

**GETTING FAMILIAR WITH THE EVENING EDITION TOASTMASTERS AGENDA**...the major and minor roles at each meeting weave together seamlessly, all formatted towards teaching you effective public speaking and leadership skills. The roles are described in detail in the document: A Toastmaster Wears Many Hats (Evening Edition version). New members discuss goals and concerns with the VP of Education and gradually expand their horizons by beginning with the simpler roles and working up to the more challenging roles. Here's a brief description of each of the meeting roles.

The **Sergeant-At-Arms** arranges room and equipment for each meeting and serves as master host to introduce the evening. This is an executive officer role, and we all chip in to help set up and put away equipment each meeting.

The **Chairperson** is the "master of ceremonies" for the program. Being chair requires advance planning. At the meeting, the chair reviews the agenda, poses a round robin question, and in general, keeps the program moving using a prepared agenda.

The **Timer** explains the timing rules, keeps track of time for each participant throughout the meeting and alerts speakers with the timing lights. A list with timing guidelines is provided. The General Evaluator will call for a report near the end of the meeting.

The **Grammarian** is called upon at the beginning of the meeting to present the "word of the day", which is commonly related to the theme of the meeting and encourages every speaker to use the word at least once during the meeting. The Grammarian pronounces, defines, and then uses the word in a sentence, and notes usage of the word throughout the meeting along with errors in grammar, pronunciation, and word usage. In addition, the Grammarian notes colorful phrases and exemplary word choices. The General Evaluator will call for a report near the end of the meeting.

The job of the **Ah-Counter** is to record "crutch words used as pause fillers" (such as "ah," "uh," "and-ah," "so") heard during the meeting. The General Evaluator will call for a report near the end of the meeting.

The person offering **Inspiration** will provide a 1-minute quotation, thought or personal story (possibly relating to the theme) to inspire the group.

The **Humorist** will present for a 1-minute memorized funny story or joke story (possibly relating to the theme) that is in good taste.

The **Table Topics Master** prepares and issues original topics, then randomly selects meeting attendees, not otherwise in key roles to respond in an impromptu manner. Each Table topic participant is allotted one to two minutes to speak. The Table Topics Master reminds the Evaluators of their roles.

The **Toastmaster** acts as the genial host and conducts the prepared speech section of program. S/he introduces the Speakers including the title, project number, and the timing for the speech.

**Speakers** prepare and present speeches based on Communications project objectives. The speaker may select any subject, but should follow the objective of the project outlined in the manual, and will be evaluated on how effectively this is done. Speeches have specific time limits associated with them.

**Evaluators** are assigned in advance, and give a verbal evaluation of the impromptu and prepared speeches. Oral evaluations (two to three minutes) focus on speaker strengths, and offers specific suggestions for improvement. The recommended sandwich technique starts and ends on a positive note. Written evaluations are also done for the prepared speeches.

The **General Evaluator** evaluates anything and everything that takes place throughout the meeting that hasn't already been evaluated. The General Evaluator asks for the timer, grammarian and ah counter reports and supplements their comments with appropriate advice and suggestions. The General Evaluator critiques the Chairperson, Toastmaster, Topic master, and evaluators.