,

**Your Toastmasters Club**

**Club meeting- Tuesday 16 August 2022**

*Club # number, Area\_\_\_ , Division \_\_, District 72*

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| **Chair:** | **General Evaluator:** |
| **Host & Catering:** | **Apologies:** |
| **Grammarian:** | **Next Meeting Chair:**  **Next meeting date:**  **Speaking Roster & Roles for the next meetings**: your link here  **Save the date:** |
| **Table Topics Master (TTM):** |
| **Table Topics Evaluator (TTE):**  **Timekeeper (TK): Chris** |

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| --- | --- | --- | --- | --- |
| **Time** | **Speaker** | **Role or Speech Number & Title** | **Evaluator** | **Timing** |
| 7:15 |  | Open Meeting | GE | 1 min |
|  |  | Welcome, apologies & quote of the day | GE | 1, 1.5, 2 |
| 7:18 |  | Grammarian’s Challenge | GE | 1, 1.5, 2 |
|  |  | General Business | GE | 2, 3, 4 |
| 7:25 |  | Introduce Speaker 1 | GE | 1, 1.5, 2 |
|  |  | Speaker 1 |  | 5, 6, 7 |
| 7:35 |  | Introduce Speaker 2 | GE | 1, 1.5, 2 |
|  |  | Speaker 2 |  | 5, 6, 7 |
| 7:45 |  | Introduce Speaker 3 | GE | 1, 1.5, 2 |
|  |  | Speaker 3 |  | 5, 6, 7 |
| 7:55 |  | Introduce Speaker 4 | GE | 1,1.5, 2 |
|  |  | Speaker 4 |  | 5, 6, 7 |
| 8:05 |  | Table Topics | TTE | 13, 14, 15 |
| **Supper Break (15 mins)** | | | | | |
| 8:36 |  | Evaluation 1 | GE | 2, 2.5, 3 |
|  |  | Evaluation 2 | GE | 2, 2.5, 3 |
| 8:44 |  | Evaluation 3 | GE | 2, 2.5, 3 |
|  |  | Evaluation 4 | GE | 2, 2.5, 3 |
| 8:52 |  | Table Topics Evaluation | GE | 3, 4, 5 |
|  |  | Grammarian’s report | GE | 3, 4, 5 |
| 9:03 |  | Timekeepers report | GE | 2, 2.5, 3 |
|  |  | General Evaluation |  | 6, 7, 8 |
| 9:15 |  | Close meeting |  |  |

# WHAT DO I DO WHEN I AM …?

# CHAIR

* Contact everyone on the agenda at the previous meeting or via email and confirm their attendance.
* Prepare a draft agenda and send out at least three days before the meeting (but be aware that there may be last-minute changes!).
* On the night of the meeting, arrive at 6:50pm to help set up the room.
* Give a warm welcome to open the meeting and create a positive atmosphere.
* Provide linking comments between speakers and keep to time.
* Take notes during the meeting and write a brief report of the meeting. Send to all members using the email address turbine-members@googlegroups.com.

# GENERAL EVALUATOR

* At the end of the meeting, evaluate the meeting as a whole and every speaker not already evaluated: Chair, Host, all Evaluators, Timekeeper, Grammarian, Table Topics Master.
* Present certificates and chocolate bars for Best Speech and Best Evaluation of the night.
* Begin organising the next meeting by confirming upcoming roles with those who are present.
* Arrive at 6:50 pm to help set up the room and turn on the Zip.
* Greet club members and guests as they enter.

# MEETING HOST

* Ensure guests have an experienced “buddy” to sit with.
* At the beginning of the meeting, give your welcome, introduce guests and give any apologies. **Close the meeting with an inspirational quote, thought for the day, or challenge for members to consider until the next meeting**

# GRAMMARIAN

* Help members improve their language skills by identifying the use of poor English during speeches.
* Come to the meeting prepared with a challenge; an interesting word or figure of speech which all speakers will try to incorporate into their speeches.
* Identify *‘ums, ers and ahs’* which take the place of a pause.
* Report back at the end of the meeting.
* (Optional) Enhance listening skills of the members by compiling a list of approximately 10 questions as a listening challenge at the end of the meeting.

# TIMEKEEPER

* Operate the stopwatch and timing lights. Record times so you can give a report at the end of the meeting.
* It is important for every speaker to keep to time. A *green* light means keep going; an *orange* light means prepare to finish; a *red* light means stop!
* The agenda will show you the timing for each speech. For instance, 5, 6, 7 mins means: turn on the green light at 5 minutes; orange at 6; red at 7.
* Ring the bell when a speaker has gone over by 30 seconds.
* Turn off all the lights when a speaker finishes.

**SPEAKER**

* Beforehand, log in to Pathways, read the project and prepare your speech.
* Print the evaluation sheet for your evaluator (the club has some copies on hand if you forget)
* Consult your mentor if you have any questions about preparing or delivering the speech.
* Provide the chairperson with the speech *title* and the *timing* for the agenda.
* Talk to your evaluator before the meeting so that they know which about your project, your project goals and your personal goals.
* Practice and keep to time!

# TABLE TOPICS EVALUATOR (TTE)

* Evaluate every Table Topics speaker. You do not need to evaluate the Table Topics Master.
* Give each speaker brief feedback on where they excelled and what they could work on or challenge themselves with.

**EVALUATOR (EVAL)**

* Contact the speaker before the meeting to find out which project   
  they are doing.
* Ask the speaker for the speech objectives of their Pathways project,

remind them to print the evaluation form and check with if they have any additional personal objectives.

* Base your introduction, written and oral evaluations on these objectives.
* At the meeting introduce the speaker, giving the speech *objectives*, speech *timing* and the *title* of the speech.
* Pay careful attention to the speech as the speaker delivers it.
* Evaluate the speech in a supportive manner.
* Tell the speaker something they excelled at, something they can work on, and something to challenge themselves with.
* Pathways evaluation forms are available here: [http://tmdistrict65.org/pathways-evaluation-forms/](about:blank) OR
* [https://toastmasters.csod.com/catalog/CustomPage.aspx?id=20000486](about:blank)
* **TABLE TOPICS MASTER (TTM)**
* Prepare a series of topics based on a theme. The sky is the limit here!
* Briefly introduce the theme and purpose of the session – to help members become experienced in thinking and speaking on their feet.
* Give the timing – 1, 1½, 2 minutes.
* Give each topic and then call on a speaker. Do not ask members who have a speaking role to speak until everyone else has done a Table Topic.
* Give any guests the option of attempting a table topic or simply introducing themselves to the group.

# CATERER

* Bring milk and two packets of biscuits (or home baking!) for supper. Give receipt to treasurer for a refund.
* Leave the room just before the break to prepare supper, ensuring that you exit and enter *between* speakers.
* At the end of the break, turn on dishwasher so that the dishes will be ready to put away after the meeting. (Instructions are in the supper box.)
* If necessary, vacuum/carpet-sweep the supper area.