

	Jan 4, 2012	Jan 18, 2012	Feb 1, 2012	<i>Primary Responsibilities</i>	<i>Alternate Responsibilities</i>
Theme	Couch Potato	Winter Wonderland	Grab Bag	Know Your Role	Know Who to Call
<i>Greeter</i>	Schoenberger	Self	Yohonn		
<i>Inv & Pledge (2 min)</i>	Lozito	Schoenberger	Tandle		
<i>Opener (2 min)</i>	Evans	Self	Moreland	<p>1) At the meeting before you are Toastmaster, review the matrix to confirm roles. Work with President to call those not in attendance.</p> <p>2) Toastmaster confirms the following one week before the meeting:</p> <p>a) Speakers - speech project, manual, title, time (ensure the request meets manual parameters)</p> <p>b) Tabletopics Master - who confirms the role of Wordwatcher</p> <p>c) Chief Evaluator - who confirms the roles of Evaluator, Grammarian, Ah Counter, Vote Counter and Timer</p> <p>d) President - who confirms the roles of I & P, Opener and Closer</p> <p>3) Toastmaster calls President Sunday before the meeting with all confirmed information for the agenda</p>	<p>If you are unable to fill your role, YOU are responsible for finding a replacement</p> <p>1) If you have confirmed your role and you must subsequently miss the meeting, call the person with whom you confirmed. If you have not been confirmed, call the VP of Ed.</p> <p>2) Contact alternate speakers and evaluators first. Coordinate with VP of Ed. if this creates other gaps.</p> <p>3) If you need to change your status from active to inactive, please advise the Club President and Secretary</p>
<i>Toastmaster</i>	McDermott	Roland	Self		
<i>Table Topics Master</i>	McCormick	Evans	Schoenberger		
<i>Wordwatcher (1 min)</i>	Tandle	Kalia	Zanghi-Smith		
<i>Speakers</i>					
	Publow	McCormick	Ligenza		
	Langston	Buffan	Yohonn		
	Schneider	Self	Publow		
	Weymann	Healy	Kalia		
		Lozito			
<i>Evaluators</i>	Self	Moreland	Weymann		
	Schoenberger	Publow	Roland		
	Yohonn	McDermott	Healy		
	Kalia	Schneider	Lozito		
		German			
<i>Chief Evaluator</i>	Healy	Ligenza	McCormick		
<i>Timer (1 min)</i>	Roland	Zangi-Smith	Buffan		
<i>Vote Counter</i>	Moreland	Yohonn	Evans		
<i>Grammarian (2 min)</i>	Ligenza	Healy	McDermott		
<i>Ah Counter (1 min)</i>	Buffan	Weymann	Tandle		
<i>Closer (2 min)</i>	Schoenberger	Langston	Evans		
<i>Participants ("Active" status only)</i>					