

# A Comprehensive Guide for Role Takers

## Schoolmasters 2012

Are you planning to take a role in the following meetings? This guide will help you to ease your nervousness and fill that role successfully:

### **Toastmaster:**

The primary duty of the Toastmaster is to ensure a well-run, up-beat meeting and act as a genial host to smooth the transition between program participants. You'll work on the art of introductions and lectern etiquette. Your primary goal is to lead the meeting and ensure the meeting is started and ended on time.

- Select a theme for the meeting. The theme introduction should take no more than 1-2 minutes.
- Review the meeting agenda.
- Contact all program participants as they arrive
- Get whatever information you need from your Speakers so that you may properly introduce them

### **General Evaluator:**

As GE, your responsibilities include:

- Supervising the timer, grammarian and Ah-Counter
- Evaluating everything that takes place during the club meeting
- Phrase your evaluation so it is helpful, encouraging and motivates club members to implement the suggestions.
- You may wish to comment on the quality of evaluations. Were they positive, upbeat, helpful? Did they point the way to improvement?

### **Table Topic Master:**

The purpose of this session is to have participants "think on their feet" and speak for a minute or so.

- Maximum number is 4 table topics.
- Prior to the meeting – Check with the Toastmaster to find out if there is a theme. It is suggested that you prepare topics to carry out that theme.
- Try to give the chance to members as the first speaker to show the way to proceed.
- Keep your comments short. Your job is to give others a chance to speak, not to give a series of mini-talks yourself.

### **Speech Evaluator:**

The purpose of the evaluation is to help the speaker become less self-conscious and a better speaker. This requires that you be fully aware of the speaker's skill level, habits, and mannerisms, as well as his or her progress to date. If the speaker uses a technique or some gesture 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 received in your New Member Kit.
- Talk with the speaker to find out the manual project he or she will be presenting.
- Review 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 speech.

### **Word Master & Grammarian:**

**Prior to the meeting** – Select a "Word of the Day" It should be a word that will help members increase their vocabulary. 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
- Email the word of the day to VP Education at least three days before the meeting.

- Comment on the use of English during the course of the meeting and provide constructive feedback to the speakers
- Prepare a brief explanation of the duties of the grammarian for the benefit of the guests

**Timer:**

The timer is the member responsible for keeping track of time. Each segment of the meeting is timed.

- Confirm time required for each prepared speech with the speakers.
- Write out your explanation in the clearest possible language and rehearse it.
- Throughout the meeting, signal each program participant with the color cards
- Record each participant's name and time used.

**Ah-counter:**

The purpose of 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."

- Prepare a brief explanation of the duties of the ah counter for the benefit of guests
- When introduced explain the role of the ah- counter. Explain there is a small fine for the top three winners of Ah tally for members only.

Write down how many "crutch" sounds and words each person used during all portions of the meeting.