

Contact Guidelines for Assigned Roles

Chairman contacts and confirms attendance with the following people:

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

General Evaluator contacts and confirms attendance with the following people:

by Monday...	by Tuesday...	before the Meeting ...
	Speech Evaluators Parliamentarian Grammarian Ah Pig Counter Timer	Re-confirm attendance Re-assign missing roles Assign speech evaluators to speakers

Toastmaster contacts and confirms attendance with the following people:

by Monday...	by Tuesday...	before the Meeting ...
Speakers Provide General Evaluator with the number of speakers		Re-confirm attendance Re-assign missing speakers, if possible Confirm speakers with GE

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

by Monday...	by Tuesday...	before the Meeting ...
	Table Topic Speakers Table Topic Evaluator	Re-confirm attendance Re-assign missing speakers

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 and let the GE or Chairman know. Please see the role replacement guideline: "Need to Find a Replacement for an Assigned role?" to guide you in this process.