

# CITY TATTERSALLS TOASTMASTERS CLUB No 5861

## Tatts Tips on Meeting Roles



### CLUB MEETINGS

Toastmasters International provides a communication and leadership program through a system of community and corporate clubs established across the world.

Club meetings are structured for Toastmasters to develop and further refine their skills at club meetings through prepared speeches and other assignments and roles that provide a wide range of experiences. In District 70, club meetings usually involve 4 main players namely:

- ❑ **Chairman** - the chair manager has general control of the meeting;
- ❑ **Table Topics Master** - has control of the Table Topics Session;
- ❑ **Toastmaster** - has control of the Prepared Speech Session; and
- ❑ **General Evaluator** - gives an overall impression and evaluation of the meeting, and in particular, evaluates assignments that have not been evaluated during the meeting.



### GENERAL EVALUATOR

The role of the General or Master Evaluator is to evaluate the meeting as a whole and to evaluate those participants that have not been evaluated such the Chairman, Table Topics Master, Toastmaster, Evaluators and presenters of other assignments.

The General Evaluator does not evaluate the prepared speech presenters or table topics presenters as they have already been evaluated.

Often clubs use their more experienced members to carry out this task. From time to time, it is particularly valuable for members if you invite a General Evaluator from another club as they bring a different perspective to your meetings and can offer some valuable suggestions.

Important aspects of a meeting include:

- ❑ **Timing**
- ❑ **Smooth transition between presentations**
- ❑ **All speeches being manual speeches**
- ❑ **Positive evaluations**
- ❑ **Informing guests of the Toastmasters program**
- ❑ **Whether there is a friendly atmosphere.**

### CHAIRMAN

The role of the Chairman is to:

- ❑ **Act as host for the evening;**
- ❑ **Ensure the Agenda is followed;**
- ❑ **Keep the Meeting on Time**
- ❑ **Announce the different segments of the meeting;**
- ❑ **Introduce the presenters and lead the applause;**
- ❑ **Thank the presenters and participants; and**
- ❑ **Conduct the business session.**



It is important for the Chairman to arrive early so that they can familiarise themselves with the agenda and ensure that all presenters have arrived.

The **Introductions** are a short preliminary to the main part of the meeting and responses to a theme for the evening need to be short. It is a good idea to start with an experienced member who knows to keep it short.

When introducing the **Table Topics Session**, advise the audience that the Table Topics Master runs the session and will explain what it is about, including the reason for evaluations and the timing for the presentations. This will ensure that guests are not left in the dark as to what is happening.

The **Prepared Speech Session** is hosted by the Toastmaster for the evening. Advise the audience that the Toastmaster introduces the speakers, evaluators and the timing for the speeches. Also, that the Toastmaster will elaborate on the Toastmasters' manuals that the speakers are presenting from.

The Chairman introduces all other assignments and is responsible for the meeting running on time. It is in order for the Chairman to indicate to presenters when they have run over time however, for prepared speeches this can be awkward. It is suggested that the speaker be buzzed when they reach 30 seconds over time.

The Chairman runs the business session and needs to determine whether a quorum is present for the business meeting to proceed. The agenda usually includes: Quorum, Apologies, Confirmation of Minutes, Business arising from minutes, Correspondence in and out, Executive Reports and General Business.

**Business Meetings** - Toastmasters in District 70 follow "Renton's Rules for Meetings". Members may move motions however, they need a seconder for the motion before any discussion can proceed. Motions must begin with "that". The mover and seconder may speak to the motion and any speakers against and for the motion in turn. The motion may also be amended. The mover has a right of reply when the Chairman closes the debate and the motion is then voted upon. If passed, the motion becomes a resolution of the meeting.

## TABLE TOPICS MASTER

The role of the Table Topics Master is to conduct the impromptu speaking session known as the Table Topics Session. This session provides members with an opportunity at each meeting to refine their impromptu speaking skills by presenting a mini speech of 1 minute duration in response to a question asked by the Table Topics Master.

The mini speech is to have an opening, body and closing. The questions asked by the Topic Master will therefore need to be on general topics and phrased in simple terms. This will allow the person nominated to respond to the question, to construct a speech while they are providing an answer to the question.

Ideally, the questions will relate to the interests of your club members and their experience in public speaking. Ensure that the topics are interesting and give the speaker scope for humour in their responses. Experienced members may be given more challenging questions. Ensure that new members or guests who wish to participate are given questions that are easy to respond to eg. *Tell us about your last holiday.....*

The topics need to be prepared beforehand and a copy of the questions given to each evaluator.

When conducting the session the Table Topics Master needs to:

- Acknowledge the chairman and audience
- Explain the aims of the session, the procedures and the timing with lights or buzzer
- Announce the evaluators, who is evaluating the odds and evens questions
- Ask the audience a question and nominate a member to respond
- Remain at the lectern warm by waiting for the speaker, shake their hand and *lead the applause*
- Thank the speaker at the end of the presentation, shake their hand and *lead the applause*
- Introduce the evaluators (odds – evens), *lead the applause* and greet them as with the speakers
- Thank the evaluators at the end of their presentation, shake their hand and *lead the applause*
- Hand the meeting back to the Chairman

Topics are usually limited to around 12 and if attendance at the meeting is 12 or less, topics can be given to all in attendance. However, where you have more than 12 in attendance, you need to select members who are not presenting other assignments.

For example, avoid nominating the members who are evaluating the table topics in the session and any members who are presenting prepared speeches. If you still have more than 12, you could eliminate the Chairman, the Toastmaster and the General Evaluator.

Approach guests before the meeting to explain the session and ask would they be interested in being asked a question towards the end of the session. Do not nominate guests or new members to respond to the first question.

- TIP FOR TABLE TOPICS MASTERS:** If you are calling the evaluator responding to the odd questions first, make sure you finish with an even numbered question to allow them time to complete their last evaluation.

## TOASTMASTER

The role of the Toastmaster is to introduce the speakers and evaluators in the Prepared Speech Session of the meeting. It is essentially the role of a host or MC who welcomes each speaker in an open, positive way that will lead them comfortably into their speech.

The Toastmaster finds out the speaker's details before the meeting, preferably by phone, if not, as they arrive at the meeting. Details include the speech title, which manual speech and its objective, the timing and any other interesting and relevant information about the speaker. Also ascertain as to whether the speaker will complete the criteria for an award such as CTM, CL, ATM, AL or DTM.

The 3 main duties are:

- INTRODUCE THE SPEAKERS
- INTRODUCE THE EVALUATORS
- ANNOUNCE THE TIMING



When conducting the session the Toastmaster needs to:

- Acknowledge the Chairman and audience
- Say a few words about the prepared speech session including reference to the speech manuals
- Introduce each speaker by announcing their name, manual speech, speech title, the evaluator and timing lights
- Remain at the lectern warm by waiting for the speaker, shaking their hand, smile and *lead the applause*
- Lead the applause* at the end of the presentation and shake the speaker's hand before they leave the lectern and say a brief word of appreciation.
- Repeat the above for each speaker*
- Announce the timing for each evaluator
- Introduce the evaluators, greet them at the lectern as with the speakers and *lead the applause*
- Thank each evaluator at the end of their presentation, shake their hand as they leave the lectern and *lead the applause*.
- Conclude the session with a few relevant words, thank the audience and hand control of the meeting back to the Chairman.

If the speaker has just completed all criteria for an award, it should be acknowledged by special congratulations at the end of the session.



**NOTE:** District 70 has produced a valuable Guide to Assignments for local conditions, covering all roles at meetings. It can be found on the District 70 website at [www.d70toastmasters.org/member\\_resources.htm](http://www.d70toastmasters.org/member_resources.htm)

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