in the first floor Room #1.