



District ONE Toastmasters Meeting Roles and Responsibilities

Toastmaster: The Toastmaster hosts the meeting and conducts the entire program including preparing the agenda and introducing all participants or speakers. The Toastmaster creates an atmosphere of interest, expectation, and enthusiasm. He/she should make the participants feel comfortable and supported. Overall, the Toastmaster leads by example with good organization and preparation.

Table Topics Master: The Table Topics portion of the meeting provides an opportunity for members not on the agenda to practice impromptu speaking skills. The Table Topics Master prepares and poses the topics/questions. Each person called on will have to “think on their feet” and speak for one to two minutes.

Speaker: A major portion of each meeting is devoted to two to four speakers, depending on the length of the meeting. Beginning speakers prepare their first 10 speeches based on project objectives in the *Competent Communication Manual*. Speeches are five to seven minutes. When speakers complete this manual, there are numerous advanced manuals from which to choose a variety of speech projects. When a speaker devotes the time to adequately prepare the projects in the manual, he/she will learn proper techniques, gain the most benefit and feel confident and successful.

General Evaluator: This role evaluates everything that occurs during a meeting (except the prepared speeches) to give feedback to the Toastmaster and participants. The General Evaluator introduces the evaluators for the prepared speeches, asks for reports from the Timer, Grammarian, and Er/Ah Counter and evaluates the entire meeting.

Evaluator: This role is extremely important to give the speaker positive feedback and some areas for improvement. In addition to the oral evaluation, the Evaluator also gives the speaker a written evaluation using the guide in the *Competent Communication Manual* or advanced manual.

Timer: The timer uses a timing device (stopwatch) and colored cards or lights to let the speaker know the time during the speech. Most clubs have speech contests and a speaker must “qualify” for the contest by speaking within the designated time limits.

Meeting Segment	Minimum to qualify Green	Warning Yellow	End of Time Red	Disqualified After additional
Table Topics	1 minute	1 minute + 30 seconds	2 minutes	30 seconds
Speeches	5 minutes	6 minutes	7 minutes	30 seconds
Evaluations	2 minutes	2 minute + 30 seconds	3 minutes	30 seconds

Grammarian: The role of Grammarian has two responsibilities: listening for and commenting on each speaker’s use of proper and improper grammar, as well as identifying the speaker’s use of colorful words or phrases.

ER/AH Counter: The purpose of the Er/Ah Counter is to listen throughout the meeting for the use of filler or crutch words used during each speaker’s presentation. These include such words and sounds as “ah, um, er, I- I, ya know, and-and, etc.”