

Chairman 1

Purpose

- You are the MC (master of ceremonies) for the first part of the meeting. You introduce each speaker, up to and including the Table Topics Master. This includes Welcome to Guests, Toast, Read or Recite, and other minor assignments in this section.

Before the meeting begins

- Find out what each of your speakers is going to be talking about.
- Suggest to speakers that they move to the front of the room before you introduce them. This will improve the flow of your section of the meeting.

What to do during your assignment

- The President will introduce you.
- You stand, acknowledge the President, and give a brief (1-2 minute) talk on the theme.
- Introduce each speaker, giving the title of their talk, eg "Next we have Michael Said with his inspirational entitled 'On the shoulders of Giants' ".
- Lead the applause and sit down once the speaker has reached the lectern.
- When introducing a toast, remind everyone to have something in their glasses.
- When each speaker finishes, thank them, but avoid commenting too much on their content or their performance. That's the job of the General Evaluator.
- When you have thanked the last speaker in this section, (usually the Table Topics Master), you hand back to the President.

That is the end of your assignment. You will be evaluated by the General Evaluator

Welcome to Guests

- Purpose** To help provide a warm and welcoming atmosphere to newcomers and visiting dignitaries to the club.
- When preparing** Download and print a copy of the [Visitor Information Sheet](#) to use on the night. Also download and print 2 copies of the [Guest Book Sheets](#) for use should the Guest Book not be available on the night.
- Before the meeting begins**
- Be early at the meeting. Introduce yourself to each visitor and find out names and background.
 - Do not be afraid to check the correct spelling and pronunciation of people's names. They will appreciate the care you take.
 - Ensure each visitor has completed the Guest Book to give the Club a record of their visit and contact details.
 - Make all visitors welcome by introducing them to other members.
- What to do during your assignment**
- Observe protocol by introducing special guests first, then general visitors.
 - If there are visiting Toastmasters, mention their club, level and office (Cc, ACB, President etc).
 - As you introduce each guest, ask the person to stand and then lead the applause.
 - After the introductions, conclude with a **short but enthusiastic welcome**, then hand back to Chairman 1.
 - If you make reference to a person's occupation, be certain you have the correct title of his status, position, etc.
 - Sit near the door and be prepared to welcome and introduce latecomers at any stage.
 - At Recess, hand your Visitor Information Sheet to the President, who may call on the visitors at the end of the meeting to offer comments.

That is the end of your assignment. You will be evaluated by the General Evaluator

Weak Word

Purpose

- To devise a mini speech around a single word, that is either rarely used, often misused, or interesting in some other way. In effect, you are selling the word to the audience.

When preparing

- Devise a mini-speech around the word, remembering to include a proper opening, body and conclusion.
- Research the meaning of the word and examples of its correct usage.
- As with all assignments, prepare and rehearse to ensure correct timing.

Before the meeting begins

- Inform Chairman 1 of your title, and how you would like him/her to introduce you.

What to do during your assignment

- Explain why you have chosen the word.
- It is often a good idea to display the word on a sheet of cardboard large enough for all to see or to write it on the whiteboard.
- Give examples of its correct usage, and where it is often misused, if that is the case.
- If there is an interesting story or history behind the word, relate the story.
- Encourage the meeting to use the word during the evening.
- When you are finished, hand back to Chairman 1.

That is the end of your assignment. You will be evaluated by the General Evaluator

Toast

Purpose

- To give you experience proposing a formal toast such as at a wedding or other occasion.

When preparing

- Construct it like a mini speech, with an opening, body and conclusion.
- Select an appropriate person or cause for your toast, remembering that it is not usual to toast things. Remember to give a concise proposal as to why the cause deserves to be toasted.
- As with all assignments, prepare and rehearse to ensure correct timing.
- If possible, try and link your toast to the meeting theme.

Before the meeting begins

- Check with the Sergeant at Arms that there are sufficient glasses and available water and/or refreshments for all attendees at the meeting.
- There is no need to inform Chairman 1 of the object of your toast unless you want to.

What to do during your assignment

- If Chairman 1 has not already done so, ask people to ensure they have something in their glass, avoiding hackneyed clichés like 'charge your glasses'. Pause while people attend to this.
- Put your glass down on a table nearby. Give your address with your hands free. You will also avoid the risk of dampening the people sitting near you in a moment of enthusiasm.
- As you near the end of your address, pick up your glass and ask people to rise, avoiding hackneyed clichés like 'be upstanding'. Rather say something like "please take your glasses and stand with me"
- State the object of your toast in no more than 5 words.
- Allow people to repeat the toast. This is why it is important to be succinct.
- Lead the audience in taking a small sip from your glass.
- Allow time for people to take a drink and then conclude with "Please be seated". Hand back to Chairman 1.
That is the end of your assignment. You will be evaluated by the General Evaluator

Inspirational

Purpose

- The object is to 'inspire' by leaving everyone with something to think about, to bring the audience to a realisation of a truth or to create within each person a deep-seated acceptance of your thoughts and the desire to live out the principle(s) you place before them.

When preparing

- Devise a mini-speech that develops an introduction to capture interest, a body that establishes and consolidates your message, and a conclusion that reaffirms this.
- Source material can be from anywhere, perhaps your own experiences or maybe things you've read, the life of someone famous or of someone you know, a fable or piece of received wisdom.
- As with all assignments, prepare and rehearse to ensure correct timing.

Before the meeting begins

- Inform Chairman 1 of your title, and how you would like him/her to introduce you.

What to do during your assignment

- This assignment enjoys maximum impact when done with minimal use of notes, which signals greater internal conviction in what you are saying. This implies significant preparation.
- Deliver the mini speech with due regard to pausing for impact, and to give people a chance to dwell on the significance of what you have said.
- When you are finished, hand back to Chairman 1.

That is the end of your assignment. You will be evaluated by the General Evaluator

Facts and Figures

Purpose

- The object is to learn how to put some flair and creativity into a type of presentation that at first sight looks quite dull.

When preparing

- Devise a mini-speech that outlines an interesting fact or series of facts.
- It can be humorous, astounding, heartfelt, inspirational, weird, hard to believe, or whatever. The only real requirement is that it must be true.
- You can add greater impact by linking your facts and figures to the meeting theme.
- As with all assignments, prepare and rehearse to ensure correct timing.

Before the meeting begins

- Inform Chairman 1 of your title, and how you would like him/her to introduce you.

What to do during your assignment

- You may need to use notes for this assignment, especially where numbers are involved. The challenge is to use them well, without over-relying on them.
- Deliver the mini speech with due regard to pausing for impact, and to give people a chance to absorb the material.
- When you are finished, hand back to Chairman 1.

That is the end of your assignment. You will be evaluated by the General Evaluator

Useless facts

Purpose

- The object is to deliver a presentation which maintains audience attention utilising material which is otherwise of no real benefit.

When preparing

- Devise a mini-speech that links your useless facts together in an interesting presentation.
- The information should be of no benefit and can be humorous, hard to believe, from left field or whatever. The only other requirement is that it must be true
- You can add greater impact by linking your facts to the meeting theme.
- As with all assignments, prepare and rehearse to ensure correct timing.

Before the meeting begins

- Inform Chairman 1 of your title, and how you would like him/her to introduce you.

What to do during your assignment

- You may need to use notes for this assignment, especially where numbers are involved. The challenge is to use them well, without over-relying on them.
- Deliver the mini speech with due regard to pausing for impact, and to give people a chance to absorb the material. It is best to maintain a serious outlook for this useless information.
- When you are finished, hand back to Chairman 1.

That is the end of your assignment. You will be evaluated by the General Evaluator

Book or Movie Review

Purpose

- To provide a commentary on a book you have read or a movie you have seen. Your goal is to persuade or discourage the audience to read the book or view the movie.

When preparing

- Select a book or a movie that will be topical or of interest to the audience.
- Prepare a mini speech around the item you have selected, remembering to have a proper opening, body and conclusion.
- As with all assignments, prepare and rehearse to ensure correct timing.

Before the meeting begins

- Inform Chairman 1 of your title, and how you would like him/her to introduce you.

What to do during your assignment

- You may wish to show the audience a copy of a book, but don't let such a prop become a distraction or the focus of the speech.
- Don't summarize the plot. Rather highlight the nature of the book or movie, its intriguing aspects and what you feel were its good and poor aspects.
- This speech should be delivered with minimal notes in a style which reflects your passion for what you are presenting. Remember to use pauses for impact and to give people a chance to absorb the significance of your message.
- When you are finished, hand back to Chairman 1.

That is the end of your assignment. You will be evaluated by the General Evaluator

Read or Recite

Purpose

- To provide you with an opportunity to exercise vocal variety and body language in the delivery of a piece written by someone else. Children's stories and excerpts from famous speeches are examples of such material.

When preparing

- Choose a piece of poetry or prose and decide whether your objective will be to read or recite.
- If you are going to read from a book, make a photocopy with enlarged print. This will help you follow the text more easily and enable you to look up and maintain some level of eye contact.
- As with all assignments, prepare and rehearse to ensure correct timing. Readings seem to be particularly prone to going over time.

Before the meeting begins

- Inform Chairman 1 of your title, and how you would like him/her to introduce you.

What to do during your assignment

- Keep any introduction short, maximum of 15-20 seconds.
- Allow yourself to concentrate on your delivery: voice, pace, pausing, gestures.... The whole idea is to relieve you of the burden of worrying about *what to say*.
- When you are finished, hand back to Chairman 1.

That is the end of your assignment. You will be evaluated by the General Evaluator

Point of View

Purpose

- An opportunity for a short persuasive or emotional speech. It can be on a subject that concerns you or an up-to-date comment on current affairs. It should not be written out and ideally should be presented without notes, more in the style of a 2 minute table topic than a fully prepared speech. It simulates the common situation where you are asked to stand up and give your thoughts about a subject of interest. Sound logical structure is the key.

When preparing

- Choose a topic of current interest. It is okay to introduce controversy if handled with due respect for others' opinions, but avoid religion and politics.
- Concentrate on the structure of your talk. Make sure people understand right from the start what your point is.
- As with all assignments, prepare and rehearse to ensure correct timing.

Before the meeting begins

- Inform Chairman 1 of your title, and how you would like him/her to introduce you.

What to do during your assignment

- Make your point early in the talk.
- Back up your point with reasons, facts and examples.
- End with a repeat of your point, and an appeal for others to follow.
- When you are finished, hand back to Chairman 1.

That is the end of your assignment. You will be evaluated by the General Evaluator

Rant

Purpose

- To give you experience in expressing dissatisfaction for something.

When preparing

- Construct it like a mini speech, with an opening, body and conclusion.
- Select an event, concept, behavior, law, process, proposal etc. you find yourself discontented with and you want to let people know about it.
- As with all assignments, prepare and rehearse to ensure correct timing.
- If possible, try and link your rant to the meeting theme.

Before the meeting begins

- Inform Chairman 1 how you would like him/her to introduce you.

What to do during your assignment

- Use your body language and vocal variety and tone to express your dissatisfaction, this is your most powerful tool to show your level of dissatisfaction.
- When you are finished, hand back to the Chairman who introduced you.

That is the end of your assignment. You will be evaluated by the General Evaluator

Life Hack

Purpose

- To give you experience to sell an idea or process (a life hack) which saves you time, money or frustration in your day to day which your audience could adopt.

When preparing

- Construct it like a mini speech, with an opening, body and conclusion.
- Identify the problem your shortcut solves and explain to the audience how they could implement the hack into their day to day.
- As with all assignments, prepare and rehearse to ensure correct timing.
- If possible, try and link your rant to the meeting theme.

Before the meeting begins

- Inform Chairman 1 how you would like him/her to introduce you.

What to do during your assignment

- Build excitement around the hack to grab the audience's attention
- When you are finished, hand back to the Chairman who introduced you.

That is the end of your assignment. You will be evaluated by the General Evaluator

Getting to Know You

Purpose

- The object is to give us an insight into a member of the club.
- It also exercises your own interview technique. But remember this is mainly your speaking assignment, which you share with someone of your choice. You need to control it.

When preparing

- Choose someone who you would like to interview. You are not obliged to tell that person in advance. It can be as much a surprise for your interviewee as it is for your audience.
- Find out about the person in advance and explore areas which may be of interest to the audience. Prepare a few questions that can be answered with brief snappy responses.
- You should also have a fallback plan in case the planned interviewee is a late apology.

Before the meeting begins

- Inform Chairman 2 if there is any special way you would like to be introduced. You don't need to tell the Chairman who will be your interviewee. That can be left as a surprise.

What to do during your assignment

- Invite the interviewee to come out the front.
- Ask the questions in a friendly non intimidating way.
- Give time to respond, but be prepared to reign in someone who is too verbose, or who wants to take over the session. Remember you stay in control.
- As a guide, you should be able to fit in 4-5 questions.
- When you are finished, hand back to Chairman 1.

That is the end of your assignment. You will be evaluated by the General Evaluator

Table Topic Master

- Purpose**
- Table Topics consists of 10 questions posed by the Topic Master without prior warning to 10 participants. The session is aimed at procuring the best of thinking, listening and speaking from the participants, be they members or guests. It represents one of the most valuable, enjoyable and interesting aids to that end, and members always anticipate a stimulating session.
 - The session must be featured by enthusiasm, variety, interest and the presentation of an achievable challenge to each speaker.
- When preparing**
- Prepare 10 questions around a theme. It is preferable but not a necessity that it be the theme of the night, since there are many other types of topic sessions that do not necessarily fit with a meeting theme.
 - Review some of the [other ideas for running different types of Table Topics](#) or consult the VPE about the style of session appropriate for the night.
 - Make sure the **questions are brief**, and there is no doubt what the question is at the end. While some of the topics may possess a humorous vein, always have topics that are topical or on which Toastmasters could be expected to voice a considered opinion. Above all, achieve variety and realism, and remember funny topics don't automatically get funny answers.
 - Print 3 copies of the topic questions. Each of the topic evaluators should receive a copy of at least those questions they will be evaluating.
 - Remember to play down your involvement. Your role is to conduct a fun, challenging session and to make the participants shine, not to be the star yourself. An exciting Table Topics session sets the platform for an enjoyable and rewarding meeting.
- Before the meeting begins**
- Decide who is to be asked what question. This is a very important task. Give first preference to those without a programmed assignment, then choose those with minor assignments. Unless attendance is very low, avoid asking the following: table topics evaluators, timer, and people with major assignments such as Chairman 2, General Evaluator, Toastmaster or those giving speeches. Frequent guests and visiting Toastmasters may be asked, but it is imperative that you get their permission beforehand. Do not ask questions to non-Toastmasters or visiting Speechcrafters.
 - Match the difficulty of the question to the experience and ability of the person. Very new Toastmasters should be asked questions that can easily be answered from their own personal experience, such as work, hobbies, family etc.
- In the early part of the meeting**
- Note any program changes so you know who are the topic evaluators, and who are now doing speeches and important assignments.
 - Provide a copy of the questions to the odd and even numbered evaluators.
- What to do during your assignment**
- At the beginning, give a brief explanation of what table topics is all about. State the timing (buzzer at 55 seconds) and mention who are the respective topic evaluators.
 - Ask the question first, so everyone is forced to listen and think. Then announce the person's name, leading the applause.
 - Greet the person, then move away and preferably sit down in a chair to the side

of the speaking area. You should not upstage the person speaking or be in a position where they feel they must look at you when answering the question.

- After the person finishes, thank them and again lead the applause.
- At the end of the questions, thank the participants, and introduce each of the topic evaluators in turn.
- When the second topic evaluator hands back to you, give a final comment if you wish, and hand back to Chairman 1.

That is the end of your assignment. You will be evaluated by the General Evaluator

Table Topics Evaluator

Purpose

- To provide quick feedback on how well each speaker was able to present their table topic.
- You have to be concise and precise in what you report. Too many Table Topic Evaluators are guilty of exceeding the time imposed.

Before the meeting begins

- The Table Topic Master should have given you a list of questions that will be asked.

What to do during your assignment

- As with all evaluations, your presentation should be positive, upbeat, instructive and basically congratulatory.
- 2-3 minutes is not long. It gives you enough time for a few general comments, then 20-30 seconds per speaker.
- Do not comment on or embellish what the speaker said. Rather, evaluate the degree of effectiveness achieved in achieving a sound structure, and in procuring audience reaction, especially to the acceptance of a point of view.
- A common structure to recommend goes by the acronym P.R.E.P. When the topic is given, the speaker should make a Point, give a Reason for the point, provide an Example or two, then reiterate the Point.
- Discuss trends amongst the speakers and limit your remarks on individuals to those to whom you can give helpful advice. In order to keep in your time limit, don't discuss the good answers at length. They can be mentioned in passing so that you can devote your remarks to the areas and people where they can do the most good.
- In essence try and give one good point and one point for improvement about each speaker.
- Hand back to the Table Topic Master.
That is the end of your assignment. You will be evaluated by the General Evaluator.

Larfmaster

Purpose

- The object is to make people LAUGH, with short CLEAN jokes, humorous anecdotes or stories. Do not use material that some people may find offensive.
- The idea of telling jokes or stories is to allow you to relax about the content and concentrate on the delivery. The assignment works best when the material is very familiar to you. Then when you're up there, you are casually talking, not reading from notes.

When preparing

- Prepare the jokes or stories. The best idea is to use material you have used before in other circumstances. You already know it and you can concentrate on delivery.
- It is sometimes better to try for 3 quick laughs than to use 1 long story that may not have as big an impact as you would like.
- As with all assignments, prepare and rehearse to ensure correct timing.
- If you must use notes, ensure that they are brief and in large print.

Before the meeting begins

- Inform the Chairman who is scheduled to introduce you if there is any special way you would like to be introduced.

What to do during your assignment

- Deliver the material, remembering people laugh when they are relaxed. This won't happen unless you also are relaxed.
- When you are finished, hand back to the Chairman who introduced you.

That is the end of your assignment. You will be evaluated by the General Evaluator

Chairman 2

- Purpose** You have 2 basic roles: to run the business session, and to act as MC for the rest of the night. You are acting as a leader for the night, conducting the meeting and influencing the tone and mood of the night. Be positive, organised, and confident.
- Before the meeting begins** Find out from each of the Club Officers if they have a report.
- In the early part of the meeting** Note any program changes so you know who is doing each role.
- What to do during your assignment - first half**
- When the President hands conduct of the meeting over to you (note that the President always maintains control of the meeting), stand, accept the gavel and offer some introductory words.
 - Declare the business session open, and state that you will be conducting the business session sitting down.
 - The flow of business is as per the [Chairman's Typical Agenda](#) (also known as the Cheat Sheet). It should be followed with common sense.
 - Organise yourself so you know what is going to happen and when. Think ahead and remain calm and assured and make rulings without haste.
 - Meetings are conducted according to the rules laid down in:
 - a) The standard [Club Constitution](#).
 - b) The specific [Addendum of Standard Club Options](#) that apply to our club.
 - c) Guide for Meetings, by N. E. Renton, Law Book Co.
 - Most importantly, you should exercise the qualities of a chairman: impartial, tactful, firm, and use common sense.
 - If uncertain how to address a particular issue, ask the Parliamentarian for advice.
 - When the last report has been moved and accepted, ask if there is any General Business. You then call for the special motion if one has been programmed. Ensure that you receive the motion in writing, and that the motion is "well formed". You have the authority to reject a motion that is vague, badly worded, ambiguous, or otherwise inappropriate.
 - It is best to nominate a time limit at the start for all speakers, normally 30 seconds and to ask the timer to buzz a speaker at that time. You have the option to allow a speaker to extend if you feel that is appropriate. It is particularly important that the mover of the motion takes no longer than 45 seconds in order to allow plenty of time for debate.
 - Conduct the debate by ensuring that no speaker speaks twice to any motion, and that you alternate between speakers against and speakers for.
 - When there are either no more speakers for or no more speakers against the motion, or when the time has elapsed, ask the mover to have a final right of reply. Call for a vote and announce the decision.
 - You then declare the business session closed. From here, every time you speak, you must stand.
 - Call up the General Evaluator.
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If a Parliamentarian is programmed, the General Evaluator should call for their report. If this does not happen, remind the General Evaluator to do so before accepting back conduct of the meeting.

- When the General Evaluator hands conduct back to you, check whether there are any special announcements from the VPE and then call a 10 minute recess. That is the end of the first part of your assignment.

**What to do
during your
assignment -
second half**

- After the break, the Sergeant at Arms will hand back to you. Continue to introduce assignments, which may include the President who will perform a new member induction or present an educational award. It may also include programmed assignments like Larfmaster and/or Getting to Know.
- You then introduce the Toastmaster to present the formal speaking program followed by the General Evaluator.
- The General Evaluator introduces the evaluators, and the small specialist evaluation roles (timer, ah/um counter, grammarian, quizmaster) before handing conduct back to you.
- Finally, announce the Sergeant At Arms who will present the night's awards.
- The Sergeant At Arms will hand back to you and hand you the "Stirrers Spoon" to award to the person who in your opinion did the most to "liven" the business session and make your job "more interesting".
- Hand the gavel and conduct of the meeting back to the President. That is the end of your assignment.

Motion

Purpose

- The idea of the Motion is a humorous, exaggerated or peculiar motion designed to test the Chairman.
- It should be a subject on which all members can speak, move amendments and procedural motions. The object is to make the General Business section of the meeting a learning and participation activity.

When preparing

- When devising the motion, ensure it is obviously a funny or frivolous motion that is destined to be lost on the final vote.
- A proper motion has the following characteristics:
 - a) It is one sentence in length
 - b) begins with "That...",
 - c) denotes a specific action or decision.
- Have the motion written out legibly.

In the early part of the meeting

- Hand the written motion to Chairman 2. You may delay giving the motion until it is called to minimise the amount of time the Chairman has to ready him/herself.
- You may if you wish to liven the session, organise someone to speak for or against the motion. But remember the idea is to give all people an opportunity to jump in and participate.

What to do during your assignment

- When called, stand and read the motion, and speak for no longer than 45 seconds on why it should be accepted. Conduct your mini-speech in such a way as to encourage open debate.
- You are not permitted to speak again on this motion until then end. However, if an amendment or procedural motion is moved, you may speak once for or against the amendment or procedural motion.
- At the end, you will be invited to stand and offer a final right of reply to arguments advanced against your motion. (This must not include any new material.) You may waive this right if you wish. You may also elect to "turn your coat" and inform the meeting that you have been convinced of the error of your ways, and plea for a vote against the motion.

That is the end of your assignment. You will be evaluated by the General Evaluator

Parliamentarian

Purpose

- The basic functions of the Parliamentarian are:
 - a) To act as consultant to Chairman 2 when he or she requests advice or information relative to the procedures to be adopted when difficulty or indecision arises.
 - b) To evaluate the conduct of the business session. This evaluation will make reference to the Chairman's manner and the application of the principles of meeting procedure by the Chairman and participating members.

When preparing

- The performance of this responsibility demands a thorough working knowledge of:
 - a) The [Club Constitution](#) and the Standard Bylaws for Clubs of Toastmasters International (Code 210-C).
 - b) The specific [Addendum of Standard Club Options](#) that apply to our club.
 - c) Guide for Meetings, by N. E. Renton, Law Book Co
 - d) The [Chairman's Typical Agenda](#) (also known as the Cheat Sheet).
 - e) The [Chairman's Assignment Guide](#)

What to do during your assignment

- Evaluate most importantly how the Chairman 2 conducted him/herself according to the basic criteria: Impartial, firm, tactful, use of common sense.
- Discuss the Chairman's knowledge of procedures and how well the agenda was followed.
- Evaluate also the person giving the motion, in terms of how well the motion was constructed, and their contribution to the debate.
- Provide a general evaluation of other participants (officers giving reports, debate participants) if it is instructive to do so.
- You then hand back to the person who introduced you, usually the General Evaluator, though sometimes it is Chairman 2.

That is the end of your assignment.

General Evaluator

Purpose

- You are to review and assess the evening's proceedings and all the assignments that do not receive specific evaluations, from the time the meeting opens to the time of your evaluation speech.
- Your assignment is in 2 parts. One towards the end of the first half where you review the meeting up to that point; and second, after the Toastmaster hands back to the Chairman, where you continue your review and introduce the evaluators and other meeting helpers (timer, quizmaster etc).
- This is a detailed and challenging task and to cover it in the scheduled time you have to be concise and precise in what you report. Too many General Evaluators are guilty of exceeding the time imposed.
- It is important that you actually **evaluate** assignments. Do not fall into the trap of just summarising what has happened during the meeting to date.
- Do not evaluate or comment on any presentation by a guest to the club or someone making an official or educational presentation.
- If you are an inexperienced General Evaluator, prior preparation is essential. Use this website to print out and study the guide sheets for the assignments you will be evaluating. These will give you plenty of information on what is required in those roles and help you find worthwhile recommendations.

In the early part of the meeting

- Note any program changes so you know who is doing each role.

What to do during your assignment - part 1

- You evaluate all assignments from the meeting opening to the table topics evaluators. You do not comment on the table topics themselves as that has been done by the Table Topic Evaluators.
- You are also at liberty to discuss general aspects of the meeting such as starting on time, room layout, meeting organisation etc.
- You do not comment on the performance of Chairman 2 in running the business session if there is a Parliamentarian to fill that role.
- 5 minutes is not long to discuss the several small assignments. This is long enough to give a 30 second overview of trends or common issues, and about 20-30 seconds per speaker.
- As with all evaluations, your presentation should be positive, upbeat, instructive and basically congratulatory.
- In evaluating each speaker, do not comment on the content of what was said. Rather, evaluate how well each speaker met the objectives and carried out the duties of each assignment.
- If there is a parliamentarian, you should introduce him/her.
- You then hand back to Chairman 2.
That is the end of the first part of your assignment.

What to do during your assignment - part 2

- You continue your evaluation in the same vein as in part 1. You evaluate all assignments in the second half except of course the speakers. It is advisable towards the end of the evening to keep the proceedings running swiftly and efficiently.
- You introduce each of the speech evaluators, and remind the audience who they

will be evaluating.

- If appropriate and instructive, make a brief comment on the evaluator's performance or style. If we are running out of time, keep the comments brief between each evaluator and ensure that evaluators are waiting in the wings to present. Ideally, the first evaluator should present just on 9.00pm.
- Once the speech evaluations are finished, thank the evaluators, and remind people to fill in their voting slips and hand them to the Sergeant at Arms. You should also remind the speakers to mark up the wall charts and to have the VPE sign their speech manuals.
- You now introduce the other roles whose nature is to give an overview of the meeting. These may include timer, um-ah counter and quizmaster, but not the awards.
- When finished, hand back to Chairman 2.
That is the end of your assignment.

Toastmaster

- Purpose** The primary duty of the Toastmaster is to act as a friendly, good-natured host. You establish and maintain the atmosphere for the prepared speech part of the meeting and carry the responsibility of making it a success or failure. Enthusiasm, earnestness and good humour are to be the keynotes of your task.
- When preparing**
- Contact the speakers a few days before, by email or phone, to find out details of their speech, any special requirements they may have for the lectern, overhead projector, data projector, whiteboard and markers or other set-up, and if there is any particular way they would like to be introduced.
 - Basic information you need on each speech includes: title, name of the manual they are speaking from, which speech number, the objectives of the speech (eg Communication manual speech number 6 - "Vocal Variety"), and the timing. You will also need to note the name of the evaluator from the program
 - You may also want sufficient information to provide further background. A common formula is to be able to answer the three questions: Why this speech, why this speaker, why this time.
 - If any speaker has requirements for special equipment such as the data projector, you should contact the Sergeant at Arms at least 48 hours in advance of the meeting to make arrangements.
 - Prepare a short 2 minute introduction to the night's speeches, as well as the introduction to each speaker. It should be genuinely enthusiastic, giving the speaker a big "build up".
- Before the meeting begins**
- Liaise with each speaker to receive any last minute instructions from them.
 - As Toastmaster, you have the prerogative to change the order of the speakers, once you know the types of speeches and subjects that will be covered, in order to present a balanced program and to cater for special set up requirement a speaker may have. If you do so, advise the VPE before the night of the speaking order you will use so that it will be reflected in the final program.
 - If speakers indicate that they are not able to speak, contact the VPE. Similarly, the VPE may receive late apologies and change the speaking program from that shown in the advance program. The VPE should alert you to this but it is best to maintain close contact before the meeting.
- In the early part of the meeting**
- Note any program changes so you know who is doing each role.
- During the break**
- Make any preparations required by the speakers. liaise with the Sergeant at Arms if assistance is going to be required with the set up for a speaker.
 - Exchange a few encouraging words with each of the speakers.
- What to do during your assignment**
- Provide an enthusiastic introduction to the session, giving an overview of the speeches on offer for the night.
 - Before each speaker is introduced, ensure everything is ready, especially the preferred position of the lectern.
 - When introducing each speaker, state the speakers name and title, manual,

speech number and purpose, the objectives of the speech, the timing, and the evaluator.

- ☑ If there are any unusual features of the speech, or any particular way the audience is to listen and understand the speech, these should be stated now. Examples are presentations where the audience is to ask questions at the end, or monodramas where eye contact is deliberately limited.
- ☑ Conclude your introduction by repeating the speaker's name and title. Lead the applause as the speaker comes to the front, greet the speaker and move away to the side.
- ☑ Sit somewhere out of the way at the side of the room so as not to distract or upstage the speaker.
- ☑ At the end of the speech, stand and lead the applause. Thank the speaker, but avoid commenting on the speech itself - that is the job of the evaluator.
- ☑ It is good to provide some sort of link between the speakers as part of your introduction, as if one speech naturally flows on from the next.
- ☑ When the last speaker has finished, thank all the speakers and hand back to the Chairman. The evaluators will be introduced by the General Evaluator. That is the end of your assignment. You will be evaluated by the General Evaluator.

Speech

Purpose

- Giving prepared speeches is one of the highlights of your contributions at a meeting. It is where you put in the most effort, receive the most detailed feedback, and where you reap the most substantial rewards.
- The purpose of each speech is given in the manual that you are working from. You should endeavour to make every speech a manual speech.

When preparing

- Consult first the manual, and establish what are the objectives of the speech. This is fundamental.
- Do not be overly concerned with content. You do not need to "wow" the audience with learned brilliance or scintillating wit. Concentrate on putting together a well structured speech that you feel confident in delivering. The emphasis is on delivery, not content.
- Source material can be from anywhere, perhaps your own experiences or maybe things you've read, an opinion you have, advice you've been given....
- If you need special equipment such as the data projector or whiteboard, markers and eraser, advise the Sergeant at Arms and the Toastmaster a few days in advance.
- As with all assignments, prepare and rehearse to ensure correct timing. Typically, an unrehearsed speech will go over time.

Before the meeting begins

- Discuss with your evaluator any points that you would like him/her to watch out for, over and above the written objectives for the speech.
- Advise the Toastmaster of your title, speech number etc, and any special requirements or introduction you have.

What to do during your assignment

- Before the speech, take a few deep breaths, and remember to relax! Stand, adjust your clothing and move to the side ready to walk on at the conclusion of your introduction.
- Acknowledge the Toastmaster and audience, then deliver your material.
- When finished, hand back to the Toastmaster.

That is the end of your assignment. You will be evaluated later in the evening.

After the meeting

- At the end of the meeting, update the wall charts and have the VPE sign your speech manual.

Evaluator

Purpose

- Many believe this is the most important job in Toastmasters. It is where most value can be gained from participation, for the speaker, the evaluator and the rest of the audience.
- A good evaluation will be firm, fair and friendly, focussing on HELPING the speaker progress. The main purpose is to make the speaker want to speak again. This is done by showing WHY certain aspects of the speech were good, and HOW other aspects can be improved.
- There is ample direction on how to give good evaluations in this website (see these [guidelines](#)) and other places. Most of this material will not be repeated here.

When preparing

- Talk with the speaker preferably a few days before the speech. Find out which speech they are giving, their objectives, and any concerns they may have.

Before the meeting begins

- Study the evaluator's guide to the speech you are to evaluate. This is found in the appropriate Communication Manual.
- Draw up a page to help take notes more efficiently. Assemble headings to guide your thinking. Include space for positives and areas for improvement.
- Should the speaker be a last minute apology, then you may find yourself evaluating someone else. Check the program on arrival to see if this has occurred and make necessary changes to your preparation.

What to do during your assignment

- Your assignment starts in earnest the moment the speaker's name is called.
- Make precise and concise notes during the speech. For positives, state what was good and why. Give examples. For points for improvement, state what could be improved and how to fix it.
- Assemble your notes into a speech, focussing on the objectives of the assignment and whether or not they were met. Use the formula Commend, Recommend, Commend. Finish with a positive and encouraging summary.
- Avoid commenting or adding to the content, unless it is part of the evaluation criteria. Also, avoid negative sounding words like "fault", "problem", "wrong". Remember at all times there are no absolutes - the whole evaluation is your opinion which you are offering.
- There are three aspects to your evaluation task. The presentation to the whole meeting should focus on helping the speaker and the audience learn from the presentation. The written evaluation in the manual enables you to go into detail on some aspects of the objectives that perhaps are not appropriate for your talk, noting that the manual should never be taken to the lectern or made part of your spoken evaluation. Finally, you should have a one on one discussion with the speaker at the end of the meeting.
- When finished, hand back to the General Evaluator.
- Write up your comments in the speaker's manual. When you return the manual to the speaker, discuss your evaluation with him/her.
That is the end of your assignment.

CL Evaluator

Purpose

- To provide written evaluations in their Competent Leadership manuals for all members doing an assignment from the manual. Also to provide some verbal feedback at the end of the meeting.

When preparing

- Review your Competent Leadership manual and the nature of its assignments. Ensure that you bring your copy of the manual to the meeting.

Before the meeting begins

- Collect the manuals from all members doing an assignment that is covered by the CL manual.
- Study the evaluator's guides to the assignments you are to evaluate. Draw up a page to help take notes more efficiently.

What to do during your assignment

- Your assignment starts whenever one of your assignees is called.
- Write up your comments in the speaker's manual. When you return the manual to the speaker at the break or after the meeting, discuss your evaluation with him/her.
- You also likely to have a short speaking opportunity at the end of the meeting. Use this to comment on one or two of the assignments you have evaluated and to promote the value of the CL manual
- Write up your comments in the speaker's manual. When you return the manual to the speaker, discuss your evaluation with him/her.
That is the end of your assignment.

Timer

Purpose

- The timer helps people speak to their allotted time slot, and so keeps the meeting moving at a snappy pace. It ensures the meeting finishes on time, and that everyone gets a chance to speak.

Before the meeting begins

- Ensure the small timer works correctly. If it does not (eg flat batteries or broken bulb) you can use the old wooden timer.
- At our Club , it is traditional that the old wooden timer is placed in the back corner to the left of the Chairman. The buzzer on the old timer is used in conjunction with the lights from the new timing device.
- Familiarise yourself with the timing requirements of the various speeches, and how to use the stop watch. The times when lights or the buzzer should be operated are detailed on the back panel of the wooden timer

What to do during your assignment

- Work the lights according to the instructions on the wooden timer. Apart from Table Topics, the usual pattern involves green and orange warning lights as the time limit approaches, and the red light on the time limit. Once the red light goes on, it stays on until the speaker finishes. Sound the buzzer to signal 30 seconds overtime. but note that we do not buzz first-time Ice breakers.
- When the time for the business session has elapsed, stand up to attract the attention of the Chairman. When doing this, don't interrupt a speaker. Only stand to announce that the time has elapsed when there is a break in proceedings.
- Keep a record of people's times.
- When presenting a report at the end of the night, avoid reading out all the times on your list. You won't have time! Make it an exception report, noting chief offenders or very good performers.
- An exception to the above rule is that it is customary to read out the times of all prepared speeches.
- If the meeting is running close to or overtime, make your report very concise to indicate your regard for time.
- Hand back to the person who called you to the front, either the General Evaluator or the Chairman.

Um-Ah Counter

Purpose

- To report on the use of fillers and unnecessarily repeated words. Examples are um and ahs or other "unseemly noises", over use of words/phrases like "and", "so", "but", , "like", "you know", "basically" and others. As much as anything it is an exercise in listening, and making you aware of how frequently this habit invades our speaking.

When preparing

- Download and print a copy of the [Um/Ah Counter tally sheet](#) to assist you on the night.

What to do during your assignment

- Keep a tally of the count, person by person, throughout the meeting.
- When presenting your report at the end of the night, avoid reading out all the names on your list. You won't have time! Make it an exception report, noting chief offenders or very good performers, including those who have improved significantly or deserve some special mention.
- If the meeting is running close to or overtime, make your report concise.
- Hand back to the person who called you to the front, either the General Evaluator or the Chairman.

Grammarian

Purpose

- To report in an instructive way on the use of the English language as used during the evening. You can bring up errors in grammar or particularly interesting turns of phrase. Don't be backward in suggesting that a member made a certain error. No speaker is perfect, and even the best will slip into error or carelessness - so be prepared.

What to do during your assignment

- Maintain a clear and accurate record of each member's offences.
- Listen for incorrect pronunciations, poorly enunciated words, incorrect grammatical forms, poor/faulty selection and use of words or phrases, (ab)use of clichés.
- Listen also for interesting turns of phrases, excellent use of words and picturesque or descriptive language.
- Do not apologise for your own limited knowledge of grammar. Everybody is learning. If in doubt about a point, ask someone. This will help everyone.
- If you are mentioning a grammatical error or mispronunciation, it is good to offer the correct form. However, avoid lengthy explanations of fine points of grammar. These will be lost on the audience, especially towards the end of the evening.
- When presenting your report at the end of the night, avoid reading out all the names on your list. Make it an exception report, noting only the most significant or interesting. Keep to your time.
- If the meeting is running close to or overtime, make your report concise.
- Hand back to the person who called you to the front, either the General Evaluator or the Chairman.

Quizmaster

Purpose

- Listen carefully to everything that is said during the meeting. The aim is to test everyone's listening skills by preparing some questions to ask them.

What to do during your assignment

- Listen carefully during the night, and prepare questions based on what was said or did, the content of any assignment or what was learnt.
- Ask the questions to the whole room. Answers will be called out to you.
- The questions should be able to be answered based purely from good listening skills. They shouldn't be trivial, but neither are you testing people's skills at cryptic thinking.
- It is good to ask questions on important points that were learned during the evening eg "According to Elizabeth's educational session, what is the most important job of an evaluator?"
- Use your imagination to make the assignment both entertaining and a method of revision. You can limit who can answer, award small prizes or make it a written assessment.
- You will need to prepare at least 10 questions, but you may well prepare more questions than you find can fit into your time. When your time is up, end your assignment, even if you have more questions prepared. This shows consideration and professionalism.
- If the meeting is running close to or overtime, make your report concise.
- Hand back to the person who called you to the front, either the General Evaluator or the Chairman.

Club Twit

Purpose

- To post a status update on the Parramatta Toastmasters Club Twitter and Facebook pages and write a blog for the Club blogging platform. Your posts and blog can be on anything interesting that happened during the meeting within the [policy guidelines](#). You can also write a blog on your Toastmasters experience, learning or even a new skill you are practicing. This role is an opportunity to practice your communication skills on various social media channels. This role also requires attentive listening and interpretation.

What to do during your assignment

- Listen for and takes notes on interesting phrases, quotes, announcements or news you hear during the meeting which might be of value of members and non-members.
- Write a short update that you would like to post on Twitter and Facebook and submit it to the social media officer by end of the meeting.

What to do after the meeting

- Write your blog in any format that you wish: MS Word document, email, text file or even pen and paper. The minimum word limit for the blog is 250 words. The recommended upper limit is 1000 words.
- Ensure that your blog post adheres to the [Parramatta Toastmasters Social Media Policy guidelines](#).
- If you are new to blogs, here are some good resources for beginners:
 - [How to Write Great Blog Content](#)
 - [How to Write a Great Blog Post in Just 15 Minutes](#)
- Send your blog to the social media officer before the first Wednesday following the meeting. The social media officer will then post it to the club blog at <http://blog.parramattatm.org.au/>
- If you have any additional updates to post on Twitter and / or Facebook, feel free to submit them. These updates can include anything related to Toastmasters and public speaking that can be of value to members, such as links to articles you have read on public speaking.
- Please also check the Blog Evaluation document so you have an idea of the evaluation feedback requirements.
- Maintain the social media conduct described in the club social media policy.
- Your blog will be evaluated by the Blog Evaluator at the next meeting.

Blog Evaluator

- Purpose** To provide feedback on the content of the blog article written by the Club Twit.
- Before the meeting begins**
- The blog will be submitted by the Club Twit before the first Wednesday after the meeting and posted on the Club blog at <http://blog.parramattatm.org.au>.
 - The Social Media Officer will inform you via email or phone that the blog has been uploaded.
 - Read the blog and prepare your evaluation of the blog content
 - Ensure that the blog post adheres to the [Parramatta Toastmasters Social Media Policy guidelines](#).
 - The evaluation can include but is not limited to:
 - Topic selection: Is the topic relevant and of value to members?
 - Title: Is the title interesting?
 - Introduction: Does it grab the reader's attention straightaway?
 - Body: Is the content easy to follow? Is the argument built logically? Does the content have depth?
 - Call to action: Does the blog manage to meet the objectives of the writer (eg inform or persuade)
 - Grammatical errors: Is the blog free of grammatical errors?
- What to do during your assignment**
- As with all evaluations, your presentation should be positive, upbeat, instructive and basically congratulatory.
 - Present your evaluation within the allocated time limit of 1 minute.
 - Follow the same format as other evaluations: commend, recommend and commend.
 - When finished, hand back to the Chairman.
 - That is the end of your assignment. You will be evaluated by the General Evaluator.