



Foothills Toastmasters Duty Roster

February, 2004

FOOTHILLS TOASTMASTER DUTY ROSTER

A Description of the roles at Foothills Toastmasters

This document concerns itself with what goes on after the Chairperson calls the meeting to order. Pre-meeting activities and duties such as preparation of checklists, organization of trophies, and so on, are presumed to have been completed. The intent is to assist the Toastmaster in completing the steps towards becoming an accomplished public speaker. After the basics have been mastered, it is natural to try variations on the basic theme – you learn best by doing it and then receiving constructive feedback.

Further reference materials may be found in the Foothills Toastmasters library.

TABLE OF CONTENTS

Duties	AH Pig Counter	page 03
	Assigned Reply	page 03
	Assigned Toast	page 04
	Cashier	page 04
	Chairperson	page 05
	General Evaluator	page 06
	Grammarian	page 07
	Host	page 07
	Invocation	page 07
	Joke Master	page 08
	Parliamentarian	page 08
	Prepared Speaker	page 09
	Prepared Speaker Evaluator	page 09
	Sergeant At Arms	page 10
	Table Topic Evaluator	page 10
	Table Topic Master	page 11
	Table Topic Speaker	page 11
Timer	page 12	
Toast	page 12	
Toastmaster	page 13	
Checklists	Chairman	page 14
	Notes	page 15

The major areas of public speaking addressed by this document may be identified as:

Evaluations
Master of Ceremonies
Prepared Speeches

Impromptu Speaking
Parliamentary Procedure

FOOTHILLS TOASTMASTER DUTY ROSTER

AH PIG COUNTER

TO BE COMPLETED IN 2 MINUTES OR LESS

Receives control of the meeting from the General Evaluator

Returns control of the meeting to the General Evaluator

Objective:

To become sensitive to unconscious errors in speaking patterns committed by any participating Toastmaster. Once sensitized, the member will then be able to observe how the more accomplished speakers avoid these common errors and incorporate their techniques into his own personal speaking style. This is also an excellent method of learning the names of the other members of the club, which prepares the member for duties such as General Evaluator and Chairperson.

Duties:

Responsible for tracking all the ah's, um's, repeated words, slurs, lengthy pauses, fumbles and bumbles made by the Toastmasters. The report to summarize the results of that evening's event and culminate in the naming of at least one winner. Multiple winners are allowed, and are in fact preferable to the alternative of denying a deserving Toastmaster(s) their hard earned accolades!

ASSIGNED REPLY

TO BE COMPLETED IN 2 MINUTES OR LESS

Receives control of the meeting from "Assigned Toastmaster" (refer to page 3)

Passes control of the meeting to the Chairperson

Objective:

To learn how to respond appropriately when you are honored with a toast before an assembly.

Duties:

To respond appropriately to the toast given to you. The reply should reflect the tone and length of the toast.

FOOTHILLS TOASTMASTER DUTY ROSTER

ASSIGNED TOAST

TO BE COMPLETED IN 2 MINUTES OR LESS

Received control of the meeting from the Chairperson

Passes control of the meeting to "Assigned Reply-er" (refer to page 2)

Objective:

To learn how to deliver a toast before an assembly by identifying who is to be toasted, explaining what this person has done to merit our attention, and why we should drink a toast in their honor.

Duties:

To deliver a tasteful, informative, entertaining, humorous, appropriate toast to the person identified, concluding by calling for the toast to be drunk.

CASHIER

ASSIGNMENT BEGINS AT LEAST 20 MINUTES PRIOR TO THE START OF THE MEETING.

Does not receive control of the meeting

Objective:

Introduce the member to the administrative functions of the club. This is also an excellent method of learning the names of the other members of the club, preparing the member for duties such as General Evaluator and Chairperson.

Duties:

Collect moneys at the door and account for same on a pre-prepared sheet:

\$20.00	Member meal
\$10.00	Member meeting (attending, but not eating)
\$20.00	Guest meal

Tally all figures, balance and at the end of the meeting, turn all moneys and record sheet over to the Treasurer. In the absence of a Treasurer, funds are to be given to the designated alternate from the Executive, President or Education VP.

Recommend:

Providing change can be a problem. Remember to take back your \$20.00 float if you put it into the cash.

FOOTHILLS TOASTMASTER DUTY ROSTER

CHAIRPERSON

TO START, AND FINISH, THE MEETING ON TIME!

Calls the meeting to order, thereby taking control of the meeting

Yields control of the meeting as required, to ensure an orderly progression of events.

Objective:

To become proficient in handling the duties of a Master of Ceremonies; controlling the flow of activities; assigning various duties and introducing participants. Particular emphasis is placed on running the business meeting properly. Other Toastmaster's activities should be mastered prior to this assignment.

Duties:

Call the meeting to order, welcome everyone and introduce yourself.

Ask the assembly to rise and remain standing as you call for, first, the Invocation followed by the Toast.

Ask for the introduction of guests, and inform guests that they will be called on for their comments at the end of the meeting.

Open the business meeting by calling for executive reports, followed by committee reports. Move on to unfinished business, and, if time allows, carry on to new business. Orders of the day (conclusion of the business meeting) are either called for by a member or declared by the Chairperson at 6:25 pm SHARP!

Request the Parliamentarian to give their report.

Formally introduce the Table Topic Master and turn control of the meeting over to them.

Accept control of the meeting from the Table Topic Evaluator and smooth out the transition with a brief comment or two.

Call for the Joke Master to entertain. At your discretion, assign the Toast/Reply which is to be given immediately upon the meeting reconvening after the break. Call a short recess that will have the 2nd half of the meeting starting at 7:00pm.

Reconvene the meeting at 7:00 pm SHARP! Re-introduce the Toast/Reply and call for the toast. Provide bridging statements to the next portion of the meeting.

Formally introduce the Toastmaster and turn control of the meeting to them. Accept control of the meeting back from the General Evaluator.

Present the Chairperson's Cup and the Best Evaluator Award. If it is appropriate, and they have not been previously presented, you may award the White Wash Cup and/or the Smut Cup.

Request comments from the guests.

Review upcoming week's schedule and provide closing comments for present meeting.

Declare the meeting adjourned, closing between 8:00 pm and 8:30 PM.

FOOTHILLS TOASTMASTER DUTY ROSTER

GENERAL EVALUATOR

ENSURE THE MEETING ENDS CLOSELY AFTER 8:00 PM ! 15-25 MINUTES ALLOTTED

Receives control of the meeting from the Toastmaster

Passes control of the meeting to the Chairperson

Objective:

You have mastered all of the various functions, and are now capable of evaluating the entire meeting, the various duties, the flow of the activities and the 'feel of the meeting'.

Duties:

To provide an evaluation of participants/portions of the meeting that has not previously been evaluated. There is no specific order (although to 'begin at the very beginning is a very good place to start') to the evaluation, however all of the following points should be covered.

Comment on the punctuality of the Chairperson, the manner in which the meeting was called to order, and the introduction of the guests.

Evaluate the Invocation and the Toast.

Evaluate the Parliamentarian's report.

Review the Chairperson's introduction of the Table Topic Master and evaluate the Table Topic Evaluator

Evaluate the Joke Master and the Toast/Reply.

Launch into the evaluation of the prepared speech section of the meeting and the Toastmaster. Request the Timer's report on the prepared speakers, and comment on the Timer's performance. Call upon the individual evaluators to give their reports, and then, if necessary, evaluate the evaluators.

Award the Most Improved Speaker and the Best Speaker trophies.

Ask the Grammarian and the Ah Pig Counter to give their reports.

You may, if in your opinion it is appropriate, award the White Wash Cup and/or the Smut Cup.

FOOTHILLS TOASTMASTER DUTY ROSTER

GRAMMARIAN

TO BE COMPLETED IN 2 MINUTES OR LESS

Receives control of the meeting from the General Evaluator

Returns control of the meeting to the General Evaluator

Objective:

To become sensitive to unconscious errors in speaking patterns committed by any participating Toastmaster. Once sensitized, the member will then be able to observe how the more accomplished speakers avoid these common errors and incorporate their techniques into their own personal speaking style. This is also an excellent method of learning the names of other members, preparing you for the other roles in the club.

Duties:

Charged with the unenviable task of bringing to light all of those linguistic faux pas we would like to believe we don't make, and applauding those 'glittering grammatical gems'. The report will detail anything from improper word usage to grammatical inaccuracies.

HOST

ASSIGNMENT BEGINS AT LEAST 20 MINUTES PRIOR TO THE START OF THE MEETING

Does not receive control of the meeting

Objective:

To provide a welcome to all who attend. To learn the art of introductions. An excellent training, as all duties provide, to learn people's names and to prepare for other meeting roles.

Duties:

To greet and introduce yourself to arriving members and guests. To have guests sign the guest book, and, if requested by the Administrative Vice President, give them a guest card and/or name tag to complete. Introduce guests to other members, and specifically, to one member who will then be responsible for introducing the guest to the club when called upon in the meeting.

INVOCATION

TO BE COMPLETED IN 1 MINUTE OR LESS

Receives control of the meeting from the Chairperson

Returns control of the meeting to the Chairperson

Objective:

To speak in public before an assembly. To develop the ability to deliver an invocation which is elegant and tasteful, without becoming long-winded and boring.

Duties:

To deliver an invocation appropriate to the evening's activities.

FOOTHILLS TOASTMASTER DUTY ROSTER

JOKE MASTER

TO BE COMPLETED IN 2 MINUTES OR LESS

Receives control of the meeting from the Chairperson

Returns control of the meeting to the Chairperson

Objective:

To learn how to deliver a joke or short entertaining story to a group. The subject matter should be appropriate to the audience it's being presented to. The delivery is to be elegant and tasteful.

Duties:

Tell a funny and/or entertaining story to the assembly.

PARLIAMENTARIAN

TO BE COMPLETED IN 2 MINUTES OR LESS

Receives control of the meeting from the Chairperson

Returns control of the meeting to the Chairperson

Objective:

To become knowledgeable concerning the rules used to conduct a business meeting and how they are applied. Parliamentary Procedure by O' Garfield Jones is the standard reference text. Mastery of this function is usually accomplished in conjunction with the roles of the Chairperson.

Duties:

The Parliamentarian must be familiar with the rules and regulations governing parliamentary procedure and be prepared to assist the Chairperson out of any holes which they dig themselves into during the course of the business session.

The Parliamentarian's report must detail for the assembly the Chairperson's actions during the business meeting. Errors, omissions and blatant tyranny committed by the Chairperson must be identified and advice given on how to overcome, or avoid, these deficiencies.

FOOTHILLS TOASTMASTER DUTY ROSTER

PREPARED SPEAKER

TO BE COMPLETED WITHIN THE TIME FRAME SPECIFIED FOR THE PROJECT IN THE MANUALS

Receives control of the meeting from the Toastmaster

Returns control of the meeting to the Toastmaster

Objective:

To develop the ability to speak publicly before an assembly of any size. To learn how to simultaneously develop the body of a spoken presentation and deliver it while retaining the interest and attention of the audience. The basic components are separately identified and practiced in the projects contained in the introductory 'Communication and Leadership Program' manual. Once the basic components of public speaking have been mastered, the projects contained in the 'Advanced Communication and Leadership Program' manuals will assist the speaker in refining their abilities and practicing various specialty speeches (i.e. – Technical Presentations) that may be more directly related to their occupation and/or career goals.

There are various club speech contests that are/can be held during the year – Humorous, Tall Tales, International, Table Topic and Evaluation. Club members are encouraged to participate in these contests. The entry requirements for contests vary. Consult the Educational Vice Presentation for specific details on each competition.

PREPARED SPEAKER EVALUATOR

TO BE COMPLETED IN 2 MINUTES OR LESS

Receives control of the meeting from the General Evaluator

Returns control of the meeting to the General Evaluator

Objective:

To learn how to evaluate (as opposed to criticize) the performance of another speaker. This is one of the most responsible functions, because a few ill-chosen words can ruin a potentially good speaker for a very long time.

Duties:

To provide the speaker with a written evaluation which specifically covers the requirements of the manual project they are attempting to complete. If the speaker does not fulfill the requirements of the exercise, then they must do it again at a later date.

To provide an oral evaluation which ideally identifies one area (maximum of two) which needs improvement and provides advice on how to effect the improvement? Identifies and expands on three or more traits/abilities which have been successfully demonstrated in the presentation. To highlight any other pertinent points or information that would be helpful to the speaker in their next presentation.

FOOTHILLS TOASTMASTER DUTY ROSTER

SERGEANT AT ARMS

ASSIGNMENT BEGINS PRIOR TO THE START OF THE MEETING

Does not receive control of the meeting

Objective:

To enhance the flow at a meeting by ensuring the 'hardware' and paraphernalia is in place for early access by the participants.

Duties:

From the storeroom bring out/set up required materials – the 'rolling' red and white boxes, the timing lights, stopwatch, awards, trophies, gavel, banner, and charter. Extra touches that contribute to the evening – at the front area set out the price list, meeting agendas, guest book (with pen!) and guest information cards and distribute individual speech evaluation forms. At the end of the meeting – to do it all in reverse!!

TABLE TOPIC EVALUATOR

TO BE COMPLETED IN 5 MINUTES OR LESS

Receives control of the meeting from the Table Topic Master

Returns control of the meeting to the Chairperson

Objective:

To practice the evaluation of multiple performances. This builds on skills developed as a prepared speaker evaluator, but is considerably more 'free-form' - a pre-requisite for General Evaluator. To practice the art of presenting an award to a contest winner.

Duties:

Comment generally on the topics and the overall session. Evaluate the Table Topic Master's performance.

Ask the timer to give their report on the speakers.

Evaluate each speaker, and using your own judgment, award the Best Table Topic award.

FOOTHILLS TOASTMASTER DUTY ROSTER

TABLE TOPIC MASTER

TO COMPLETE YOUR PORTION OF THE MEETING IN 15 MINUTES OR LESS

Receives control of the meeting from the Chairperson

Passes control of the meeting to the Table Topic Evaluator

Objective:

To practice the duties of a Master of Ceremonies, controlling the flow of activities, assigning various duties and introducing the participants. The normal procedure is described – alternate formats at the discretion of the Master.

Duties:

To develop 4 topics which are to be given to the speakers.

Explain the what, why, and how of table topics.

Request the first speaker to open their envelope in order that they have 2 minutes to prepare their talk. The following speaker should open their envelope when the previous speaker begins to speak.

Introduce the theme and/or how the session will proceed.

Introduce the first speaker and their topic, and the lead welcoming applause. Bridge the gap between speakers by making BRIEF comments or a QUICK summary of the speech and introduce the next speaker. Close the session with a BRIEF wrap up comment.

TABLE TOPIC SPEAKER

TO BE COMPLETED IN EXACTLY 2 MINUTES

Receives control of the meeting from the Table Topic Master

Returns control of the meeting to the Table Topic Master

Objective:

To develop the ability to compose and deliver a short speech (with an opening, a body and a close) on a topic with which you may not be completely familiar, having been given little or no warning. Normal procedure within Foothills allows 2 minutes of preparation time. A variety of formats are available. Foothills places more emphasis on form and content than on demanding a purely impromptu presentation – any fool can blather on for 2 minutes!

Duties:

To deliver a 2-minute speech on the topic presented to you by the Table Topic Master, and to speak from the point of view requested. Whether or not you agree with the point of view assigned, is completely irrelevant!

FOOTHILLS TOASTMASTER DUTY ROSTER

TIMER

TO BE COMPLETED IN 1 MINUTE OR LESS (PER REPORT)

Receives control of the meeting from TT Master, TT Evaluator, Toastmaster and General Evaluator

Returns control of the meeting to the appropriate session coordinator

Objective:

To demonstrate use of a simple mechanical device. To succinctly summarize and present a report on the results of your activities after having just completed those activities. Another form of 'impromptu' speaking.

Duties:

- 1) At the request of the Table Topic Master, explain how the lights will be run for the table topic speakers and demonstrate the use of the timing lights and buzzer.

1:00 minute	green light
1:30 minutes	yellow light
2:00 minutes	red light
2:15 minutes	buzzer, and 'clap' the speaker down

- 2) At the request of the Table Topic Evaluator, report the topic and time taken by each table topic speaker.

- 3) At the request of the Toastmaster, explain and demonstrate how the lights will work for the prepared speakers.

2:00 minutes prior to requested time	green light
1:00 minute prior to requested time	yellow light
At the requested time	red light

- 4) At the request of the General Evaluator, to deliver a report that includes the prepared speaker's name, their speech title plus the requested time and the actual time of the speaker's presentation.

Note: There are different timing requirements for special functions (i.e. – contests) which will be provided at the appropriate juncture.

TOAST

TO BE COMPLETED IN 30 SECONDS OR LESS

Receives control of the meeting from the Chairperson

Returns control of the meeting to the Chairperson

Objective:

To speak in public before an assembly. To be able to deliver a brief toast which identifies and honors the Queen or a Canadian. This particular toast also acknowledges that all introductory formalities have been properly observed and the assembly may now relax and enjoy the balance of the evening.

Duties:

To deliver a toast to the Queen or a Canadian.

FOOTHILLS TOASTMASTER DUTY ROSTER

TOASTMASTER

TO BE COMPLETED WITH STYLE AND FLAIR. 35 MINUTES ALLOTTED FOR ENTIRE SESSION

Receives control of the meeting from the Chairperson

Returns control of the meeting to the General Evaluator

Objective:

To practice the duties of a Master of Ceremonies, controlling the flow of activities, assigning various duties and introducing the participants. The normal procedure is described; however alternate formats may be used. More comprehensive introductions and smoother transitions between speakers are demanded. Mastery of this function is the last step towards the role of Chairperson.

Duties:

Explain the what, why and how of the Prepared Speech section.

Ask the Timer to explain their duties, and remind the assembly to fill out the comment sheets.

Provide a formal introduction of each speaker, more comprehensive than that given by the Table Topic Master. Attempt to blend the introduction with the speaker's topic.

Clearly state the speech title and the requested time for the timer. (Note: A list of speakers and their requested times can also be given to the timer,)

Lead the welcoming applause and the applause at the conclusion of each speech. Bridge between the speakers to create a natural flow.

Provide a formal introduction for the General Evaluator.

FOOTHILLS TOASTMASTER DUTY ROSTER

Chairman’s Checklist

1. Call Meeting to Order (6:00 p.m.) → gavel
2. Self-Intro & Toastmasters Intro
3. “Stand for the Invocation” by TM _____
4. & “Remain standing for the Toast” by TM _____
5. Introduction of Guests
6. Business Section
 - a. Executive Reports?
 - b. Committee Reports?
 - c. Unfinished Business? Secretary _____
 - d. New Business
 - e. Orders of the Day (6:25 p.m.)
7. Parliamentarian Report, TM _____
8. Introduce Table Topics Master, TM _____
9. Thank Table Topics Evaluator TM _____
10. Assign Toast & Reply to _____ & _____
11. Humourist, TM _____
12. Declare 10-minute Recess

→ gavel RECESS for 10 minutes → gavel

13. Call for Toast & Reply from _____
14. Introduce Toastmaster, TM _____
15. Award Best Evaluator, Chairman’s (smut/whitewash) cups
16. Guests & Non-Speakers
 Guest _____ Guest _____
 Guest _____ Guest _____
17. Call Meeting to End
 - remind TMs of any important issues for next week
 - remind them to check their assigned duty
 - thank everyone and finish on up-beat → gavel

