

The Green River Toastmaster Club Meeting Roles

The toastmaster is responsible for coordinating the meeting. It is a good idea to work from a prepared agenda with a theme. He or she needs to contact the meeting team to make sure they understand their meeting assignments. It is very important to contact the speakers to find out how much time they need and to remind them to provide an introduction. (Additionally, the toastmaster should write an introduction so the club president can introduce him or her.)

The general evaluator contacts the evaluators and encourages them to TALK to their speakers! High tech email is a wonderful tool but high touch personal contact is stronger! The evaluators discover what the speakers are trying to accomplish and ask how they can help. It is easier to evaluate a manual presentation because there are clear goals. The speaker may not be working out of a manual but the speaker should still be trying to accomplish something worthwhile not just push air.

The table topics master can tie into the theme of the meeting to help give it continuity. It is important to involve members that don't have speaking roles and to ask guests if they want to participate. The questions need to be asked in a timely manner not be mini speeches. We never want to stump or embarrass anyone.

The timer helps start the meeting by leading the pledge of allegiance and sharing a thought for the day. We have had members who pass on this duty because of personal beliefs. The timer needs to be firm and keep the meeting flowing. Use the 30 second contest rule. When the red light or card is on the speaker, evaluator, or table topics contestant that person has thirty seconds to wrap up or be disqualified! You can carry things a step further by having the timer tap a glass or start clapping if the person isn't wrapping up.

The grammarian and ah counters job can become a fun part of the meeting. The Green River Club combines the two into one person's job. The grammarian listens for good words and phrases along with the poor. Then they charge a nickel for ahs and ums. At the end of the year the money is used for the holiday party.

The vote counter encourages the members to write some comments for the speakers and other members who stand out. Additionally, he or she collects the votes and helps the president hand out the awards. This should be done with class!

Try this simple procedure. The person who is handing out the award should hold it in their left hand close to their body. They start by reaching out with their right hand to shake to other person's hand. The award is passed after they shake hands.

You will find an agenda with all of the times on the club web site. The speaking portion of our meeting is supposed to be completed by 7:45A. A good earmark is having the table topics completed by 7:28A. That will leave time for the evaluations, reports, and awards.