

Contact Guidelines for Assigned Roles

Chairman contacts and confirms attendance with the following people:

<u>By Monday...</u>	<u>By Tuesday...</u>	before the <u>Meeting...</u>
General Evaluator Table Topics Toastmaster	Set-up/ take down Cashier Greeter Invocation Toast <u>Humourist</u>	Re-confirm attendance Re-assign missing roles

General Evaluator contacts and confirms attendance with the following people:

<u>By Monday...</u>	<u>By Tuesday...</u>	before the <u>Meeting...</u>
	Toastmaster Table Topics' Evaluator Speech Evaluators Parliamentarian Grammarian Ah Pig Counter Timer	Re-confirm attendance Re-assign missing roles Assign speech evaluators to

Toastmaster contacts and confirms attendance with the following people:

<u>By Monday</u>	<u>By Tuesday</u>	<u>Before Meeting</u>
Speakers	Provide General Evaluator with the number of speakers	Re-confirm attendance Confirm speakers with GE Supply Timer with times

Table Topics Master contacts and confirms attendance with the following people:

<u>By Monday...</u>	<u>By Tuesday...</u>	before the <u>Meeting...</u>
	Table Topics Speakers	Re-confirm attendance Re-assign missing speakers Provides Table Topics' Evaluator Speakers names and topics

All toastmasters fulfilling roles will find a description of their role in the duty roster. Please have a look at the description of talk to a more experienced Toastmaster to ensure you know what is expected in executing the role and keeping within time permitted.

If you cannot fulfill your duty then you must find a replacement as soon as possible.

Please see the role replacement guideline: "Need to Find a Replacement for an Assigned role?" to guide you in this process.