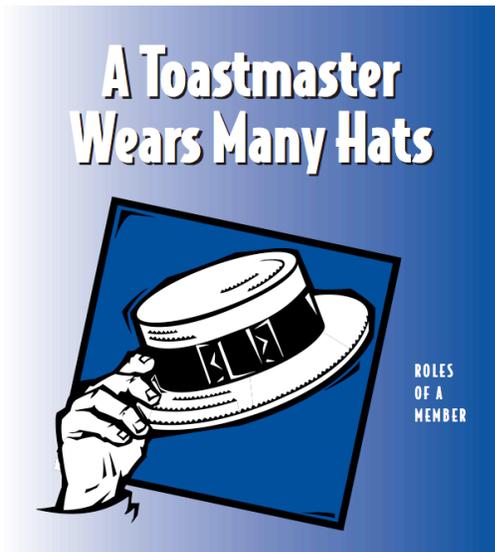


# Evening Edition Revision



## A Toastmaster Wears Many Hats

Compiled from Toastmasters Source & edited for Evening Edition by Ros Hansen, 2006, 2011

## Outside Greeter

### 🕒 *Prior to meeting:*

- ✓ Arrives early (7:15 p.m.) to assist the Sergeant @ Arms in Greeting visitors and members.
- ✓ Stands by entry way into the school and remains there until a few minutes before the meeting begins.
- ✓ Smiles and welcomes everyone as they enter. ✓ Pays special attention to guests and new members.
- ✓ Directs guests to meeting room.

## Inside Greeter

### 🕒 *Prior to meeting:*

- ✓ Comes ten minutes early to assist the Sergeant @ Arms in Greeting visitors and members.
- ✓ Stands by the entry way into the meeting room and remains there until the meeting begins.
- ✓ Smiles and welcomes everyone as they enter. ✓ Pays special attention to guests and new members.
- ✓ Asks guests the questions such as: "Have you been to a Toastmaster meeting before?" "How did you find our club?"
- ✓ Guards against telling guest what Toastmasters can do for them before asking questions to determining what they are looking for from Toastmasters.
- ✓ Gives the guests a nametag and a guest package. Asks guest to sign the guest book and fill out the Visitor Survey.
- ✓ Sees that the guest is seated next to an established Toastmaster who can inform the guest about the meeting's proceedings.
- ✓ Informs presiding officer of guests name before meeting begins.

## Sergeant at Arms

### 🕒 ***Prior to meeting:***

- ✓ Gathers information from Toastmaster & Chairperson to prepare short introductions (Keeps a list with names and some details about each person to avoid phoning people each week to ask for details.)
- ✓ Arrives early (7:00 p.m.), sets up room in horseshoe configuration, leaving openings for members to walk through to get to front.
- ✓ Hangs banners, hands out agendas, feedback notices
- ✓ Sets up guest services tables ✓ Sets up lectern, lectern guide, gavel and Spark Plug Award at front of room. ✓ Sets up Welcome Signs, makes sure greeters are in place. Outside greeter to welcome and indicate where meeting room is; inside greeter to welcome guests and give them a member kit.
- ✓ Places Member Progress Chart on chalkboard.
- ✓ Greet guests, give nametag and write names on board.

### 🕒 ***At the beginning of the meeting:***

- ✓ Goes to the lectern to call meeting to order at 7:30 sharp
- ✓ Greets room “Good evening Toastmasters”
- ✓ Introduces & welcomes Guests by name
- ✓ Welcomes group, introduces self, sets tone for meeting
- ✓ Reminds club to exchange leadership manuals
- ✓ Introduces Chairperson ✓ Begins the applause and stays at the lectern until the Chairperson arrives
- ✓ Shakes hand ✓ Returns to place

### 🕒 ***After the break:***

- ✓ Calls session to order ✓ Introduces Toastmaster
- ✓ Begins the applause and stays at the lectern until the Toastmaster arrives
- ✓ Shakes hand ✓ Returns to place

### 🕒 ***At the end of the evening:***

- ✓ Collects nominations for “Spark Plug of Night when General Evaluator calls for vote
- ✓ Counts ballots ✓ Gives Winning Ballot to Chairperson

### 🕒 ***When meeting is finished:***

- ✓ Gathers supplies and returns them to locker
- ✓ Rearranges room to original formation

\*\*\*Please note: Usually this is an officer position, and does not change each week. In any case, it’s a big job, and so we encourage everyone to help set up the room and put things away at the end of the evening.

## Chairperson

### 🕒 **Prior to meeting:**

- ✓ Confirms participants for the meeting by calling: Ah Counter/Grammarian, Humorist, Inspiration, Timer, and Table Topics Master
- ✓ Creates introduction for Table Topics Master
- ✓ Has responsibility for overall organization of the meeting ✓ Confirms all roles and finalizes agenda, and prints out enough copies for those attending the meeting ✓ Prepares theme (if there is one) & a short snapper question for round robin
- ✓ Arrives at the meeting in good time

### 🕒 **When called to the lectern:**

- ✓ Shakes hand ✓ Thanks Sergeant @ Arms ✓ Provides transition to next section
- ✓ Addresses audience, “Fellow Toastmasters, Welcome Guests (use names) & [Visiting Dignitaries]”
- ✓ Opens meeting, explains his/her role for the benefit of guests and new members,
- ✓ Reviews Agenda ✓ Moves the meeting along on time Reminds audience to make written comments on individual evaluation slips for each speaker, AND to remember to choose spark plug of the night and best evaluator
- ✓ Provides bridging for a smooth transition from one speaker to the next
- ✓ Leads the clapping for the introduced speakers in his/her section
- ✓ Calls on Ah Counter/ Grammarian, Timer to explain role:
- ✓ Poses round robin question asking for a one-sentence answer [*a warm up exercise, (30-second) response.*]
- ✓ Invites guests to participate ✓ Leads the clapping for (only) the guests’ participation in round robin
- ✓ Calls on Humorist, Inspiration - For each speaker: ✓ Shakes hand ✓ Moves aside briefly, until the speaker finishes ✓ Returns to lectern ✓ Shakes hand ✓ Thanks speaker ✓ Provides transition to next section
- ✓ Briefly introduces Table Topics Master
- ✓ Waits for Table Topics Master to take over the lectern ✓ Shakes hand ✓ Goes to place

### 🕒 **Once the Table Topics are complete:**

- ✓ Reclaims the lectern when the Table Topics Master calls him/her
- ✓ Shakes hand ✓ Thanks speaker ✓ Provides transition to next section
- ✓ Asks if there are any announcements ✓ Adjourns for networking break

### 🕒 **At the end of the evening:**

- ✓ Reclaims the lectern when the General Evaluator calls him/her ✓ Shakes hand ✓ Thanks speaker
- ✓ Provides transition to next section
- ✓ Asks guests for feedback
- ✓ Awards “Spark Plug of Night
- ✓ Confirms next week’s roles, reminds people to sign up for speeches in advance
- ✓ Wraps up meeting ✓ Adjourns meeting

## Timer

### 🕒 **Prior to meeting:**

- ✓ Gets timing equipment and checks how to operate device. [*The sequence of signals is green, yellow, red, and when they are “on” depends on what is being timed. See colored cards for detailed list of times. Practice the explanation.*]

### 🕒 **When called on by chairperson:**

- ✓ Stands in place
- ✓ Addresses audience, “Mr. /Madame Chairperson, Fellow Toastmasters, and Welcome Guests
- ✓ Explains role, and the reason timing is important at Toastmasters [*it is important to learn how to speak within limit so we don’t run overtime at meetings; timer keeps track of all speakers, flashes signals according to chart, reports back to the group at the end of the meeting.*]
- ✓ Explains timing rules and signals according to this chart, or as allotted on the agenda

Allotted Time	Section	Green	Amber	Red
2 minutes	Table Topics Speakers Speech Evaluators	1 min.	1 min. 30 sec.	2 min.
3 minutes	Table topics Evaluator	1 min.	2 min.	3 min.
Per Manual	Prepared Speeches	2 min. left	1 minute left	Time’s up!

- ✓ Demonstrates timing with equipment
- ✓ Explains that s/he will report on the timing during the General Evaluation.

### 🕒 **When finished explaining role:**

- ✓ Addresses the lectern (Mr. /Mme. Chair) again and sits down
- ✓ Records names of people in the meeting from the agenda form

### 🕒 **During the meeting:**

- ✓ Times each person for each speaking role
- ✓ Signals timing to each participant [as indicated in the chart, or as allotted on the agenda]
- ✓ Records time each person takes to speak for each role
- ✓ Informs Table Topics Master if there is enough time for the extra questions

### 🕒 **When called upon by General Evaluator:**

- ✓ Stands in place to give report
- ✓ Addresses audience, “Mr. /Madame General Evaluator
- ✓ Reports speakers’ names and the times taken

### 🕒 **When report is finished:**

- ✓ Turns and addresses “Mr. /Madame General Evaluator” ✓ Sits down

### 🕒 **At the end of the evening:**

- ✓ Returns timing device to Sergeant @ Arms

## Grammarians

### 🕒 **Prior to meeting:**

- ✓ Selects a “Word of the Day” from the Club package, *or chooses own*
- ✓ Prints word on two separate pieces of paper, using large, clear letters. Tape in place, ready to be flipped over (one sign to front of lectern and the other in a place where speakers are able to see it)
- ✓ Prepares definition and a sentence illustrating the usage of the word.
- ✓ Records names of people on piece of paper as they talk to tally word usage

### 🕒 **When called on by chairperson:**

- ✓ Moves quickly to lectern ✓ Shakes Chairperson’s hand ✓ Addresses audience, “Mr. /Madame Chairperson, Fellow Toastmasters, and Welcome Guests”
- ✓ Explains role, and the reason effective use of words is important at Toastmasters [*role is to keep track of effective use of the language, promote the use of a new word as well as varied, powerful language in our speech, and note grammatical mistakes*]
- ✓ Tells group which word s/he chose
- ✓ Gives definition of the word, its part of speech, and an example of its correct use in a sentence
- ✓ Explains 2<sup>nd</sup> part of the role, [*to listen carefully and note/report on good and poor usage of the English language*]
- ✓ Encourages effective, descriptive, powerful language

### 🕒 **When finished explaining role:**

- ✓ Addresses the lectern again (Mr. /Mme. Chair)
- ✓ Waits at the lectern for Chairperson
- ✓ Shakes hand ✓ Returns to place

### 🕒 **During the meeting:**

- ✓ Listens for incorrect pronunciation, overworked phrases/words, poor sentence structure, incorrect grammar, etc.
- ✓ Records number of times each person uses the word of the day
- ✓ Notes examples of effective/ineffective use of the English language

### **When called upon by general evaluator:**

- ✓ Stands in place ✓ Addresses audience, “Mr. /Madame General Evaluator”
- ✓ Reports on who correctly used the Word of the Day
- ✓ Comments on the language noted in general
- ✓ Names people when complimenting them for positive usage
- ✓ Points out when someone paints an exciting word picture by the use of descriptive phrases/words

### 🕒 **When report is finished:**

- ✓ Addresses chair, “Mr. /Madame General Evaluator”
- ✓ Sits down

## Ah Counter

### 🕒 **Prior to meeting:**

- ✓ Records names of people on piece of paper to tally word usage as speakers participate

### 🕒 **When called on by chairperson:**

- ✓ Stands in place (*unless role is combined with Grammarian, in which case s/he explains this role at the lectern, immediately following his/ her explanation of Grammarian*)
- ✓ Addresses audience, “Mr. /Madame Chairperson, Fellow Toastmasters, and Welcome Guests
- ✓ Explains role, and comments on why this role is important (*Unnecessary sounds and words detract from the effectiveness of a speaker. Superfluous phrases such as ‘you know’ and ‘I guess’ can weaken a speech and may give the impression of lack of conviction. Emphasize the use of the “pause” as a good strategy*)

### 🕒 **When finished explaining role:**

- ✓ Addresses the lectern (Mr. /Mme. Chair) again and sits down

### 🕒 **During the meeting:**

- ✓ Listens carefully to note words and sounds (*ums, ers, ahs, repeated words, etc.*) used as crutches or pause fillers
- ✓ Records number of times each person uses crutch words

### **When called upon by General Evaluator:**

- ✓ Stands in place
- ✓ Addresses audience, “Mr. /Madame General Evaluator”
- ✓ Uses good judgment and sensitivity in giving report [*It is effective to report in the positive, pointing out those who did not noticeably have verbal pauses or superfluous phrases*]

### 🕒 **When report is finished:**

- ✓ Turns and addresses chair “Mr. /Madame General Evaluator”
- ✓ Sits down

## Humourist

### 🕒 **Prior to meeting:**

- ✓ Prepares a 2-minute joke or short story that is funny, humorous or entertaining. [*Avoid any inappropriate humor—racist, sexist, “off color”, religious. It is good practice to deliver selection as if it were a mini-speech: without notes, using gestures, voice inflections, props, etc., but can use notes, if required*]

### 🕒 **When called on by chairperson:**

- ✓ Moves quickly to lectern
- ✓ Shakes Chairperson’s hand
- ✓ Addresses audience, “Mr. /Madame Chairperson, Fellow Toastmasters, and Welcome Guests
- ✓ Enthusiastically delivers humorous selection

### 👋 **When finished:**

- ✓ Turns and addresses chair “Mr. /Madame Chairperson”
- ✓ Waits for Chairperson at the lectern
- ✓ Shakes hands
- ✓ Returns to place

## Inspiration/Tip of the Day

### 🕒 **Prior to meeting:**

- ✓ Prepares a 2-minute thought-provoking story or idea, related to theme, if possible. [*This can be a reading or a personal experience. Identify sources of literature, if quoted. It is good practice to deliver selection as if it were a mini-speech: without notes, using gestures, voice inflections, etc., but can use notes, if required*]

### 🕒 **When called on by chairperson:**

- ✓ Moves quickly to lectern
- ✓ Shakes Chairperson’s hand
- ✓ Addresses audience, “Mr. /Madame Chairperson, Fellow Toastmasters, and Welcome Guests
- ✓ Delivers inspirational talk

### 🕒 **When finished:**

- ✓ Turns and addresses “Mr./Madame Chairperson”
- ✓ Waits for Chairperson at the lectern
- ✓ Shakes hands
- ✓ Returns to place

## Table Topics Master

### 🕒 **Prior to meeting:**

- ✓ Confirms participants for the meeting by calling Table Topics Evaluators
- ✓ Prepares 4-6 questions for the impromptu speaking session (Last two will be used, time permitting)
- ✓ Chooses topics, which can be controversial, light, serious, or humorous, and related to theme, if known
- ✓ Checks the agenda carefully to see who has roles [*try to ensure that every club member has an opportunity to speak at every meeting. Avoid calling those who already have larger roles. Only call on guests if they have agreed to participate prior to the meeting.*]

### 🕒 **When called to the lectern:**

- ✓ Moves there quickly
- ✓ Shakes hands with the Chairperson
- ✓ Begins by addressing audience “Mr. /Madame Chairperson, Fellow Toastmasters, and Welcome Guests
- ✓ Briefly explains purpose of Table Topics (*to help develop ‘thinking on our feet’ skills by delivering a 2-minute speech with little or no warning*)
- ✓ Reviews, confirms timing
- ✓ Confirms the evaluators for the even and odd numbered speakers
- ✓ Describes each subject briefly, poses one question to each of 6 speakers [*Direct the questions first to those members not already scheduled on the program, then randomly around the room.*]
- ✓ Waits for each speaker at lectern
- ✓ Shakes hand ✓ Thanks speaker ✓ Provides transition to next question
- ✓ Moves away from lectern
- ✓ Returns to lectern following each speaker’s turn ✓ Provides transition to next section
- ✓ Calls on Table Topic Evaluator for Topic # 1 & #3 ✓ Provides transition to next section
- ✓ Calls on Table Topic Evaluator for Topic # 2 & #4 ✓ Provides transition to next section
- ✓ Calls on Table Topic Evaluator for Topic # 5 & #6 ✓ Provides transition to next section

### 🕒 **When finished:**

- ✓ Turns and addresses chair “Mr. /Madame Chairperson”
- ✓ Waits for Chairperson at the lectern
- ✓ Shakes hand
- ✓ Returns to place

## Toastmaster

### 🕒 **Prior to meeting:**

- ✓ Confirms participants for the meeting by calling: General Evaluator, Speakers, Speech Evaluators
- ✓ Suggests each evaluator call his/her speaker to talk over any special evaluation requirements
- ✓ Prepares introduction for each speaker, evaluator & General Evaluator. *[The Introduction warms up the audience for the speaker and his/her topic. Include the title, speech number, objective, why s/he chose the topic, why S/he is well qualified in this area, something interesting (hobbies, family) etc.] Speakers are encouraged to write their own introductions.*

### 🕒 **When called to the lectern:**

- ✓ Shakes hands with the Sergeant @ Arms
- ✓ Begins by addressing audience “Mr. /Madame Chairperson, Fellow Toastmasters, and Welcome Guests”
- ✓ Explains role *[conduct the prepared speech session; create atmosphere of interest, expectation]*
- ✓ Reminds audience to make written comments on individual evaluation slips for each speaker, AND to remember to choose spark plug of the night and best evaluator
- ✓ Introduces each speaker using warmth and enthusiasm. Introduction should say a bit about the speaker, the assignment. *[Tell the audience the title, which manual speech it is, what the objectives are, and remind the timer of the timing]* and warm up the audience for the speech. A good introduction is important because it guides thinking, adds power, and sets the mood for the speech. It grabs the audience’s attention and makes them aware of the importance of the upcoming subject, explains why the subject was chosen, why the speaker is qualified to address it, why it is appropriate for this audience and why this time is appropriate to discuss it, and has a **conclusion**.

### 🕒 **After introducing the speaker:**

- ✓ Begins the applause ✓ Stays at the lectern until the speaker arrives
- ✓ Shakes his/her hand ✓ Takes seat

### 🕒 **On completion of each speech:**

- ✓ Returns to the lectern ✓ Shakes the speaker’s hand and leads the applause until the speaker has taken his/her seat ✓ Thanks the speaker and comments briefly on the speech. *[Bridge the gap between speakers by maintaining audience interest. **Never evaluate** the speech except to say how much you enjoyed it.] Give one minute of silence to allow for written feedback.*

### 🕒 **When all speeches have been completed:**

- ✓ Begins the applause after each speech ✓ Makes a general closing remark concerning the prepared speeches portion of the meeting ✓ Calls on Speech Evaluators with brief introductions
- ✓ Thanks the evaluator for his/her efforts after each report ✓ Introduces General Evaluator
- ✓ Waits for General Evaluator at the lectern ✓ Shakes his/her hand ✓ Takes seat

## Speech Evaluator

### 🕒 **Prior to meeting:**

- ✓ Confirms participants for the meeting by calling the speaker s/he is evaluating
- ✓ Calls his/her speaker to talk over any special evaluation requirements. [Discusses the speaker's objectives a few days before the presentation. Asks about any special areas of evaluation s/he would like to be evaluated on (voice variation, content, eye contact, etc.) Helps refine the topic if the speaker is having difficulty. Takes into consideration the individual's needs, goals, sensitivities, and experience levels. Offers words of reassurance].
- ✓ Reads over the manual assignment to become familiar with the objectives

### 🕒 **During the meeting:**

- ✓ Listens intently, precisely and attentively during the presentation, analyzing the success (i.e., did it fulfill the objectives?) of the speech.
- ✓ Prepares for the oral evaluation by taking notes, using the objectives in the project manual and a checklist for reference. [Concentrates particularly on the objectives of the assignment, and any areas s/he asked you to comment on. Look for use of gestures, voice, language, organization of the speech, opening, body and close. What strikes you? Did you understand what the speaker was trying to convey? If the speaker does not reach a particular objective, you have found a vital Area of Opportunity, or Point For Improvement (PFI) for the speaker to grow on.]
- ✓ Quickly organizes thoughts into an "Impromptu Mini Speech" with an Opening, Body and Close.

### 🕒 **When called to the lectern:**

- ✓ Shakes Chairman's hand
- ✓ Begins by addressing audience "Mr. /Madame Chairperson, Fellow Toastmasters, Welcome Guests, and especially (name of speaker)"
- ✓ Reviews the objectives of the speech
- ✓ Answers the questions posed in the manual
- ✓ Reacts to the presentation with constructive suggestions for improvement, using the Evaluation Guide provided with each project.
- ✓ Expresses comments in a generous and informative way. [**What you say is as important as how you say it.** Personalize your language. Focus on one or two things that the person can realistically work on, but stress what went well.]
- ✓ Gives Specific details analyzing HOW to improve, WHY the speech worked;
- ✓ Follows up with an upbeat summary.
- ✓ Uses the sandwich approach...Makes 2-3 positive comments for every "point for improvement"

### 🕒 **When finished:**

- ✓ Turns to the Toastmaster, and says "Mr. /Madame Toastmaster"
- ✓ Waits for Toastmaster at the lectern
- ✓ Shakes hands
- ✓ Returns to place

### 🕒 **Back at your seat:**

- ✓ Writes useful comments in the speaker's manual. [This is your chance to expand on the points mentioned in your verbal evaluation, and to address any points you feel uncomfortable addressing in front of the club.]
- ✓ Returns written evaluation to the speaker.
- ✓ Adds any verbal comments that are important.
- ✓ Checks to see if the speaker has any concerns about the speech or the evaluation.

🕒 **The general evaluator makes comments, and gives points for improvement about your evaluation.**

- ✓ Listen for feedback.
- ✓ Checks with others to see if your evaluation was appropriate

## General Evaluator

### 🕒 **Prior to meeting:**

- ✓ Confirms participants for the meeting by calling: Chairperson Toastmaster

### 🕒 **During the meeting:**

- ✓ Takes notes on how well each meeting role is handled [*evaluate all performances that have not already been evaluated*]

### 🕒 **When called to the lectern:**

- ✓ Shakes Toastmaster's hand
- ✓ Begins by addressing audience "Mr. /Madame Chairperson, Fellow Toastmasters, and Welcome Guests"
- ✓ Explains importance of evaluation at Toastmasters and role [*to evaluate all performances that have not already been evaluated: Chairperson, Timer, Thought for the Day, Humorist, Grammarian/ Ah Counter, Table Topics Master, Table Topic Evaluators, Toastmaster and Speech Evaluators*]
- ✓ Reminds audience about writing comments on the individual evaluation slips for each speaker
- ✓ Reminds audience to vote for "Spark Plug of Night"
- ✓ Calls for report from Timer
- ✓ Calls for report from Ah Counter/ Grammarian
- ✓ Comments on the quality of evaluations [*Were they positive, upbeat, helpful? Did they point the way to improvement?*]
- ✓ Makes report, commenting on the positive aspects of the meeting
- ✓ Suggests how to improve weak areas
- ✓ Provides feedback on the overall success of the meeting
- ✓ Asks Sergeant @ Arms to collect nominations for "Spark Plug of Night"
- ✓ Wraps up evaluation of meeting with a closing remark

### 🕒 **When finished:**

- ✓ Turns to the Chair, and says "Mr. /Madame Chairperson"
- ✓ Waits for Chairperson at the lectern
- ✓ Shakes hands
- ✓ Returns to place