

Hello and **WELCOME to Toastmasters!** The following are descriptions of the various functions that you will see members perform during the meeting. Feel free to ask any member for more information about Toastmasters. You are in for a very pleasant meeting!

TOASTMASTER

The Toastmaster of the Day is the member responsible for coordinating and conducting all aspects of the meeting except for the business portion. The Toastmasters introduces the Speakers and other major participants while ensuring a smoothly flowing meeting.

GRAMMARIAN/WORDMASTER

This member selects a “word of the day” to help build members’ vocabularies. The word chosen is one that will have value to members, not an obscure one. The Grammarian explains the word at the beginning of the meeting, and members are encouraged to attempt to use the word properly during the meeting. In addition, the Grammarian listens to all participants for errors in grammar, as well as excellent word selections. During the evaluation portion of the meeting, the Grammarian gives an oral report.

TABLE TOPICS MASTER

This member conducts the impromptu speaking portion of the meeting. They present questions or situations, then call on members at random. The members must gather their thoughts within 30 seconds and then discuss the topics for 1 to 2 minutes.

SPEAKERS

Speakers present prepared speeches on any subject of their choice. The speech is usually based on a project from one of the various Toastmaster manuals. Each project is designed to develop a particular speaking skill or the ability to present a specific type of speech. Each project has a set of objectives the Speaker is trying to attain within specified time limits. Most speeches range from 5 to 7 minutes in length.

GENERAL EVALUATOR

The General Evaluator (GE) conducts the evaluation portion of the meeting. The GE calls on the assigned Evaluators and other functionaries for their reports. The GE also evaluates the Evaluators and provides an impression of the entire meeting, citing strong points and areas that could be improved.

EVALUATORS

Each assigned Speaker is assigned an Evaluator who is to provide positive, constructive feedback, commenting on things the Speaker did well, and offering suggestions for improvement on any weak areas noted. Such suggestions should be worded positively. Each manual project has a page of evaluation criteria for the Evaluator’s use.

TIMER

Since part of being a Toastmaster is learning to say what you have to say within prescribed time limits, Topic Speakers, Assigned Speakers and Evaluators are timed. The Timer, through the use of lights, provides indication of elapsed time at prescribed intervals, then gives an oral report after each group is completed.

AH COUNTER

The AH Counter listens to all participants for the use of “AH”, “YOU KNOW”, “OKAY”, “AND” and other audible pauses as fillers. During the evaluation portion of the meeting, the AH Counter gives an oral report.

Thanks again for joining us today and for considering membership with us. We look forward to seeing you AGAIN! **“Speak Up! Join Toastmasters!”**

For more information, please contact our

Vice President of Membership at: