

# Role Checklist

## Toastmaster meeting

### **Sergeant at Arms** (Executive position)

- Room set-up
- Banner posted
- Name badges on table
- Guest book and other materials available on table
- Gavel/Vote basket available for chair

### **Chair**

#### *Before meeting*

- Call Toastmaster to ensure all roles are confirmed
- Make 25 copies of the agendas before meeting

#### *At meeting*

- Distributed for all members on tables
- One minute warning
- Welcome guests
- Changes to the agenda
- Request volunteers for roles for next meeting
- Short intro on Theme
- Introduce Grammarian
- Word of the Day sign (if applicable)
- Introduce Toastmaster
- At end of the meeting Club Business
- Discussion of next meeting are the roles filled
- Adjourn meeting

### **Toastmaster**

#### *Before meeting*

- Call Tabletopics master, Speakers and General Evaluator ensure roles are filled
- Ensure Chair is aware of changes to agenda

#### *At meeting*

- Longer Introduction of Theme
- Introduce Timer
- Introduce Tabletopics master
- Introduce all speakers try to include theme
- One minute between speeches for members evaluation
- Introduce General Evaluator
- Present ribbon to best Tabletopic winner
- Turn control of meeting to Chair for Club business

### **TableTopics Master**

#### *Before meeting*

- Prepare appropriate and creative questions based on theme

#### *At meeting*

- Explanation of Tabletopics include voting
- Announce question then ask for volunteers (avoid asking anyone with a role if possible)
- Voting
- Turn control of meeting to Toastmaster

## **Role Checklist**

### **Toastmaster meeting cont...**

#### **Evaluators**

##### *Before meeting*

- Contact speaker to confirm attendance
- Ask speaker if they have anything to watch for ie: clasping hands, pacing

##### *At meeting*

- Complete speakers evaluation book
- 2 minute verbal evaluation

#### **Grammarian** *Optional role*

##### *Before meeting*

- Word of the day related to theme

##### *At meeting*

- Explanation of role
- Counting ums and ahs and Grammar
- Verbal report

#### **Quizmaster** *Optional role*

##### *At meeting*

- Prepare three questions based on something that was said at the meeting ie: in tabletopics Allan announced his cottage was located on what lake?  
This will test all Toastmaster to help improve listening skills.

#### **Timer**

##### *At meeting*

- Time various portions of meeting
- Verbal timing report

#### **General Evaluator**

##### *Before meeting*

- Call all the Evaluators to confirm attendance

##### *At meeting*

- Introduce Evaluators
- General evaluation of meeting ie: on schedule, guests introduced, atmosphere
- Turn control of meeting back to Toastmaster