

# Meeting Roles and Responsibilities

May 2021

Meeting Role	Responsibilities	Timing	Purpose
Sergeant at Arms	-Open meeting + welcome group -Read Mission Statement of Club	1 min	Create friendly atmosphere
Chairman	-Introductions of group with question of the day -Introduce various roles on the Agenda	15 min	Learn to run efficient, productive meetings.
Wordmaster	-Choose a word for the day -to be used by group throughout the meeting	1 min	to increase our vocabulary
Thought for the Day	-An inspiring thought to share	2 min	Inspire
Toast of the Day	-Toast to a person or group of your choice	1 min	Experience giving / replying to a toast
Toastmaster	-Introduces speakers, TT Master and Gen. Eval. -Give some background on the speakers	1 min	To learn to do interesting intros. Create interest for the speaker.
Speakers	-Prepared speeches from Toastmasters program -Dedicate time and effort to prepare and practice	5-7min	To gain confidence, poise, skills, An opportunity to try new things
TableTopics Master	-Present topics to members who will give 2 min. impromptu presentations. -Impromptu Timing 1min 1.5min 2min	20 min	To practice impromptu speaking.
General Evaluator	-Give an evaluation of the meeting as a whole -Evaluate Speech + Table Topic Evaluators	4 min	Gives immediate feedback to all Gives areas to improve Encourage, motivate
Speech Evaluators	-Give oral and written evaluation of the speaker -Positive + supportive comments to encourage speaker -include some room for improvement	3 min	Give immediate feedback to Speakers Learn to give constructive comments
Table Topics Evaluator	-Supportive evaluations of speakers to encourage -Give room for improvement.	4 min	Give immediate feedback to Speakers
Quizmaster	-Questions posed to the group, based on the evening to see if all are good listeners.	1 min	Learn to improve our listening skills
Grammarian Um/Ah Counter	-Check on the grammar used by speakers -Tabulate all um/ahs and filler words	1 min	Improve our language and grammar
Timer	-Time various portions of meeting.	1 min	Learn to speak within allotted times
Jokemaster	-Appropriate stories to add humor to the evening	1 min	Look for opportunities for humor Power of laughter and humor