



Foothills Toastmasters'

Duty Roster

Club 3073

Calgary, Alberta

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ROLES & DUTIES

This document describes the roles and duties associated with a typical Foothills Toastmasters' meeting. Objectives, Duties, and Preparation are described for every role. Checklists for key roles are appended. The intent is to assist every 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.

MEETING AGENDA

<u>ROLE</u>	<u>FUNCTION</u>
Set-Up/Take-Down	Arrange facilities for the meeting (Sergeant-At-Arms)
Guest Host , Cashier	Welcome guests & members; take payments
Chairman	Call to Order, Invocation , Toast Introduction of Guests Business Session, aided by the Secretary & Parliamentarian
Parliamentarian	Parliamentarian's Report
Table Topics Master	Impromptu speaking • Timer and Table Topics Speakers (4)
Table Topics Evaluator	Evaluation and Timer
Chairman	Assign a Toast and Reply
Humourist	Joke
<hr/> <i>Recess for 10 minutes</i> <hr/>	
Chairman	Toast and Reply Introduce Toastmaster
Toastmaster	Prepared Speeches • Introductions • Timer and Prepared Speakers (3 or 4) Introduce General Evaluator
General Evaluator	Evaluate First Half Timer and Speech Evaluations Awards: • Best Speaker • Most Improved Speaker Grammarian Ah Counter
Chairman	Awards, e.g.: • Best Evaluator • Whitewash Brush Cup • Chairman's Cup
Close of Meeting	Remarks from Guests and Members who haven't spoken Closing Comments & Adjourn Meeting

<h2>DUTIES</h2>

AH COUNTER

Introduced by the [General Evaluator](#)
Followed by the General Evaluator

Time: under 3 minutes

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 or her 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 Chairman.

Duties:

Responsible for tracking all the "ah"s, "um"s, repeated words, slurs, lengthy pauses, fillers, fumbles and bumbles made by each Toastmaster. Don't include guests unless they are alumni or visiting Toastmasters. The report to summarize the results of that evening's event and culminate in the naming of at least one winner to be awarded the "Ah Pig Award" by the General Evaluator. Multiple winners are allowed, and are in fact preferable to the alternative of denying deserving Toastmasters their hard-earned accolades!

Preparation:

- It's handy to copy the names of members from the monthly schedule onto a separate spreadsheet and print that for keeping track of the "ah"s.

ASSIGNED REPLY

Preceded by the [Assigned Toast](#)

Time: under 2 minutes

Followed by the [Chairman](#)

Objective:

To learn how to respond appropriately when you are honoured with a toast.

Duties:

To respond appropriately to the toast just given to you. The reply should reflect the tone and length of the toast. Note that the recipient of the toast does not drink when toasted as it would be self-congratulatory.

Preparation:

- if necessary, ask the Chairman for clarification during the mid-meeting Break
- You have the option of working with the Assigned Toast to coordinate the Toast and Reply

ASSIGNED TOAST

Introduced by the [Chairman](#)

Time: under 2 minutes

Followed by the [Assigned Reply](#)

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. Don't forget to actually ask everyone to toast! Conclude with *"Charge your glasses and join me in a toast to ..."* or similar. Choose a short name for subject of the toast so that those toasting can easily repeat it when toasting.

Preparation:

- if necessary, ask the Chairman for clarification during the mid-meeting Break
- you have the option of working with the Assigned Replier over the break to coordinate your Toast and Reply

CASHIER

Time: arrive early and be set up at the door 20 minutes before the meeting
Stay at the door until at least 6:15 for latecomers
During the meeting or break, approach later arrivals for payment

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 Chairman.

Duties:

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

Weekly Attendance		
	Member	Guest
Dining	\$20	\$20
Not dining	\$10	free
Beer/Wine	\$6	\$6

Distribute the dinner chips to diners, based on their choice of a regular or vegetarian meal. Make note of the choice of meal on the cashier's sheet and provide totals of each to the serving staff.

Membership Dues can be collected as well. Some members may have legitimate expenses, with receipts, for which they need to be reimbursed. Approve these with the Treasurer, Sergeant-At-Arms, President, or Executive member and make note of the expense on the cashier's sheet.

Tally all figures, balance and at the end of the meeting, turn all moneys and the cashier's sheet over to the Treasurer. You must confirm the number of dinners with the serving staff! In the absence of our Treasurer, funds are to be given to the designated alternate from the Executive, e.g.: the President or VP Education.

Inform the serving staff as to the number of regular meals and vegetarian meals. This may have to be updated due to late-comers. This number must be the same as on your cashier's sheet because we will be billed for this number of meals by the venue.

Preparation:

- the previous week, ensure that there is a cashier sheet available. If not, contact the Treasurer, the Sergeant-At-Arms, or a member of the Executive for an electronic copy. Print it and bring it with you. A blank sheet without members' names is appended as the [Cashier's Sheet](#).
- Providing change can be a problem, so bring change: pay for your own meal in coin and have smaller bills available
- Ask people for exact change if they can provide it
- If you run short, other members or the venue's bar might be able to provide change

CHAIRMAN

Time: Start promptly at 6:00 p.m. and finish on time.

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

Yields control of the meeting as required, ensuring 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 Session properly. Other Toastmasters activities should be mastered prior to this assignment.

Duties:

(use the gavel) Call the meeting to order, welcome everyone and introduce yourself. Before elaborating further, call for the Invocation and the Toast ("God and Country" first). Ask the assembly to rise and remain standing as you call for the Invocation, followed by the Toast. Ask the assembly to be seated.

Provide a brief explanation of the evening's events to the assembly. Strive to make everyone feel welcome and comfortable.

Ask for the introductions of guests. Encourage guests to get involved in the Business Session, except when voting on matters of finance and constitution. Inform guests that they will be called upon for a brief comment at the end of the meeting.

Open the business session by calling for (i) Executive Reports, (ii) Committee Reports, (iii) Unfinished Business, and (iv) New Business. The Order of the Day to conclude the business session is called for by a member or declared by the Chairman at 6:25 pm SHARP!

Introduce the [Parliamentarian](#) so that he or she can give the Parliamentarian's report.

Formally introduce the [Table Topics Master](#) who will begin the Table Topics Session

After being welcomed back by the [Table Topics Evaluator](#), smoothen out the transition with a brief comment or two.

Call upon the [Humourist](#) to entertain.

At your discretion, assign the [Toast](#) and [Reply](#) which are to be given immediately upon the meeting reconvening after the break. The Toast can be a role-playing scenario (e.g.: job promotion, birthday, wedding) or involving one or two notable people in the news.

Call a short recess for 10 minutes that will have the 2nd half of the meeting starting at 7:00pm. Ask the timer to time the break. (gavel) Specifying "10 minutes" is better than specifying a time because everyone's watches will be on slightly different times.

(gavel) 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](#) who will introduce the Prepared Speakers.

The [General Evaluator](#) will welcome you back to the lectern.

Present Awards:

- Best Evaluator: consider the Parliamentarian, Timer, Table Topics Evaluator, Speech Evaluators, Grammarian, Ah Counter, and the General Evaluator
- Harold Bickel "Get on with it" Award (optional): either for the best or worst performance in terms of getting to the point and getting the job done
- White-Wash Brush Cup (optional): to the evaluator who gave the most glowing evaluation without any criticism or suggestion for improvement whatsoever
- Actor's Award (optional): to the attendee who best displayed their "inner thespian"
- Smut Cup (optional): to the attendee who sunk lowest in terms of an off-colour comment or nuance, intentional or not
- Chairman's Cup: to the member contributing the most to the evening's success

Request comments from the guests and from members who did not have an opportunity to speak throughout the meeting.

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. (gavel)

Ensure that everything is put away and all outstanding issues are resolved before leaving.

Preparation:

- Notify the President that you will be attending
- Contact:

By Monday	By Tuesday	Before Meeting
President	Set-up/Take Down	Re-confirm Attendance
General Evaluator	Cashier	Re-assign missing roles
Table Topics Master	Host	
Toastmaster	Invocation	
	Toast	
	Humourist	

- Ensure that all those on the list above know their roles
- Prepare introductions of the Table Topics Master and Toastmaster
- Research the Toast & Reply
- Know all members' names and their pronunciations
- Bring a copy of the [Chairman's Checklist](#)
- Bring your copy of **Parliamentary Procedure at a Glance** by O. Garfield Jones
- Familiarize yourself with common parliamentary motions (e.g.: amendments, substitutions, table a motion, division, etc.)
- Before the meeting, you, the Secretary and the Parliamentarian should familiarize yourself with any Unfinished Business
- Before the meeting, get the names of guests and who are introducing them in order to avoid mistakes later. Know the correct pronunciations of their names.
- During the Business Session, make note of key issues that warrant a reminder at the end of the meeting

GENERAL EVALUATOR

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

Introduced by the [Toastmaster](#)

Welcomes back the [Chairman](#)

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 to the evaluation, although a chronological review is usual. All of the following points should be evaluated. Be concise or else this section will be overly long.

1. Set-Up and Cashier's performances.
2. Punctuality of the Chairman, the manner in which the meeting was called to order, and the introduction of the guests.
3. Invocation and the Toast.
4. Parliamentarian's report. Do not re-evaluate the Business Session unless something critical was missed.
5. Chairman's introduction of the Table Topics Master
6. Table Topics Evaluator. Do not re-evaluate the session unless something critical was missed.
7. Humourist and the Toast & Reply.
8. Prepared speech section: request the Timer's report on the prepared speakers, and comment on the Timer's performances. Call upon the individual evaluators for their reports. Evaluators should tell us if speakers have met the requirements for manual speeches, or should repeat the assignment. Speeches with times well outside of the manual's prescribed time range should be repeated.
9. Evaluate the evaluators.
10. Award the Most Improved Speaker and the Best Speaker trophies.
11. Ask the Grammarian and the Ah Counter to give their reports.
12. Make general comments and recommendations about the meeting, if applicable.

Preparation:

- contacts:

By Monday	By Tuesday	Before Meeting
	TT Evaluator	Re-confirm Attendance
	Speech Evaluators	Re-assign missing roles
	Parliamentarian	Assign Speech Evaluators
	Grammarian	
	Ah Counter	
	Timer	

- ensure that all those on the above list know their roles
- assign appropriate speech evaluators to the speakers
- bring your copy of **Parliamentary Procedure at a Glance**
- bring the [General Evaluator's Checklist](#)

GRAMMARIAN

Introduced by the [General Evaluator](#)
Introduces the General Evaluator

Time: under 3 minutes

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. Focus on those items of importance upon which we can best improve.

Preparation:

Some grammatical errors recur: you could research a few of these beforehand

GUEST HOST

Time: ARRIVE 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, and especially our guests. 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 to give them a membership kit and a 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.

Preparation:

- the week before, ensure that there are several Membership Kits available
- if there aren't, contact the VP Membership or Sergeant-At-Arms for some
- set out the name place cards at the door so that members can easily select theirs
- set out Membership Kits, some blank name tags, and a marker for guests
- greet guests, get their names and the correct pronunciations,
- prepare a name tag for the guest
- give them a Membership Kit if they haven't already received one
- find a member who can introduce the guest and provide information and guidance throughout the meeting. Visiting Toastmasters and alumni can introduce themselves, as can guests who choose to do so.
- provide the Chairman with a list of guests' names and pronunciations and who is introducing them

INVOCATION

Introduced by the [Chairman](#)
Followed by the Chairman

Time: under 1 minute

Objective:

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

Duties:

To deliver an invocation appropriate to the evening's activities. Ensure a definitive ending so that everyone knows you are finished.

Preparation:

- research a introspective topic of interest to the assembly
 - prayers are allowed, but be sensitive to the fact that as we are in a pluralistic society some prayers may not be appropriate for all attendees. Strive to be inclusive.
-

HUMOURIST

Introduced by the [Chairman](#)
Followed by the Chairman

Time: under 2 minutes

Objective:

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

Duties:

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

Preparation:

- research to find an appropriate joke or story
- if possible, commit the joke to memory and deliver the joke without notes

PARLIAMENTARIAN

Introduced by the [Chairman](#)

Time: under 3 minutes

Followed by the Chairman

Objective:

To become knowledgeable concerning the rules used to conduct a business meeting and how they are applied. Robert's Rules of Order is the standard by which Toastmasters' meetings are run. The booklet **Parliamentary Procedure at a Glance** by O. Garfield Jones is the standard abridged reference text. Mastery of this function is usually accomplished in conjunction with accrued experience in the role of the Chairman.

Duties:

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

The Parliamentarian's report must detail for the assembly the Chairman's actions during the business session. Errors, omissions and blatant tyranny committed by the Chairman must be identified and advice given on how to overcome, or avoid, these deficiencies. Comment should also be made on the performance of other members, and in particular draw emphasis to the correct and incorrect usage of parliamentary procedure. Avoid repeating the Business Session with a play-by-play recounting of everything.

Preparation:

- before the meeting, familiarize yourself with any Unfinished Business
- bring your copy of **Parliamentary Procedure at a Glance** by O. Garfield Jones
- familiarize yourself with common parliamentarian motions (e.g.: amendments, substitute motions, table a motion, division, etc.)
- follow the progress of the Business Session in order to assist the Chairman, if requested

PREPARED SPEAKER

Introduced by the [Toastmaster](#) Time: within the range specified by the speech manual
Relinquishes 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 *Competent Communication* manual. Once the basic components of public speaking have been mastered, the projects contained in the Advanced Communication Program manuals will assist the speaker in refining their abilities and practicing various specialty speeches (e.g.: Technical Presentations) that may be more directly related to your occupation and/or career goals.

Duties:

Find a speech topic of interest from the *Competent Communication* manual, or from an advanced manual if you have achieved your CC status. Prepare your speech and rehearse it thoroughly. Time your rehearsals to ensure that you fall within the time range specified for this speech (no more, no less). Part of learning to become a good speaker is to keep within assigned time limits; it's a developed skill. You will likely be asked to repeat your manual speech if you fail to keep within the prescribed time range.

It is a right and a privilege to give a prepared speech to the Club. In the event that you cannot attend, please inform the Toastmaster immediately and find a replacement for yourself. Just as you would need at least a few days to prepare a speech, so will your substitute, so find one as soon as possible.

There are various club speech contests that are held during the year: Humorous Speech, International Speech, Table Topic and Evaluation. Club members are encouraged to participate in these contests. The entry requirements for contests vary. Consult the Vice President of Education for specific details on each competition.

Preparation:

- select a speech from the manual
- prepare the speech, then rehearse, rehearse, rehearse
- supply a short bio to the Toastmaster for an introduction
- supply the Toastmaster with your speech title, duration, and the manual requirements
- give your evaluator your manual beforehand so that they can fill in their evaluation

PREPARED SPEAKER EVALUATOR

Time: under 3 minutes

Introduced by the [General Evaluator](#)
Introduces 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. Commend, recommend, commend.

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 General Evaluator has forgotten to ask for the times of the speeches, feel free to ask for the Timer's report before your evaluation. Let the assembly know what the manual requirements were, and whether the speaker fulfilled those requirements or should try this manual speech again. If the speaker does not fulfill the requirements of the exercise, then he or she should do it again at a later date.

To provide an oral evaluation which ideally identifies one area (or 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.

Provide a concise evaluation within the allotted time. Meet with the speaker after the meeting to discuss matters in detail, if desired.

Preparation:

- before the meeting starts, ask the General Evaluator who you'll be evaluating
- meet with the speaker either before the meeting or during the break to discuss the speaker's objectives and specific areas they wish evaluated.
- Get their manual and complete the evaluation form
- Manual speeches should be completed within the prescribed time range. Timeliness is an acquired skill. Strongly consider asking the speaker to repeat their manual speech assignment if they fail to finish within 30 seconds of the prescribed time range.

SECRETARY

Called upon by the [Chairman](#)

Time: under 3 minutes

Followed by the Chairman

Objective:

To become proficient in taking notes during a business meeting, and to become knowledgeable concerning the rules used to conduct a business meeting and how they are applied. Robert's Rules of Order is the standard by which Toastmasters' meetings are run. The booklet **Parliamentary Procedure at a Glance** by O. Garfield Jones is the standard abridged reference text.

Duties:

The Secretary must be familiar with the rules and regulations governing parliamentary procedure and be prepared to assist the Chairman and the Assembly by clarifying the exact wording and sequencing of motions, who moved them, who seconded them, and their outcome.

The Secretary should make clear, legible notes in the Minute Book for his or her own use and for reference in all subsequent meetings. Motions must be clearly stated, with note made of the mover and seconder of each motion. All motions, such as Points of Privilege, Objections, etc. should be noted. The results of votes must be recorded. Any ensuing action, resulting from any approved motion, should be noted.

Preparation:

- before the meeting, familiarize yourself with any Unfinished Business
- bring your copy of **Parliamentary Procedure at a Glance** by O. Garfield Jones
- familiarize yourself with common parliamentarian motions (e.g.: amendments, substitute motions, table a motion, division, etc.)
- know the names of everyone present
- follow the progress of the Business Session in order to assist the Chairman, if requested

SET-UP/TAKE-DOWN

Time: arrive 30 minutes before 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. At the end of the meeting, put it all away.

Duties:

Ensure that the venue has brought out the required materials: two rolling white wooden boxes and one rolling plastic box. If this hasn't been done, notify the Sergeant-At-Arms, or if not present, the venue staff.

- By the door: box of dinner chips (poker chips), Membership Kits, name place cards, blank name tags and a marker for guests
- Put the Foothills Toastmasters' banner on display at the door or as appropriate
- Distribute the evaluation forms: one for each speaker for every attendee

- Put the trophies on display, preferably in order, i.e. the Table Topics Trophy nearest the lectern, then the Most Improved Speaker and Best Speaker Trophies, etc.
- Gavel on the lectern
- Timing lights, power cords, and stopwatch
- Put the Club Certificate on display.
- Notify the Sergeant-At-Arms of any shortages or problems

At the end of the meeting, ensure that all Club hardware is put back in the boxes (the banner and the gavel are often forgotten!). The venue will store the boxes.

Preparation:

- It is important to arrive early
- Ensure everything has been put away before you leave

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. The Sergeant-At-Arms is the Club's "trouble shooter".

Duties:

Ensure that the venue has brought out the required materials: two rolling white wooden boxes and one rolling plastic box. Ensure that the Set-Up/Take-Down is done before and after the meeting.

Resolve any issues regarding noise, lighting, meals, and interface with the venue if required.

Preparation:

- Ensure an ample supply of Evaluation Forms
- Repair/replace the Club's hardware, as required
- Arrange for, and assist in, the setup of any special equipment, such as computers, projectors, screens, props
- Assist in the rearrangement of any furniture or equipment during the meeting

TABLE TOPICS EVALUATOR

Introduced by the [Table Topics Master](#)

Time: under 5 minutes

Welcomes back the [Chairman](#)

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 Topics Master's performance.

Ask the timer to give their report on the speakers. This is often overlooked, and the times are important when determining the winner of the Best Table Topic Trophy.

Evaluate each speaker. Be brief: a few commendations, and something to improve upon.

Using your own judgment, award the Best Table Topic Trophy.

Welcome back the Chairman.

Preparation:

- get the names of the speakers and their topics, if possible
- know who your Timer is
- know which trophy is the Table Topics Trophy

TABLE TOPICS MASTER

Introduced by the [Chairman](#) Time: 1 minute introduction; 1 minute each for bridging
Introduces the [Table Topics 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. Your role is to build and maintain the enthusiasm and to put the speakers in the spotlight.

Duties:

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

1. Explain the what, why, and how of table topics.
2. Request the first speaker to open their envelope in order that they have 2 minutes to prepare their talk. Explain that each subsequent speaker should open their envelope when the previous speaker begins to speak.
3. Call upon the Timer for an explanation of the timing.
4. Introduce the theme and explain how the session will proceed.
5. Introduce the first speaker and their topic. Lead the welcoming applause. Shake the speaker's hand before and after their speech. Lead the applause.
6. 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.
7. Call upon the Table Topics Evaluator. Lead the welcoming applause. Shake the Table Topics Evaluator's hand.

Preparation:

- Contact:

By Tuesday

Before Meeting

TT Speakers	Re-confirm Attendance
	Re-assign missing speakers
	Provides TT Evaluator with names and topics

- prepare a short introduction for each speaker
- select a theme for this session and prepare 4 table topics: avoid long topics ([Table Topics Checklist](#))
- distribute the numbered, sealed/folded topics to the four speakers before the meeting. If short of speakers, this is an ideal last-minute role for visiting Toastmasters, alumni, or for members without roles. Avoid assigning this role to guests as they may be intimidated or humiliated.
- variations include using props instead of written topics, or assigning topics at the lectern with no preparation time as is the norm within Toastmasters International
- as a courtesy, provide the names and topics to the Table Topics Evaluator and the Timer beforehand. Although this isn't required, it avoids misinterpretations.

TABLE TOPICS SPEAKER

Introduced by the [Table Topics Master](#)

Time: exactly 2 minutes

Relinquishes the lectern to the Table Topic Master

Objective:

To develop the ability to compose and deliver a short speech on a topic with which you may not be completely familiar, having been given little or no warning. Toastmasters International allows no time for preparation; however, normal procedure within Foothills Toastmasters allows 2 minutes of preparation time in which you can quickly prepare an opening, a body of about 3 points, and a closing. 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 Topics Master, and to speak from the point of view requested. Whether or not you agree with the point of view assigned is completely irrelevant!

At the end, don't thank us: we should thank you. Instead, close and call upon "Mr. Table Topics Master" or "Madame Table Topics Master". Shake hands as you leave.

Preparation:

- bring a pen so that you can make notes once you open your topic
- before your speech, stand to the side at the front so that you are right there when called by the Table Topics Master

TIMER

Time: under 1 minute per report

Introduced by TT Master, TT Evaluator, Toastmaster and General Evaluator

Returns the floor 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:

Table Topics: At the request of the [Table Topics Master](#), explain how the lights will be timed as you demonstrate the use of the timing lights and buzzer.

Table Topics		Light	Action
1:00 minute	●	Green	
1:30	●	Amber	
2:00	●	Red	
2:15			Buzzer and clap the speaker down

At the request of the [Table Topics Evaluator](#), report the topic and time taken by each table topics speaker.

Break: time the break for 10 minutes (or as specified by the Chairman).

Break		Light	Action
10:00	●	Red	

Prepared Speakers: get the speakers' names, speech titles, and their requested times before the second half of the meeting. At the request of the [Toastmaster](#), explain and demonstrate how the lights will work for the prepared speakers.

Prepared Speakers		Light	Action
2 minutes before their requested time	●	Green	
1 minute before their requested time	●	Amber	
At their requested time	●	Red	No buzzer

At the request of the [General Evaluator](#), deliver a report that includes the prepared speakers names, their speech titles, their requested times, and the actual times of the speakers' presentations.

Parliamentarian, Speech Evaluators, Grammarian & Ah Counter

Without any request from the General Evaluator, time these evaluators. No report.

Parliamentarian, Speech Evaluators, Grammarian, & Ah Counter		Light	Action
2:00 minutes	●	Green	
2:30	●	Amber	
3:00	●	Red	
Excessively overtime			Short buzzer

Contests: There are different timing requirements for special functions which will be provided at the appropriate juncture. The buzzer is never used.

Preparation:

- have pen & paper on hand
 - set up the timing lights and ensure that the power is on. Test everything.
 - retrieve the stop-watch timer, or use a watch with a second hand.
 - re-test the lights after the break since the power cord can sometimes disconnect
-

TOAST

Introduced by the [Chairman](#)

Time: under 30 seconds

Followed by the Chairman

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 or a notable figure. 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 reigning King or Queen (a "Loyal Toast"), or to a notable Canadian, or to a worthy figure in the news or from history. Don't forget to actually ask everyone to toast! Conclude with a phrase such as "*Charge your glasses and join me in a toast to ...*" as you raise your filled glass.

Preparation:

- Research a suitable candidate for the toast
- If the toast deserves a longer preamble, please inform the Chairman beforehand so that all may be seated after the Invocation. Ask the assembly to rise for the toast at the appropriate time.

TOASTMASTER

Time: 2 minute introduction; 2 minutes each for bridging

Introduced by the [Chairman](#)

Introduces 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 Chairman.

Duties:

1. Explain the what, why and how of the Prepared Speech section
2. Ask the Timer to explain their duties
3. Remind the assembly to fill out the evaluation sheets
4. Provide a formal introduction of each speaker, more comprehensive than that given by the Table Topics Master. Attempt to blend the introduction with the speaker's topic. If a manual speech, inform the audience as to its purpose, e.g.: gestures, and ask the audience to make particular note of this as they fill in their evaluation forms.
5. Clearly state the speech title and the requested time for the timer. (Note: A list of speakers and their titles and requested times can be given to the timer beforehand.)
6. Lead the welcoming applause and the applause at the conclusion of each speech. Bridge between the speakers to create a natural flow.
7. Provide a formal introduction for the General Evaluator

Preparation:

- Confirm attendance with the speakers in the previous week

Previous Week	By Tuesday	Before Meeting
Speakers	Provide GE with number of Speakers	Re-confirm Attendance
		Confirms speakers with GE
		Supplies Timer with times

- Contact each speaker ahead of time to get some information for an introduction
- Get the titles, times, and manual specifications for each speech. Manual speeches should fall within the prescribed time range for each speech, and this should be emphasized with each speaker. Speakers will likely be asked to repeat their manual assignment if they fail to keep within the manual's prescribed time range.
- Find out if there are special requirements (projector, moved furniture, etc.) and arrange these with the [Sergeant-At-Arms](#) before the meeting
- Send the General Evaluator the names of the confirmed speakers and their speech titles and requested times
- Give the Timer the names, speech titles, and requested times

Chairman's Checklist

- 5:55 Circulate to get members seated; get Guests' names from the Guest Host
- 6:00 (→ gavel) Call Meeting to Order
- Self-Intro & Toastmasters Intro
 - “Stand for the Invocation” by TM
& “Remain standing for the Toast” by TM
 - Introduction of Guests → guests vote, but not \$ or constitution
- 6:05 Business Session
- a. Executive Reports?
 - b. Committee Reports?
 - c. Unfinished Business? Secretary
 - d. New Business
- 6:25 Order of the Day: End of the Business Session
- Parliamentary Report, TM
- 6:28 Introduce Table Topics Master, TM
(Table Topics)
- 6:47 Thank Table Topics Evaluator, TM
- Assign Toast & Reply to
 - Humourist, TM
- 6:50 Declare 10-minute Recess (→ gavel)
-
- 7:00 (→ gavel) Call for Toast & Reply
- 7:05 Introduce Toastmaster, TM
(Speeches & General Evaluator)
- 7:55 Awards:
- | | |
|----------------------|--------------------------------------|
| Smut Cup | Whitewash Brush |
| Best Actor | Harold Bickel “Get on with it” |
| Best Evaluator | Chairman's Cup..... |
| Guest | Guest |
| Guest | Guest |
- 8:15 Call Meeting to End
- important issues for next week
 - check their assigned duty
 - thank everyone and finish on up-beat note(→ gavel)

General Evaluator's Checklist

- Set-Up
- Guest Host
- Cashier,
- Chairman: Called Meeting to Order at ____ p.m.
- Self-Intro & Toastmasters Intro
- Invocation,
- Toast,
- Chairman: Introduction of Guests
- Business Session
 - Executive Reports.....
 - Committee Reports.....
 - Unfinished Business, Secretary
 - New Business
 - Orders of the Day called at ____ p.m.
- Parliamentarian Report,
- Chairman: Introduced Table Topics Master.....
- Table Topics Master
- Timer,
- Table Topics Evaluator,
- Humourist
- Break..... min. Chairman's Toast & Reply
- Toast
- Reply
- Chairman: Introduced Toastmaster
- Toastmaster.....
- Get times from the Timer.....

Speaker #1	Speaker #3
Evaluator #1.....	Evaluator #3
Speaker #2	Speaker #4
Evaluator #2.....	Evaluator #4

BEST SPEAKER – MOST IMPROVED SPEAKER Awards

- Grammarian,
- Ah Counter, Ah Pig Award
- Back to our Chairman,

Table Topics Checklist

Chairman, TM _____

Timer, TM _____

Theme

Times:

1. first Tabletopics speaker, TM

Topic:

2. second Tabletopics speaker, TM

Topic:

3. third Tabletopics speaker, TM

Topic:

4. fourth Tabletopics speaker, TM

Topic:

Introduce Table Topics Evaluator, TM _____

