



Member Responsibilities & Club Meeting Roles Guidebook

***Toastmasters International*
Postprandial Club, 3259 - 65**

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Area 6
Central Division
District 65

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NOTE: While specifics are included for each role, the information described herein is helpful to all Toastmasters attending a meeting. Be sure to familiarize yourself with this information so you can contribute effectively to the club meeting and serve your role in Postprandial style! Any role with an asterisk () is especially helpful for all members.*

Member Responsibilities

Joining a Toastmasters International Club is like participating in no other organization. Toastmasters is dedicated to developing the listening, speaking and leadership skills of each member through a hands-on approach to learning. This does mean a considerable amount of effort is expected of each member, but the rewards are nearly indescribable (and the support is endless). The cliché “you get out of it what you put into it” cannot be more true than in the case of a successful Toastmaster.

A member of Club #3259 has a sense of pride about joining (one of) the largest, most active and oldest clubs in the Rochester area. Postprandial is more than three decades old and full of “veteran” Toastmasters who continuously share their experience, wisdom and support with all members. One reason why members remain active is that there is always something to learn from others and something to share with others.

This guide is designed to help you through each Postprandial Toastmasters Club meeting role. ***Be sure to review the entire guide as it has helpful tips for all meeting participants.*** Since no set of instructions is ever as complete as possible or easily understandable to all (especially new members), be sure to contact your mentor, the VP of Education or any other Club member for help while preparing for your role.

For each member to grow and for Postprandial to remain as vibrant as its history boasts, certain responsibilities must be fulfilled. What follows is a list of expectations the Club has of each member.

- Each Club Member attended at least three (3) Club meetings prior to being inducted into the Postprandial Club. This policy helps to ensure that prospective members (guests):
 1. meet Club members and vice versa;
 2. learn whether Postprandial is the right fit for their own learning style and needs; and
 3. become accustomed to the meeting agendas and responsibilities of being a member.
- During the New Member Induction, new members are asked whether they will be able to fulfill the roles and responsibilities of Postprandial Toastmaster. This is a critical question since meetings would not run smoothly or meet member needs without each person’s contribution.
- The Vice President of Education publishes and distributes meeting role assignments (known as the “matrix”) at least two meetings in advance.
- Members are responsible for using this matrix to identify their roles at upcoming meetings.
- Members who miss the meeting where the matrix is distributed or do not have an updated matrix, should contact the Vice President of Education to learn of their role assignment. (The VP-Education will not contact the absent members.)

- If a member knows of an upcoming meeting absence AND the meeting matrix has not yet been published, the member should contact the VP-Education in writing to have their name listed as a participant at that meeting (no role will be assigned).
- If a member cannot fulfill the role assigned once the matrix is published, the member is responsible for finding a replacement from the list of meeting participants. Depending on the role, the member is also responsible to identify the correct “lead” person for notification of the switch. (See replacement contact information for each role.)
- Begin preparations for your meeting role early! Members with active roles will usually be called no later than the weekend prior to the meeting and as early as one week before the meeting for confirmation of role fulfillment and additional information based on the role being performed. This would be a good deadline to set for yourself for your own completed preparations.
- Watch, take notes and learn how others perform these roles. When it becomes your turn, you’ll be that much more prepared for success!

About Postprandial Club Meetings

Things that make you go, “Hmm..Professional!”

We have heard the comments about how professional Postprandial is, but just how did we achieve such recognition? Anyone observing a Postprandial meeting will see that we can all present a good speech and fulfill a club role well. It’s also obvious that our club meetings are organized and energizing. While all this may be true, I’m afraid that if we simply continue down the same path, we may be destined for mediocrity, not professionalism.

The good news is that preventing such mediocrity is something we can also do. It’s all about figuring out what it is that earns Postprandial the “professional” title, besides experience. The true answer can be found in the little things that make the big difference. These are the tips and techniques that add polish to a performance and they must continuously be shared to enable us to *build on the magic* that is Postprandial Toastmasters.

So here’s a list of “the little things” to keep in mind when you’re presenting at the club (and anywhere else) to help you be as polished (and professional) as possible!

1. Know your role and practice prior to the meeting. You will feel and look more comfortable.
2. Look and behave the part. This means, button your jacket, tuck in your shirt, even consider dressing appropriately to support the speech topic and stand up tall and still. (See tip one to help remain still.)
3. When introducing someone who has never filled a role before, wait until **after** the performance to let the audience know of the first-time effort. Being a “first-timer” sometimes sets the audience up to be empathetic. Instead, wow them with the surprise at the end of the professional performance.

4. Deliver the opening and closing of any presentation with direct eye contact, volume and enthusiasm. It has a much stronger impact than reading, capturing the audience from the start!
5. Listen to your audience. Watch for the cues on the faces of the audience and adjust your vocal variety and actions to interact accordingly.
6. When you fill one of the “listening” roles (such as Ah Counter and Timer) be sure to listen actively and be ready to use the tools that help speakers improve. Ring the bell to let the speaker know when one of those pesty, no-value sounds is said and use the light system to make them aware of time use.
7. When you cannot fulfill a meeting role, find a replacement by using the matrix list of participants and ensure a smooth transition by calling the Toastmaster (or Chief Evaluator if you’re part of the evaluation program) with the name of the replacement (see meeting roles for specifics). Remember, the Vice President of Education plays no part in such changes.
8. When you mess up, keep going. Likewise, if your introduction is incorrect, don’t take time to correct it and take away from your presentation, keep going and inform your introducer privately after the fact.
9. Each speech presented should fill objectives for a manual speech project. Time your speech according to these manual objectives. Though one of the hardest parts of speech development is timing, this is a skill the Toastmasters program helps develop – and it maintains the overall timing of the meeting.
10. As a meeting leader, contact speakers in advance and confirm all information before the big performance. When leaving a voice or e-mail, include information you hope to receive in a return message. This cuts down the phone tag game and uses time and technology more efficiently.

This list is far from complete, but if you’re looking to add polish to your presentations, consider incorporating some of these ideas. Likewise, when you see something that makes you go, “hmm...professional!” add it to the list, share it with others and help fight mediocrity!

Meeting Roles

Invocation and Pledge

The President will welcome this person to share a non-denominational thought of thanks which can be, but doesn't have to be, tied to the meeting theme. This is different than the Opening and a prepared speech. These are words of gratitude and well wishes. This reflection is followed by a request for the membership and guests to stand and face the US Flag. (Know where the flag is so you can direct your audience accordingly.) Once everyone is standing, lead the group in the Pledge of Allegiance. When complete, return control of the meeting to the President.

Time Limit: 1 minute, plus the Pledge

If you cannot fulfill this role, find a substitute and notify the following of your replacement:
President

Opener

The President will introduce the Opener who shares thoughts related to the theme of the meeting. The theme can be found on the matrix and can be incorporated in any way the Opener wishes – an endless number of possibilities exist as there is no wrong way to share thoughts about the theme. Some have shared poems, stories and quotes - just remember this should be limited to 2 minutes. The Opener sets the tone for the meeting and should be exciting, motivational and prepare the audience for an evening of learning and fun.

Time Limit: 2 minutes

If you cannot fulfill this role, find a substitute and notify the following of your replacement:
President

Toastmaster

The Toastmaster of any club meeting serves as the Emcee. The goal is to encourage an exciting and lively meeting and performance by participants. Most of the Toastmaster's work is performed as preparation prior to the meeting, with the limelight being on the speakers during the meeting. The additional role of the Toastmaster is to ensure that the meeting runs as planned and keeps to the agenda schedule.

2 weeks prior to the meeting

During the Business Portion one club meeting prior to the meeting when the Toastmaster will serve, the Vice President of Education will call upon the next meeting's Toastmaster to review and confirm the list of participants. To do this, the next meeting's Toastmaster should take into account who is present and review the scheduled matrix only calling for confirmation from those in attendance (so as not to waste time during the Business Meeting). This provides an opportunity for members to find replacements and for the Toastmaster to confirm these roles.

1 week prior to the meeting

Contact and confirm the following participants:

- ◆ Speakers – confirm participation and gather information for each introduction related to: manual title, speech project, speech title, time request (ensure the request meets manual objectives), general introduction information, meeting theme remarks. Inform Chief Evaluator of speakers so a match with Evaluators can occur. (Timesaving Tip: leave a message (phone or e-mail) including the information you will need)
- ◆ Table Topics Master – this person confirms who will fill the role of Word Watcher and provides introduction information including: Toastmasters experience, work experience, theme comments
- ◆ Chief Evaluator (CE) – this person gives introduction information to the Toastmaster for the CE including: Toastmasters experience, work experience, theme comments. They also confirm the Ah Counter, Grammarian, Timer, all Evaluators, and strategically match evaluators to speakers (see role description of CE).

*NOTE: When this matching is complete, inform speakers of their assigned Evaluator so they can discuss objectives and goals of their speech prior to the meeting.

- ◆ Vote Counter

Weekend prior to the meeting

Contact the President to confirm the following for the agenda:

- ◆ Speakers, with manual title & manual project title (title not needed for agenda, only introduction);
- ◆ Table Topics Master & Word Watcher;
- ◆ Chief Evaluator, Evaluators with matched speakers, Ah Counter, Grammarian, & Timer,
- ◆ Vote Counter.

Toastmaster's Comments – Introduction and Table Topics Portion

Following the introduction of the Toastmaster by the President, the Toastmaster will present a brief discussion related to the theme of the evening. In addition, a *brief* overview of the 3 meeting parts (Table Topics, Prepared Speeches and Evaluation) should be presented – not giving away details that the leaders of those program parts will be sharing. In addition, explain

the various Toastmaster designations (CTM, ATM, CL, etc.) and the use of comment slips for each speaker.

INTRODUCTION TIP: When introducing someone who has never filled a role before, wait until **after** the performance to let the audience know of the first-time effort. Being a “first-timer” can set the audience up to be empathetic. Instead, wow them with the surprise at the end of the professional performance.

The Toastmaster will then introduce the Table Topics Master.

**TIME TIP:* If the meeting is running long during Table Topics, the Toastmaster should encourage the Table Topics Master to limit the number of people called upon for this portion of the meeting.

Following the Table Topics portion of the meeting, the Toastmaster regains control of the meeting and informs the Club of a break, as scheduled on the agenda. This announcement should include the time at which the meeting will resume. (Insure that the vote has been taken for Best Table Topic speaker.)

Toastmaster’s Comments – Prepared Speaking Portion

- ◆ During this part of the meeting, the Toastmaster is setting the stage for each speaker’s performance. Announce what the prepared speaking portion of the meeting is about (members giving prepared speeches and attempting to meet the objectives as specified in the TI manuals.)
- ◆ Bring attention to & encourage members & guests to send feedback on the notepaper supplied at their places.
- ◆ Call on the Timer to explain the timing and signals to be used for the speakers.
- ◆ Introduce each speaker in an exciting, upbeat style – including the information received through prework. Lead the group in applause for the speaker.

Time Limit: Each introduction should be about 30 seconds in length.

****SPEECH INTRODUCTION NOTE:** Be sure not to comment on the speeches so as not to influence the vote for Best Speaker.

- ◆ After all speakers present, ask the Timer to present the report related to the speakers’ use of time – to determine qualification for voting.
- ◆ Ask for **Members Only** to send their vote for Best Speaker (one name only) to the Vote Counter, reminding the membership who is serving that role.
- ◆ Introduce the Chief Evaluator. *Time Limit: This introduction should be no longer than one minute.* Be sure not to explain the Evaluation portion, as this is the role of the Chief Evaluator.

Toastmaster’s Comments – Conclusion

Regain control of the meeting from the Chief Evaluator and obtain the Vote Counter tally of the meeting’s winners. Announce the winners as follows:

- ◆ Table Topics: Runner Up and then Winner
- ◆ Evaluation: Runner Up and then Winner
- ◆ Speaker: Runner Up and then Winner

Present each winner with the appropriate trophy and remind them that it is theirs for 2 weeks and is to be returned for the next meeting.

Return control of the meeting back to the President.

If you cannot fulfill this role, find a substitute and notify the following of your replacement:
President

Table Topics Master

This portion of the meeting is focused on the meeting theme. The purpose is to provide club members who are not scheduled on the agenda (see eligible participants below) an opportunity to practice their impromptu speaking. The scenarios are supposed to challenge, but not stump the participants.

Preparation

- ◆ One week prior to the meeting, confirm the Word Watcher then confirm this with the Toastmaster. (Words do not need to be confirmed, as it's often more exciting and interesting if the Table Topics Master and Word Watcher do not consult one another about the words before the meeting.)
- ◆ Prepare short, creative scenarios/questions, related to the theme, to which members will respond. Be creative AND short. These scenarios are for the participants, therefore the focus is not on the scenario or Table Topics Master. *Time limit for scenario presentation - 30 seconds.*
- ◆ Choose participants based on agenda and guests who are Toastmasters from other clubs (discuss with President whether any other Toastmasters will be visiting the club).

Eligible Table Topics Participants – priority order:

- ◆ Postprandial Members present who do not have a meeting role (not listed on the agenda)*
- ◆ BE SURE TO INCLUDE any newly inducted Postprandial members
- ◆ A visiting Toastmaster from another club

*NOTE: If there are few members present who are not on the agenda, it is appropriate, once all options are exhausted, to choose the following meeting participants (those on the agenda) in priority order:

- ◆ Vote Counter
- ◆ Invocation and Pledge
- ◆ Opener
- ◆ Closer

Guests are **discouraged** from being called to participate, as this is a member privilege.

Presentation

- ◆ Explain the Table Topics portion of the meeting for members and guests.
- ◆ Ask the Timer to begin applause at 2 minutes.
- ◆ Present the scenarios – 30-second limit – calling the participants' names after the scenarios are already presented. (This encourages a Toastmaster's quick thinking and listening skills development.)

NOTE: Consider calling the name of new members (who have presented less than 3 speeches) before presenting the scenario and keep “veteran” members names until after the scenario is presented.

- ◆ Lead the group in applause for the speaker.
- ◆ Do not comment on the participants' presentations so as not to sway the Best Table Topics vote.
- ◆ Be flexible. If the meeting is running late, be willing to forgo a scenario (or more).
- ◆ When this portion is complete, ask for the Word Watcher's report for best speaker qualification.
- ◆ Invite **Members and Guests** to vote for whom they believe is the Best Table Topics participant – one name only per ballot. Ask the ballots to be passed to the Vote Counter, reminding everyone who is serving in that role.
- ◆ Return control of the meeting to the Toastmaster.

Time Limit: 20 minutes – Be flexible as this part of the program can be shortened to maintain timing of overall meeting.

If you cannot fulfill this role, find a substitute and notify the following of your replacement:
 Toastmaster

Word Watcher

The Table Topics Master will introduce the Word Watcher at the opening of the Table Topics segment of the meeting. The Word Watcher chooses two vocabulary words of the meeting that relate to the meeting theme. The words should be common enough that they are used in everyday language, but not so common that they fail to stretch our knowledge and usage of the English language.

When presenting the words to the Club, first explain that speakers must use at least one of the two words to qualify for the Best Table Topics Speaker Award. Introduce the words by sharing the word (pronunciation), its spelling, part of speech and an example of how to use the word in a sentence. The words should be printed large enough for all to see (a file folder works well!) and taped (bring tape) to the lectern after their presentation so Table Topics participants can be reminded of the words.

It is not necessary for the Word Watcher and Table Topics Master to share their words or scenarios for this segment before the meeting. This creates much of the fun!

During the Table Topics portion of the meeting, keep track of which participants properly use one or both words. Following all presentations, the Table Topics Master will call upon the Word Watcher for the report of those who used which words correctly. Those speakers who use one or more words will be qualified for the vote for Best Table Topic Speaker of the evening.

Time Limit: 1 minute to explain; 1 minute to report on use

If you cannot fulfill this role, find a substitute and notify the following: Table Topics Master

Vote Counter

The Vote Counter tallies the ballots for the Table Topics, Prepared Speakers and Evaluation portions of the meeting. (There is no presentation assigned for this role.) Tally each vote as they arrive during the meeting (to save time at the end of the meeting) and keep results confidential.

As soon as possible after the Evaluation portion is complete, one sheet of paper should be given to the Toastmaster for the announcement of winners. For suspense, the winners should be listed in the following order:

Table Topics
 Runner Up
 Winner
Evaluation
 Runner Up
 Winner
Speaker
 Runner Up
 Winner

Voting Notes:

- 1) This is a confidential ballot tally. Do not share results.
- 2) Only include ballots with **one name**. Members must choose one winner so ballots with multiple names should be disqualified.
- 3) The Vote Counter is the **tiebreaker**. Vote as requested during the meeting, using your ballot **ONLY** if a tie requires it. Break the tie by choosing the winner and runner up. Keep the need for a tiebreaker confidential.

Notify the following of your replacement: Toastmaster

Speaker

All Speakers will present speeches from a Toastmasters International manual or project description. These include the Basic and Advanced Manuals, specialty projects (Club Success Series, Better Speaker Series, Educational Program, etc.) and include speeches presented for contests and educational sessions.

Three reasons for this exist:

- 1) The Toastmasters program has demonstrated that these manuals and this process provide the foundation for successful speaker development.
- 2) So the evaluator of the speaker has a guideline by which to evaluate the speech (though some special projects come with no evaluation form – personal goals and a general evaluation of content and delivery will suffice);
- 3) So that the member and club both earn Toastmasters International credit toward helping the member improve their speaking ability; and

Speakers will know at least two meetings (4 weeks) in advance that they are assigned to speak. The Speaker will follow the speech projects described in the speech manual from which they are working. Each new member must complete the Basic Manual before presenting from the Advanced Speech Manuals.

Speakers always decide on a speech topic and title for their speech. (The speech does not have to be related to the meeting theme.) The only requirement is to complete the objectives of each speech project, and use props and language that are safe and appropriate to the audience. Tip: It's never too soon to begin preparing for a speech presentation!

Be prepared with a speech title and timing by one week prior to the meeting, as the Toastmaster will likely contact the speaker for introductory information at this time. This information will include: information for an introduction related and unrelated to Toastmasters experience; remarks about the meeting theme; speech title; specific time request (within manual objectives); speech manual title; and speech project number and title.

If special equipment is needed for a speech (overhead projector, flipchart, table, etc.), be sure to contact the *Sergeant-at-Arms* at least one week prior to the meeting to discuss these arrangements.

Speakers must bring the Speech Manual they are working from to each meeting for use by their evaluator. Their assigned evaluator will review the project description and provide a verbal evaluation as well as complete the written evaluation form in the manual.

At the end of each meeting after each speech, the Speaker should have the Vice President of Education sign the manual for credit for each speech project.

Time Limit: Speakers must present within manual time requirements for a specific speech project!

If you cannot fulfill this role, find a substitute and notify the following of your replacement:
Toastmaster

Chief Evaluator

This role provides feedback about the Evaluators and overall management of the meeting. It is the heart of the Toastmasters meeting – when much of the reflection and learning take place.

Preparation

- ◆ *2 weeks prior* to the meeting, during the previous meeting Business Session, follow along the review of the matrix, making changes related to the Evaluation portion as needed.
- ◆ *1 week prior* to the meeting, contact and confirm participation of the following roles: Evaluators; Timer, Grammarian and Ah Counter. Be prepared to share these with the Toastmaster to pass on to the President for the agenda.
- ◆ *1 week prior* to the meeting, match Evaluators with Speakers (after confirming speakers' participation with the Toastmaster). This can be done with input from the Toastmaster. The Toastmaster must know the matches so this information can be passed on to the President for the agenda

Evaluator/Speaker Matching Tips:

- 1) Pair an experienced Toastmaster with a new speaker, especially for an Icebreaker or 2nd speech.
 - 2) For an Evaluator's first evaluation, match with a speaker speaking from the Basic Manual.
 - 3) Pair an experienced Toastmaster with a speaker presenting a specialty speech (this speech does not come from the Basic or Advanced speech manuals).
- ◆ *Inform Evaluators of who they will be evaluating so they can contact them to learn of objectives and goals prior to the meeting.*

Presentation

- ◆ When introduced by the Toastmaster, present a short description of the Evaluation Portion of the meeting, including a review of the “sandwich approach” encouraged for use by the evaluators.
(See the Evaluator's role description for more about the sandwich approach.)
Time Limit: 3 minutes
- ◆ Ask the Timer to explain the timing for the evaluators.
- ◆ Introduce each Evaluator by describing which speaker will be evaluated. Lead the group in applause for the Evaluator.
- ◆ Be sure NOT to comment on each Evaluator's performance at this point so as not to sway the Best Evaluator vote.
- ◆ After the evaluations are complete, ask the Timer to present an Evaluator's Timing Report for voting qualifications.
- ◆ Ask for Members Only to vote for ONE person for the Best Evaluator – reminding of the Vote Counter to which all votes should be passed.
- ◆ Provide a brief evaluation of each Evaluator – commenting on the use of the “Sandwich Approach” (see Evaluator description) and style/time.
- ◆ Call for the following reports:
 - Ah Counter – ask the Timer to begin applause at 1 minute
 - Grammarian – ask the Timer to begin applause at 2 minutes
 - Timer's Report – for overall use of time
- ◆ Provide a general evaluation of the meeting, including the Invocation & Pledge, Opener, Business Meeting, Table Topic Master, and Toastmaster. Return control of the meeting to the Toastmaster.

Time Limit: 25 minutes – pending whether the meeting is running on time

If you cannot fulfill this role, find a substitute and notify the following of your replacement:
Toastmaster

Evaluator

The Evaluator's role is to provide an honest, helpful and personal account of the Speaker's performance. Members will be assigned to evaluate others only after they have presented at least three (3) speeches from the Basic Speech Manual.

Most Speakers will be speaking from a Toastmaster's Speech manual. Exceptions include "special" Toastmasters International Speech projects, such as those from the Successful Club Series, Better Speaker Series, Advanced Leader Program, etc. In the case of these speeches, Evaluators should discuss the Speaker's personal goals and prepare an evaluation based on those criteria and basic skills of public speaking.

Preparation

- ◆ After confirming participation, The Chief Evaluator will share which speaker you will evaluate.
- ◆ Contact the Speaker to identify the speech project, objectives and personal goals for the speech.
- ◆ Upon arriving at the meeting, meet with the Speaker and get the manual from which the speech will be presented.
- ◆ Review past evaluations for any trends in comments about which the evaluation can include feedback. Review the particular speech project description and evaluation form to prepare for the evaluation.
- ◆ Listen to and watch the speaker and prepare comments for the evaluation.

Presentation

- ◆ Begin the presentation by presenting the manual objectives.
- ◆ Share feedback according to the "***sandwich approach***" of evaluating:
 - a) Begin with what the speaker did well. Be specific including examples and why the examples were "good."
 - b) Offer a suggestion for improvement. Include an idea that will help the speaker improve and implement your idea. Be sure to use "I" language that demonstrates that this is your opinion and perspective. An example is using something like "I would have liked..." vs. "You should have..."
 - c) Complete the evaluation offering another positive aspect of the speech/delivery and include another specific example and why it was "good."
- ◆ When presenting the evaluation, use "first person" language, speaking directly to the speaker be sure the entire audience can also hear clearly.

Time Limit: 2 minutes

If you cannot fulfill this role, find a substitute and notify the following: Chief Evaluator

Timer

The last thing anyone has time for is the long version of any story! OK, once in a while it's refreshing to be carefree and relax while listening to a campfire tale. Even in this new millennium though, my guess is that there will always be too much to do within very short deadlines. Such is also the case at Toastmasters.

Internationally, Toastmasters use the communication manuals to enhance their speaking skills. One objective of every speech has to do with time. This requirement teaches us to be succinct! However, there are time limitations for each role and all meeting parts of which the Timer must keep track. Therefore, here are a few TIME tips that every Toastmaster (including the Timer of each meeting) should know...

For the Timer, the time management clock begins when the Sergeant-at-Arms calls the meeting to order. The Timer should time each meeting segment including the Business Meeting, Table Topics, Prepared Speakers, Evaluations and Reports.

Club Officers

All remarks from Club Officers, members presenting announcements should be as brief as possible. Use the 2-minute rule to present the who, what, where, when, why and how of any topic.

The Toastmaster

should use 3-5 minutes to discuss the theme, organization and any rules of the meeting. Thereafter, each presenter's introduction should require approximately 30 seconds to complete.

Table Topics Master

The Table Topics Master should keep scenarios short enough for the speaker to remember, yet long enough to offer some context for a participants' two-minute speeches. Anywhere between 30 seconds and 1 minute will usually suffice - including the name of the speaker who will respond.

Word Watcher

The Word Watcher should use time only to present words, parts of speech and sentence examples illustrating proper use. Two (2) minutes is plenty of time, including the final report.

During the Table Topics portion of the meeting, the Timer will be called upon to begin applause after two (2) minutes have passed.

Speakers: be sure to stick to MANUAL time requirements for each speech. If your speech manual objective is to present your speech within a 5 - 7 minute timeframe, **do not** request less than 5 minutes or more than 7 minutes for your presentation. Your speech should be prepared, practiced and presented within the range of time your manual states.

I realize that we are given a Toastmasters "gift" when we use our timing device*, however that is strictly for a cushion in which to run our meetings effectively. Do not pad the cushion!

***The Timer's explanation of the timing device for prepared speakers** can be visualized as a spotlight.

Prepared Speakers

One minute before the Speaker's requested time (which should be within manual objectives for the speech), the green light will be illuminated. This signifies that the Speaker has reached the minimum time requirement for winning Best Speaker of the evening.

When the Speaker reaches the requested time (which should be within manual objectives for the speech), the yellow light will be illuminated. This reminds the Speaker of their "requested" time.

One minute after the Speaker's requested time (which should be within manual objectives for the speech), the red light is illuminated. This signifies that the Speaker has reached the maximum time requirement and now has a thirty second time buffer in which to complete the speech in order to qualify for winning Best Speaker of the evening.

Therefore, if 6 minutes are requested for your speech:

- ◆ at 5 minutes, the green light will be illuminated.
- ◆ at 6 minutes, the yellow light will be illuminated.
- ◆ at 7 minutes, the red light will be illuminated until the Speaker finishes speaking.
- ◆ The speaker must be within plus or minus one and a half minutes of their requested time to be eligible for the Best Speaker award.

Note: There may be an occasion where flags are used instead of lights. The same process will still apply.

Chief Evaluator

Like the Toastmaster, the Chief Evaluator should use 2 - 3 minutes to discuss the evaluation process of the meeting. Thereafter, each Evaluator's introduction simply identifies the Speaker assigned to each. The Chief Evaluator can be the "maker or breaker" of time for each meeting. Should one part of the meeting run long, the Chief Evaluator can adjust the comments regarding the overall management of the meeting to help make up time. However, the evaluation is critical to our success, the Chief Evaluator's role is to capture critical comments of success and opportunities for improvement and present those using the "KISS" method (Keep It Short & Simple).

Evaluators

Evaluators will have lights illuminated for their evaluations by the Timer.

The Timer's explanation of the timing device for evaluators is as follows:

- ◆ One (1) minute into the evaluation, the green light will be illuminated.
- ◆ At 1 minute & 30 seconds, the yellow light will be illuminated.
- ◆ The red light will be illuminated at 2 minutes; and
- ◆ Applause will begin at 2 minutes and 15 seconds. An Evaluator who reaches this applause will NOT be eligible for the Best Evaluator award for the evening.

Opener and Closer

The Opener and Closer should present their ideas in two minutes.

The Invocation should be presented in one minute, followed by the Pledge of Allegiance

Timer and Ah Counter

The Timer and Ah Counter have one (1) minute in which to be presented.

Grammarian

The Grammarian presents a two (2) minute review of our best/worst use of the English language.

These single minutes here and there may sound petty, but we have a lot to do during our “short” 3-hour meeting. In order to leave on time, we must respect time! And if you want to be positively remembered long after your presentation, you just need to be short and to the point. Sound challenging? Don’t worry, it all comes in time!

Timers Reports

The Timer will be asked to present three reports:

- ◆ Speakers’ use of timing and who qualifies for Best Speaker
- ◆ Evaluators’ use of timing and who qualifies for Best Evaluator
- ◆ Overall timing of the meeting segments: Business, Table Topics, Prepared Speakers, & Evaluation.

If the meeting is running late, your report should explain how this happened.

NOTE: Timing for contests differs from this. See contest rules from Contest Master.

Time Limit: 1 minute each for explanation of timing device and reports.

If you cannot fulfill this role, find a substitute and notify the following of your replacement:
Toastmaster

Grammarian

This is a report should primarily focus on the use of the English language by the prepared speakers.

Items to consider for the report include correct, creative and poor use of:

- ◆ grammar
- ◆ sentence structure
- ◆ visual word pictures
- ◆ creative word combinations
- ◆ redundancy - words and phrases
- ◆ jargon/acronyms
- ◆ clichés
- ◆ etc.

Include additional comments on other speakers that have exhibited creative and poor use of grammar.

Time Limit: 2 minutes

If you cannot fulfill this role, find a substitute and notify the following: Chief Evaluator

Ah Counter

“Oh, good – I’m just the Ah Counter!” Oh, my friend, the Ah Counter is not an insignificant or simple job at all! While it seems easy to merely ring the bell whenever someone says *ah*, there is, in fact, much more to this role than meets the eye (or ear).

The Ah Counter’s job requires active listening for **any** filler word. Filler words are words that are not necessary and don’t add value to the speech, as well as words that can be distracting for the listener. These include, but aren’t limited to words like *ah, um, like, you know, er* and any word used twice, such as *the/the, and/and, so/so*. The Ah Counter is **always listening** as this job begins with the Sergeant-at-Arms’ introduction of the President and concludes with the Closer (even though the report is presented during the Chief Evaluator’s role).

The trick to the Ah Counter’s role is to ring the bell as quickly after the filler is used as possible. This requires listening closely and keeping your finger on the bell at all times. This makes it easier for the impulse from the ear to be transferred to the brain and told to the finger, which then rings the bell. The bell is not meant to intimidate or poke fun. It is a critical tool to help the speaker be aware of the fillers being used so they can focus on eliminating these distractions.

The Sergeant-at-Arms has a Club Box usually positioned near the guest table in which all club forms are kept. Within that box is an Ah Counter’s Report Form that aids in presenting the report. A tally for each speaker should be kept and then presented during the Evaluation portion of the meeting. Humor and creativity are always welcomed, however be sure to report the number of fillers for each member who spoke during the meeting.

Exception: There are two times when the Ah Counter would not ring the bell. First, guests have the right to speak freely without our feedback (they’ll be plenty of time for that once they become members). Second, when a new member presents the Icebreaker speech the fillers should be tallied, but the bell should not be rung. This helps the speaker make it through the first speech successfully. During the report, the speaker will then learn of the number of fillers presented during the Icebreaker.

So (ding!), as you can see this role is no small task at all! In fact, this is one of the most visible (OK-audible) roles and often the first improvement we achieve in our speaking ability. Sigh no more, the Ah Counter is a major role during our club meeting and it requires both an active ear and an active finger. Please, listen up and ring often!

Time Limit: 1 minute

If you cannot fulfill this role, find a substitute and notify the following: Chief Evaluator

Closer

This short presentation revolves around the theme of the meeting (see matrix) and can be prepared ahead and/or built with ideas from the evening. The purpose is to send the audience away on a good note, with encouragement to return for the next meeting. Be creative as there is no wrong way to share these thoughts. Some have shared poems, stories and quotes - just remember the purpose and the timing.

Time Limit: 2 minutes

If you cannot fulfill this role, find a substitute and notify the following of your replacement:
President

Participant

Though not assigned to a specific meeting role, Participants are critical to a well functioning Postprandial Club meeting. Participants are those who may be called for the Table Topics section of the meeting and who may be asked to fill in for others who cannot attend. This is in no way a “free night off,” thus the title “Participant.”

Notes:

- If a member knows of an upcoming meeting absence AND the meeting matrix has not yet been published, the member should contact the VP-Education in writing to have their name listed as a participant at that meeting and no role will be assigned.
- See Member Responsibilities for process to use when a scheduled role cannot be fulfilled; and check the notification information for the role that has been assigned.