



# South Bay Toastmasters

District 1, Division D, Area 2, Club 280

## *Millennium Edition*

### *Meeting Guide*

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# INTRODUCTION

This meeting guide provides summary instructions on how to perform the roles assigned to participants in the South Bay Toastmasters meetings.

The words suggested for *functionaries* are just suggestions. Feel free to be creative within the intent of your role when explaining it, but PLEASE STAY WITHIN YOUR TIME LIMITS so the meeting can continue on time.

A note about applause: We applaud Tabletopics speakers, Formal speakers and Evaluators, both as they walk to the lectern (applaud until they reach the lectern or shake hands) and after they are finished speaking. However, in the interest of a timely meeting, when functionaries are introduced *please hold your applause* until the member has described his function.

For other information on meeting roles, members are encouraged to review the following publications provided upon joining:

- The “Toastmasters and You” Kit containing:
  - A Toastmaster Wears Many Hats...Roles of a Member
  - When You Are the Introducer
  - The Ice Breaker
- The “Toastmaster International Communication and Leadership Program” Kit containing:
  - Communication and Leadership Program
  - Your Speaking Voice
  - Gestures...Your Body Speaks
  - Effective Speech Evaluation

## THE PROGRAM MANAGERS

The Program Managers are the Toastmaster, Topicmaster, and Chief Evaluator. They each need to run a tight, focused program. One Program Manager who runs a slow, inefficient program can cause the entire meeting to run late. Timing is very important in Toastmasters, and the first item mentioned in any article on running a successful club is usually *start and end on time*. Time is our most precious asset, so it's no wonder people become frustrated with any organization whose late starts or runovers eat into their personal time. Our members are giving us their time; let them know it's valuable to you as well.

Be aware of how your program affects the other programs in a meeting.

If you run a good, focused program and finish early, don't assume the extra time is yours to just fill up or spend any way you want. You don't know what might happen in the other programs that might require a little more time in the meeting. You all work together and impact each other.

If you finish your program early, pass the meeting to the next Program Manager. You don't get demerits if we finish a meeting at or before 9:00!

Look at it this way: Your boss calls you and some of your co-workers into a meeting that he or she says will last about 2 hours. You all knew what had to be accomplished; you all knew your assignments and came prepared. Everyone's on target and you finish 15 minutes early. Suddenly your boss says, "Hold on, sit back down! Since I said the meeting might take 2 hours, you're going to sit there and listen to me talk until the 2 hours is up, even though we've finished our business."

Not a meeting you'd be happy to be in. Yes, there are going to be nights we run overtime, and you can help minimize the impact by not trying to "fill up" time that looks like it's just hanging around, waiting to be used up. A meeting can look like it's on track and on time even after the Chief Evaluator finishes. However, the numerous small things that have to take place for the rest of the meeting always take longer than you anticipate. There's a tendency to relax at that point, thinking you're home free; when you lose focus at that point, it's almost guaranteed that the meeting will run late!

When the Program Managers keep things on track and on time, they have a goal. This goal is communicated to the audience, and the meeting becomes more lively and entertaining. People get enough long, boring meetings at work. South Bay Toastmasters has a reputation for being dynamic and fun - let's keep it that way!

All members rotate fairly through all of the positions described in this manual. Each duty provides valuable training in a different aspect of public speaking and leadership.

# TOASTMASTER

**Prerequisite:** Icebreaker and attendance at three or four meetings. This is the *minimum*. This task is not usually assigned to a member until s/he is quite familiar with the Club and its procedures by rotating through the other duties first.

**Time:** The entire meeting, except for the President's opening and closing. You will be making *short* comments in between meeting segments to assure a smoothly run meeting. You must also watch the time used by the other participants, particularly the programs run by the Topicmaster and the Chief Evaluator and, if necessary, tell them where to make adjustments as the meeting progresses.

**Before the Meeting:** The Toastmaster of the meeting has the key role in the success of the meeting. Only through proper advance planning can this assignment be carried out effectively. The primary duty of the Toastmaster is to insure a well-run, upbeat meeting, act as a genial host to smooth the transitions between program participants, and to return control of the meeting to the President in order to *end the meeting on time!*

- Several days before the meeting, contact the Topicmaster, Chief Evaluator (who will coordinate with the Evaluators and the functionaries), Speakers, member giving the Invocation, and Poet Laureate to confirm their attendance
- Prepare a brief introduction of the theme of the meeting. Try to weave the theme throughout the meeting by using it in introductions, summary, etc.
- Participants who are unable to fulfill an assignment should find a replacement and notify you as soon as possible. Sometimes you will need to find a replacement for them. Alternate Speakers should be contacted first as replacements for Speakers since they confirmed their position as Alternate and have been preparing. Feel free to contact the VP Education for names of members who are next in line for a particular position.
- Contact the VP Education the day prior to the meeting with any changes to the participants, so s/he can update the agenda prior to printing the agenda for the meeting.
- Obtain from each Speaker his/her manual title, project number, project objectives, speech title and biographical data for your introduction, or confirm that the speaker will be providing you with a written introduction that includes all of this information.
- Obtain biographical data on the Topicmaster and the Chief Evaluator.
- Plan your introductions carefully. Introductions should be *no longer* than one minute. Read “How to Introduce a Speaker” in your Communication and Leadership manual. Be sure you know the rank (CTM, ATM, DTM, etc.) of each person you are introducing.

**At the Meeting:** The following are expanded explanations of *most* of your duties at the meeting itself. See the President's Agenda for all of your specific duties and the order in which they are performed.

1. Arrive before the meeting begins, and take a seat up front.
1. Make sure the VP of Ed has placed one Agenda at each seat and at the lectern prior to the start of the meeting.
2. Make sure all program participants are in attendance. If some fail to show up, appoint replacements prior to the start of the meeting. If an Evaluator or Functionary is not present, inform the Chief Evaluator that s/he needs to assign someone. Encourage Speakers to talk with their Evaluators before the meeting begins or at the break. If a Program Manager is not present within 10 minutes of the meeting, ask someone else to prepare to fill that position, should the Program Manager in question not show up.
3. Tell the Toastmaster of any changes to the meeting participants.
4. Decide the order of the Speakers, and inform the Chief Evaluator.
5. Plan the meeting to return control to the President on time. If the total maximum time for the speeches is over 30 minutes, inform the Poet Laureate that s/he will not be speaking. Don't add a "grace period" to the 30 minutes; that is already included.
6. When the President turns control of the meeting over to you, walk quickly to the lectern. You are in charge of the meeting. Address the group as follows: "Thank you Mr./Madam President. Fellow Toastmasters and Honored Guests," and introduce your theme in 1 minute or less.
7. ***Use the President's Agenda as a checklist to keep the meeting on schedule.*** It is your responsibility to alert participants who go over their time and indicate to them that they should immediately conclude their portion of the program. Make sure the Topicmaster does ***not*** call on the other two Program Managers (Toastmaster, Chief Evaluator), Speakers, or Evaluators. ***All*** others should be given a chance to speak during Tabletopics, ending with all guests. If this causes the Topicmaster to give the meeting back to you after 7:45, you will need to cut the break short. If the Topicmaster is falling behind because of long questions, comments between speakers, or is generally being slow or inefficient, catch his/her eye and motion that s/he needs to speed up the process. If you cannot catch his/her eye, you may need to pass him or her a note. If there are few members present at the meeting, it may be that the Topicmaster will call on other members and guests and still have time prior to 7:45. In that case, s/he can call on Evaluators, as long as the meeting can be returned to you by 7:45. You should gavel down promptly at 8:00 to begin the second part of the meeting.
8. In *all* introductions, be sure to give the person's name *last* and Toastmaster rank (i.e.: CTM).
9. Make *brief* bridging comments between meeting segments to keep the meeting flowing.
10. Before the intermission, remind Speakers to confer with their Evaluators and to give the Timekeeper the minimum and maximum times for their speeches. Indicate the length of the break and ask the Timer to time the break.

11. Make sure the second half of the meeting starts no later than 8:00 sharp. Welcome everyone back and briefly introduce the Formal Speech portion of the meeting by reading from the President's Agenda.
12. Introduce each Speaker with your prepared introduction, being sure to include manual assignment number, name and *objectives*, speaker background, speech title and speaker's name *last*, and speaker's rank. You do not have to give speaker background if it is the Icebreaker speech, as that is the purpose of the assignment.
13. Lead the applause and remain at the lectern until the Speaker has arrived to shake your hand. Then sit down.
14. At the end of each presentation, lead the applause as you return to the lectern to shake the Speaker's hand. Offer a *brief* word of appreciation to bridge the gap between presentations and keep the audience's interest, but do not influence either the Members or Evaluators.
15. After each Speaker, ask the members and guests to take one minute to write their evaluation of that speech. Do not talk during this time.
16. After all Speakers have finished, call for the Timer's report on *qualifying* speech times.
17. Ask members and guests to vote for the Speaker who they felt *best accomplished the goals* of their speech.
18. Introduce the Chief Evaluator. Lead the applause and remain at the lectern until s/he arrives to shake your hand. Then sit down.
19. When the Chief Evaluator returns control to you, walk quickly to the lectern and shake hands.
20. Complete the rest of your duties as Toastmaster including: Calling up the Poet Laureate; giving a one-minute closing statement bridging the theme and the meeting together; and giving out the Awards. Give them in this order: Table-topics, Evaluator, and Speaker. Bring up last week's winner in each category to present the award. If last week's winner is not present, you may present the award yourself or call on someone else.
21. Return control to the President. Lead the applause and wait for the President to arrive at the lectern and shake hands before returning to your seat.

# TOPICMASTER

**Prerequisite:** Icebreaker and attendance at three or four meetings

**Time:** Return control of the meeting to the Toastmaster no later than 7:45. *Do not call on the Speakers, Program Managers, or Evaluators.* If it is still not 7:45 after you have called on all other members and guests, you can call on Evaluators until 7:45. If there has been a long business meeting and Tabletopics starts late, it may be that you run past 7:45 even if you only call on other members and guests. This should seldom happen but, if it does, the Toastmaster can keep the meeting on schedule by making the break shorter. The usual reason Tabletopics runs late is the Topicmaster...not the speakers.

## Before the Meeting:

- Make a list of 18 to 28 questions, using the theme of the meeting, if possible. Make your questions no longer than 1-2 sentences: the shorter the questions the better. Long, involved stories or scenarios are confusing and difficult to answer, take time away from the speakers, and make your program run late. Make the questions open-ended; allow people to be creative rather than drive toward a specific answer.
- Plan a format for presenting the items which may include questions to answer, statements or objects to comment on, instructions to follow, or roles to play.
- Practice out loud, if necessary, to make sure you can move quickly and easily between questions and parts of your program.

## At the Meeting:

1. Arrive early and seat yourself near the lectern. As people arrive, put their names next to items on your list so that you are ready to begin calling on them quickly and confidently. If you're not sure who people are, sit next to a more experienced member who can tell you their names. Make sure you know who the Program Managers, Speakers, and Evaluators are, so you can exclude them.
2. When you are introduced, quickly walk to the lectern, shake hands with the Toastmaster and say something like:

“Thank you Mr./Madam Toastmaster, Fellow Toastmasters and Honored Guests. Tabletopics are extemporaneous speaking for 1 to 2 minutes on an assigned topic. However, you may speak on other topics you might bridge to, if you wish. Guests are encouraged to participate and, if called upon, may choose to do so, or may choose to pass. When the session is over, members and guests will vote for the best Tabletopics speaker.”

3. Give a *brief* introduction of your topic, up to one minute; then begin calling on people.

4. State each topic *before* naming the speaker, so the entire group is mentally preparing to speak on that topic. Call on someone to stand in place and speak on the topic and then lead the applause at his or her conclusion.
5. If anyone panics, be encouraging and help him/her through it, if absolutely necessary.
6. *Don't* spend time discussing your own feelings and experiences on the topic, and don't make remarks between questions. You are not the genial host who smoothes transitions between parts of the meeting; that's the Toastmaster. Remember that the Topicmaster's job is *not* to speak, but to allow others to speak. Making remarks between questions takes time away from the speakers, influences the vote for best Tabletopics, and makes your program run late.
7. *Watch the time.* If it looks like your program is running late or needs adjusting, the Toastmaster may catch your eye or pass you a note indicating a change you need to make. End with brief closing remarks about the session.
8. Call for the Timer's report for those speakers who did *not* qualify.
9. Ask members and guests to vote for the Tabletopics speaker they felt did the best job with their topic and pass their ballots to the Vote Counter.
10. Return control of the meeting to the Toastmaster. Remain at the lectern until the Toastmaster arrives to shake your hand.

# CHIEF EVALUATOR

**Prerequisite:** Experience as an Evaluator

**Time:** 1 minute at opening of meeting, 1 to 3 minutes (plus Evaluators' time) at end of meeting.

## Before the Meeting:

- Review "The Chief Evaluator's responsibilities" in the *Effective Speech Evaluation* manual.
- It is your responsibility to contact the scheduled Evaluators and Functionaries (Grammarian, Timekeeper, Ah Counter, Vote Counter) before the meeting and ensure that they will be *present and prepared*. Offer assistance to the Evaluators, if needed. If you have any changes to the Evaluators or Functionaries after making your phone calls, contact the VP Education with the changes so s/he can print out the most current Agenda for the meeting.
- Get biographical information from the Evaluators for your introductions, and try to weave the theme of the meeting through the intros.

## At the Meeting:

1. Arrive early and confirm that your team (Evaluators and Functionaries) is present. If any are not present, assign someone to take that person's position if s/he doesn't arrive by the time the meeting starts.
2. Advise the Toastmaster of any changes in your team. Confirm who the Speakers are and the order in which they are speaking.
3. Assign Evaluators to Speakers and make sure each knows who they will be working with. It's important to assign Evaluators appropriately. Try to assign experienced Evaluators to advanced Speakers. It's okay to assign experienced Evaluators to less experienced Speakers, but don't assign inexperienced Evaluators to advanced Speakers. The Evaluator will feel uncomfortable and the Speaker won't get an appropriate evaluation for his/her skill level.
4. When introduced after the formal speeches, walk quickly to the lectern and shake the Toastmaster's hand. Proceed to explain the evaluation portion of the meeting by saying something like:

"Mr./Madam Toastmaster, Fellow Toastmasters and Honored Guests. Evaluation is a positive, helping act. As conscientious Toastmasters, our goal must be to help fellow Toastmasters develop their skills. Therefore, evaluations should not only offer constructive ways of improving, but should also preserve or at least enhance the self-esteem of the speaker. We'll begin with evaluations of the Speakers and move into my evaluation of the meeting itself."

5. Introduce each Evaluator, stating the Speaker's name, Speech number and Speech Title that s/he will be evaluating. *Don't give the speech's objectives.* This is redundant; the Toastmaster states the objectives when introducing the Speaker so the audience knows which objectives the speaker is trying to accomplish. Then they can vote on which Speaker accomplishes the objectives best. The Evaluator states the objectives because this is what s/he evaluates. Always give the Evaluator's name and rank (CTM, ATM, DTM) *last*.
6. Wait until the Evaluator reaches the lectern; shake his/her hand, then sit near by.
7. Lead the applause after each Evaluator has finished as you return to the lectern to shake hands.
8. After all Evaluations are complete, call for the Timekeeper's report for any Evaluator who did *not* qualify.
9. Ask members and guests to vote for the Evaluator they felt did the best evaluation.
10. Call for the Grammarian's report and the Ah Counter's report.
11. Give *your* evaluation of the meeting, 1 to 3 minutes. Say something like:

"As your Chief Evaluator this evening, I have been observing all aspects of how the meeting has been conducted, and I will now give my evaluation of the meeting."

**NOTE:** Was the meeting set up and started on time? Was the Invocation and Pledge appropriate and brief? Was the Business Meeting timely? Did it follow parliamentary procedure? Did the Toastmaster deliver good introductions and keep the meeting on time? Were the helpers' duties described? Were we told to write personal notes to speakers? Note any strengths or weaknesses. Were Tabletopics brief, creative, challenging, and did it end on time? Were the Evaluators positive and constructive? Did the Grammarian and Ah Counter give complete reports? Mention things that were particularly good about the meeting as well as areas where we could improve. Acrid comments, tongue-lashings or whitewashes are not effective in improving performance. Keep it upbeat.

12. Ask for the Timekeeper's report on your own evaluation.
13. Return control of the meeting to the Toastmaster by reintroducing him/her. Wait at the lectern until the Toastmaster arrives to shake your hand.

## THE FUNCTIONARIES AND EVALUATORS

The Functionaries and Evaluators are the Chief Evaluator's team. The Chief Evaluator contacts each member of his/her team prior to the meeting and, if any member of his/her team has a problem with the assigned duty, the Chief Evaluator should be contacted.

The Chief Evaluator and his/her team provide the valuable service and feedback of monitoring and evaluating the performance of each participant in the meeting, and the meeting itself. The Evaluators evaluate the Speakers, the Functionaries keep tabs on critical items that influence good public speaking, and the Chief Evaluator evaluates the meeting as a whole.

Through evaluations, we all discover where we are weak and where our strengths lie. Improvement through upbeat, constructive criticism and examples is a key ingredient in learning both to speak better and to lead better meetings.

All members rotate fairly through all of the positions described in this manual. Each duty provides valuable training in a different aspect of public speaking and leadership.

# AH COUNTER

**Prerequisite:** None

**Time:** 30 seconds

**Before the Meeting:** Before the meeting begins, take the can with marbles to your seat and generate an Ah Counter Tally Sheet.

**At the Meeting:**

1. When called upon to explain your function, *stand at your place* and say something like:

“Mr./Madam Toastmaster, Fellow Toastmasters and Guests. As Ah Counter, I will be listening very carefully for the use of “Ah,” “Um,” “Er,” or any other filler words. When I hear such words during Tabletopics, I will keep a tally and drop a marble to help our members to improve their use of filler words with an immediate feedback. I will not drop marbles when guests speak or during the formal speeches. I will keep track of everyone, and report at the end of the meeting on who best controlled their use of filler words.”

2. When called on to report, *stand at your place* and say something like:

“Mr./Madam Toastmaster, the following people spoke tonight with no AH'S: (read names). These people spoke with only one AH: (read names). And these people had two or more AH'S: (read names). Let's congratulate ourselves on a job well done tonight!” (Lead applause and be seated)

**NOTE:** The point is to make a significant noise when someone uses a filler, to call their attention to it, so don't try to be subtle. You can take a handful of marbles out of the can and drop them in one at a time, you can simply give the can a good shake each time, or you can use the "clicker" for each filler.

# GRAMMARIAN

**Prerequisite:** None

**Time:** 30 seconds

**Before the Meeting:** Before the meeting, select a word that you feel will extend the average member's vocabulary. Don't choose a word that is rare and has little practical use. Choosing a common word that is often improperly used or confused with a similar-sounding word, is a helpful exercise.

*Before the meeting begins,* write the word on a paper large enough so all can see it, or choose a word card from the stack that is kept in the lectern. The Sergeant-at-Arms often sets the stack on the last table with the other Functionary tools.

**At the Meeting:**

1. When called upon, *stand at your place* and state the Word of the Day, its meaning, and give an example of its use in a sentence.
2. Continue to explain your duty as follows:

“I will keep track of your use of the Word of the Day and other descriptive language, as well as grammatical infractions or incorrect word usage. I will report my observations at the end of the meeting.”

3. When called upon towards the end of the meeting by the Chief Evaluator, report who used the Word of the Day correctly and be sure to praise those who showed eloquence in their wording. You should also call attention to improper use of words or language.

**NOTE:** During Tabletopics, hold up the word card so the speaker can see it easily. When the member uses the word, put the card down. When the member finishes speaking, note whether s/he used the word.

# TIMER

**Prerequisite:** None

**Time:** One Minute

**Before the Meeting:** Before the meeting begins, take your seat with the Yellow, Red and Green construction papers, the stop watch and timer light. Check to make sure you know how to operate the stop watch and timer light, and that they are both working properly. Verify speech times with the Toastmaster or Speakers.

**At the Meeting:**

1. When called upon, *stand at your place* and say something like:

“Mr./Madam Toastmaster, Fellow Toastmasters and guests. As Timer, I will be timing the Table-topics, Formal Speeches and Evaluations. Tabletopics are **1-2** minutes, Evaluations (including Chief Evaluator) are **1-3** minutes, Speeches are usually **5-7** minutes, the Icebreaker is **4-6** minutes, and Poet Laureate is **3-5** minutes.

The GREEN light lets you know when you reach the minimum time. The YELLOW light lets you know when you are half way to the maximum time. The RED light lets you know when you have reached the maximum time.

Table-topics, Evaluations and all Formal Speeches have a +30 second grace period on the maximum times. At the end of each section of the meeting, I will report the times of the participants, as well as those participants who fall short of or exceed time limits. I will also be timing the Chief Evaluator's evaluation of the meeting, which should be **1-3** minutes."

2. Time carefully, *starting with the first word uttered* by the speaker, and stopping exactly after the last word. Write down the actual time spoken.
3. During intermission, be sure to get the minimum and maximum times for each Speaker.
4. When asked by the Toastmaster, the Timer will time the 5 to 10 minute intermissions.
5. You will be asked by the Topicmaster to name those people who did *not* qualify for Tabletopics; by the Toastmaster for those speakers who did *not* have qualifying times for their speeches; and by the Chief Evaluator for those Evaluators who did *not* have qualifying times for their evaluations.

**NOTE:** To be considered for an award, Table-topics, Evaluators, and Formal Speakers must speak for at least the minimum time and no more than 30 seconds over the maximum time. For example, if the speech time is 5 to 7 minutes, the speaker must speak at least 5 minutes, and no more than 7 minutes 30 seconds.

# VOTE COUNTER

**Prerequisite:** None

**Time:** 30 seconds

**Before the Meeting:** Before the meeting begins, take the plastic ballot box with you to your seat.

**At the Meeting:**

1. When called upon, *stand at your place* and say something like:

“Mr./Madam Toastmaster, Fellow Toastmasters and guests, as Vote Counter I will be counting the votes for the best in each of the following categories: Table-topics, Formal Speaker, Evaluator, and Program Manager.

Use these ballots to vote for the Toastmaster you felt was best in each category, and give them to me when I collect them after each section of the meeting. At the end of the meeting, I will bring the results up to the Toastmaster and President. After each of the prepared speeches, please use the top portions of the ballot sheet to give helpful and encouraging comments to the speakers, put the speaker's name on the tear-off, and give to me so I can pass these to the speakers.”

2. If there is a tie, you should cast the tie-breaking vote. (Don't mention that there was a tie.)
3. Participants who fall short of or exceed time limits are not eligible for awards.

**NOTE:** When you count the ballots, don't count them by writing a mark for each one on a piece of paper. You don't have much time to count the ballots and you need to do it fast. The fastest way is simply to sort all of the ballots for Speaker (for example) into separate piles by name. It's usually easy to tell at a glance which pile is biggest; and that person wins. If two piles seem close to being the same size, you should then count the two piles of ballots. Give the Toastmaster or President one of the ballots that has the winner's name on it.

You should give the Toastmaster the winning ballots for Tabletopics, Speaker and Evaluator as soon as possible after you collect the ballots for best Evaluator. After the Toastmaster presents the awards s/he will return control of the meeting to the President, who will call for the vote for Best Program Manager. Begin collecting Best Program Manager ballots right away, and count them as soon as possible. The President will try to occupy time while s/he waits for you to bring the winning ballot.

# EVALUATOR

**Prerequisite:** 2 speeches and observation of evaluations at 3 to 4 meetings

**Time:** 1 to 3 minutes

## Before the Meeting:

- The Chief Evaluator will contact you to confirm your attendance. At this time, give him/her some biographical information for your introduction.
- Read the *Effective Speech Evaluation* manual.
- Many Evaluators prefer to concentrate on making notes for their spoken evaluation while their Speaker is speaking, and fill in the written evaluation form later. You will find a method that is comfortable for you. Just be sure your comments are as clear as possible.

## At the Meeting:

1. Find out from the Chief Evaluator who you will be evaluating and when s/he will be speaking. Let the Speaker know you are his/her Evaluator, and get his/her manual.
2. Write the speech title, your name and the date at the top of the Evaluator's page.
3. Review the purpose of the speech under Note to the Evaluator: Consider the level of the Speaker; i.e., don't be critical of vocal variety if the Speaker has not yet completed that project.
4. At the break, talk with the Speaker to review the objectives of his/her speech. Find out if there is anything in particular s/he wants you to look for.
5. During the speech, listen to and observe the Speaker carefully, making notes in the Evaluator's section of his/her manual.
6. When called upon by the Chief Evaluator, walk quickly to the lectern, shake the Chief Evaluator's hand and start your evaluation with:  
  
"Mr./Madam Chief Evaluator, Fellow Toastmasters, Honored Guests and especially (Speaker)."
7. Continue with your evaluation, speaking directly to the Speaker, although you can address occasional remarks to the audience.
8. You are evaluating the Speaker's presentation, *not* the material presented. **Your evaluation should include:**

9. *Positive points:* how you felt the Speaker excelled in many of the project objectives. mention anything you especially responded to in the speech. You are not a judge, just a person in the audience who appreciated certain aspects of the speech.
  - *Comments* on any areas the Speaker asked you to watch for.
  - *Suggestions for improvement:* this is why we come to Toastmasters! Word your suggestions, “It seemed to me,” or “I would like to hear you try.” Always give an example of how the Speaker may change and improve. Constructive criticism!
  - A “Thank you” for the Speaker.
  - A sincere, supportive close.
10. Return control of the meeting to the Chief Evaluator by saying, “Mr./Madam Chief Evaluator.” Remain at the lectern until s/he arrives to shake your hand.
11. After the meeting, return the Speaker’s manual.

## THE INVOCATION, POET LAUREATE, AND SPEAKER

The Invocation and Poet Laureate set the mood for and enhance our meetings, while the Speaker position is not only entertaining, it's where the serious development of our public speaking skills happens.

Each member has a mentor, and your mentor can give you lots of additional tips regarding both your content and performance for any of these positions.

All members rotate fairly through all of the positions described in this manual. Each duty provides valuable training in a different aspect of public speaking and leadership.

# INVOCATION AND THE PLEDGE OF ALLEGIANCE

**Prerequisite:** None

**Time:** As Required

**Before the Meeting:** Be ready with a thought for the group; try to incorporate the theme of the meeting.

**At the Meeting:**

1. Have ready a brief thought or saying in line with the theme of the meeting to inspire the group. Remember this is *not* a religious organization and the invocation should not sound like a prayer, in deference to the varied beliefs of our members.
2. When called upon, *stand at your place* and say to the guests and members, "Please stand, face the flag, and join me in the pledge of allegiance." Turn and face the flag, place your hand over your heart and lead the group in the pledge by saying, "Ready, begin".
3. When finished, be seated. It is not necessary to return control to the President.

**NOTE:** The original pledge of allegiance to the flag was written by Francis Bellamy and was used at the dedication of the Chicago World's Fair Grounds in 1892. Congress officially approved the pledge on December 28, 1945. On Flag Day, June 14, 1954, President Eisenhower signed a law adding the words "under God."

The addition of these two words to a pledge already well memorized by Americans created a minor problem in its recitation. Everyone who knew the pledge in its original form ignored the punctuation and spoke the words "under God" as though they had been tacked on. This peculiar emphasis has been passed along to everyone who has learned the pledge since.

The pledge now reads:

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands one nation under God, indivisible, with liberty and justice for all."

Note that commas set off the complete phrase "one nation under God". There is **no** comma after the word "nation."

Therefore, the pledge should *not* be spoken this way: "...one nation...(pause)...under God..."

Rather this way: "...and to the Republic for which it stands (pause), one nation under God (pause), indivisible (pause), with liberty and justice for all."

Most organizations and groups you visit will recite the pledge improperly, and it is doubtful that this habit can be corrected in this generation. But bring these facts to people's attention at every opportunity you can, and certainly, in your Toastmasters club, speak it as it is written.

# POET LAUREATE

**Prerequisite:** None.

**Time:** 3 to 5 minutes

**Before the Meeting:** The Poet Laureate position is not one that all clubs use. If the Toastmaster sees that the meeting is running late, s/he may inform you that you will not be speaking. Nevertheless, you should come to the meeting prepared. Reading written material to an audience is very different from just reading out loud.

- The Toastmaster will contact you several days prior to the meeting to confirm your attendance. At that time, give the Toastmaster some biographical information for your introduction.
- Choose anything written that you can read out loud. It can be poetry, prose, an excerpt from a novel or other book, even a newspaper.
- Practice reading out loud, and time yourself to ensure you don't exceed 5 minutes.
- When you read to an audience, you must involve the audience. You do this by looking at them, not just staring down at the page. When you don't look at them, you are telling them not to pay attention to you.
- Glance at the next sentence you will read, begin to read it, and glance up at the audience for the *last* part of the sentence. That gives the sentence more importance to the audience. If you look down and away from the audience as you finish a sentence, you are reducing that sentence's importance. Don't look up on every single sentence. The idea is *not* to pretend you're not reading; the idea is simply to include the audience, since they can't read along with you.
- When you look up at the audience, don't look at the same person each time. Make eye contact with different people, and occasionally sweep your eyes from person to person.
- As you become more experienced at reading out loud, use gestures to emphasize and enhance what you read, and vocal variety to add interest.

**At the Meeting:**

1. When introduced by the Toastmaster, walk quickly to the lectern and shake the Toastmaster's hand.
2. Give a brief introduction and/or reason for your reading selection.
3. Read your selection, staying aware of the Timekeeper.

4. Return control of the meeting to the Toastmaster by saying, "Mr./Madam Toastmaster."  
Remain at the lectern until s/he arrives to shake your hand.

# FORMAL SPEAKER

**Prerequisite:** None

**Time:** Typically 5 to 7 minutes. Depends upon manual requirements.

## Before the Meeting:

- This is your opportunity to express yourself on any subject you wish within the confines of good taste and manual objectives. Avoid topics of an inflammatory nature such as politics, religion, or sex.
- Select a speech project from your *Communications and Leadership Manual*. We recommend following the order suggested in the manual. (CTM's, ATM's and DTM's: select a project from one of your advanced manuals.)
- Coordinate with your Mentor on meeting the project objectives, selecting an appropriate topic, or any other points where you feel you need assistance.
- Plan your speech to fulfill the project goals. If possible, find out the meeting's theme, and try to incorporate or mention that in your speech.
- **PRACTICE, PRACTICE, PRACTICE!** It is helpful to tape your practice sessions to determine how you sound and where you need more practice. Rehearse with your Mentor for more feedback!
- Write your introduction for the Toastmaster of the meeting, and email it to the Toastmaster or give it to him/her before the meeting begins. Tell the Toastmaster the manual you will be using, the project number, the project objectives, your speech title, and the minimum/maximum times for your speech. If you know this information when the Toastmaster contacts you to confirm your speech prior to the meeting, you can tell it to him/her at that time.

## At the Meeting:

1. At the break, tell the Timekeeper the minimum and maximum times for your speech. Also, find out from the Chief Evaluator who your Evaluator is and give him/her your manual. Tell your Evaluator anything in particular you want him/her to watch for.
2. The Toastmaster determines the speaking order, and communicates this to the Chief Evaluator.
3. If you will be using an easel or any other props, make sure they are in place *before* the second half of the meeting begins. Ask the Toastmaster if you can put items under the lectern, on the tables or on the easel, and ask for help if you need to re-arrange anything. There may be more than one speaker with props, and the Toastmaster will need to coordinate this. After your speech, remove any setup you had so it doesn't interfere with the other speakers.

4. If you are sitting far from the lectern, walk part way to the lectern when you are about to be introduced. When introduced, walk *quickly* to the lectern and shake the Toastmaster's hand. Stand wherever you prefer in the established speaking area.
5. Address the group as "Mr./Madam Toastmaster, Fellow Toastmasters and Honored Guests," or "Ladies and Gentlemen." The Timekeeper starts the clock with your first word or gesture.
6. Present your speech, keeping an eye on the Timekeeper's signals. *Don't* forfeit your chance to win the ribbon by speaking more than 30 seconds after the RED light comes on! When you see the RED light, move quickly to your closing statement.
7. At the conclusion of your speech, turn to the Toastmaster and say simply, "Mr./Madam Toastmaster. Don't say "Thank you."
8. Remain at the lectern until the Toastmaster walks up to you and shakes your hand.
9. After the meeting, have the Vice President Education sign and date your manual.

# PRESIDENT'S AGENDA AND WORKSHEET

A copy of the following two-page document is always kept on the lectern. The President and Toastmaster refer to it constantly, as it has all of the positions listed in the order that they appear (some more than once), and the reason they are presented.

Although the individual sections of this manual give lots of information on *how* to perform the details of your assigned duty, the President's Agenda is our club's official document that you should refer to in order to find out what you do and when you do it.

The timeline on the President's Agenda uses a long Business Meeting, three Speakers, and the Poet Laureate as a sample. Meeting timelines vary depending on number of Speakers, length of Business Meeting, participants going overtime, and if Poet Laureate is called. Option items should be eliminated if the meeting is running late. The meeting goal is to end on or before 9:00, if possible.

## President's Agenda and Worksheet

- 7:00 President, standing at the lectern, calls to order: **The meeting of Toastmasters South Bay Club 280, on \_\_\_/\_\_\_/\_\_\_, will now come to order. We will be led in the Invocation and Pledge by \_\_\_\_\_.**  
(President has the Constitution, By-Laws, Robert's Rules of Order Parliamentary Guide)
- 7:02 President: **Thank you all for coming. Mr/s. Sergeant-At-Arms, do we have any guests?**
- 7:03 President: *(Only if there are guests! If no guests, summarize briefly this whole section!)* **Toastmasters is a worldwide organization dedicated to self improvement. We all learn by doing. We develop self confidence and leadership skills through public speaking. Toastmasters offers leadership experience through the club and other levels. This club meets weekly and each meeting is divided into two sections: Section 1 has 3 parts. The first is ceremonial. The second is the Business Session where Parliamentary Procedures and Roberts Rules of Order are practiced, and the third section provides impromptu speaking practice. We will all learn through participation.**  
**Section 2 has 4 parts. The first is to practice delivering prepared speeches. The second is to practice both giving and receiving evaluations. The third is to practice presenting and receiving awards graciously. The final part is the Poet Laureate, where we practice reading from a script to an audience. That's the meeting overview. Mr/s. Secretary, please read the minutes of the last meeting \_\_\_/\_\_\_/\_\_\_.** Then ask: **Are there any corrections?** Recognize the corrections and then state: **The minutes stand as read/corrected.**

- 7:05 (Optional) **Are there any officers' reports?** (SM TR SEC VPM VP PR EVP Immediate Past President).
- 7:08 (Optional) Committee Reports: Committee(s) Names and Chairperson
- 
- 7:11 **Are there any announcements for the good of the club?** (Nonsense is ruled out of order).
- 7:12 Business Session (remind Secretary to take notes): **Any unfinished business?** Then: **Any new business?** (Use Roberts Rules of Order. Constitution and By-Laws should be available).
- 7:18 Close the Business Session. If Filibusterer, state: **The Chair will entertain a motion for Orders-of-the-Day.**
- 7:20 Make *brief* introductory remarks on the Meeting Theme and introduce the Toastmaster.
- 7:21 Toastmaster makes *brief* introductory remarks on the Theme of the Meeting (Be upbeat!).  
Calls on Timekeeper to explain his/her duties.  
Calls on Ah Counter to explain his/her duties.  
Calls on Grammarian to explain his/her duties.  
Calls on Vote Counter to explain his/her duties.
- 7:24 Toastmaster introduces the Topicmaster.
- 7:25 Topicmaster briefly introduces the theme and explains how Tabletopics will be run. All guests must be given the opportunity to participate on a *voluntary* basis. Encourage them. All members participate, except Speakers, Evaluators, Chief Evaluator, and Toastmaster.
- 7:46 Topicmaster should ask Timekeeper who did *not* qualify. Remind all to vote and return control of the meeting to the Toastmaster.
- 7:48 Toastmaster will get Timekeeper's report and remind all to vote if Topicmaster forgot. Ask: **Will the VP Education please review next week's agenda?** Assign Opportunity person. Tell Speakers to give the Timekeeper their times before the second half commences. Get introductions from each Speaker. Clearly explain when to reconvene. (If the meeting is on time, have a 10-minute break - shorter if late).
- 7:50 Toastmaster should drop the gavel and state: **This meeting is in recess.**
- 7:59 Toastmaster reminds all attendees that there is one minute to reconvene and request all to be seated.
- 8:00 Toastmaster DROPS THE GAVEL and states: **The meeting will now come to order from recess.**
- 8:01 Toastmaster explains SECTION 2 of the meeting: **SECTION 2 has 4 parts, the first is to practice delivering prepared speeches, the second is to practice both giving and receiving evaluations, the third is to practice giving and receiving awards graciously. The final section is the Poet Laureate where we practice reading from a script to an audience.**
- 8:03 Toastmaster reminds the Timekeeper of his duties and reminds all individuals to use the evaluation slips.
- 8:04 Toastmaster introduces Speaker for 1 minute. Speaker has 5-7 minutes (Icebreaker 4-6 minutes).

- 8:12 Toastmaster introduces Speaker for 1 minute. Speaker has 5-7 minutes.
- 8:20 Toastmaster introduces Speaker for 1 minute. Speaker has 5-7 minutes.
- 8:28 Toastmaster thanks Speakers and asks Timekeeper for names of those qualified. Remind all present to vote for the best Speaker.
- 8:31 Toastmaster introduces Chief Evaluator.
- 8:32 Chief Evaluator reminds Timekeeper that the Evaluators each have 1-3 minutes for their reports.
- 8:33 Chief Evaluator announces the Evaluator and the Speaker, by name.
- 8:37 Chief Evaluator announces the Evaluator and the Speaker by name.
- 8:41 Chief Evaluator announces the Evaluator and the Speaker, by name.
- 8:45 Chief Evaluator asks Timekeeper to name qualified Evaluators and reminds all to vote for best Evaluator.  
     Ask for Ah Counter's Report (1 minute or less).  
     Ask for Grammarian's Report (1 minute or less).  
     Performs General Evaluation of the meeting. No comment on Speakers.  
     Timekeeper should be timing Chief Evaluator's evaluation. Returns control to the Toastmaster.
- 8:51 Toastmaster thanks Chief Evaluator and all Evaluators. *Do **not** call for Opportunity Drawing.*
- 8:52 (Option) Toastmaster introduces the Poet Laureate. (**Only** if total maximum time for all speeches is 30 minutes or less)
- 8:53 (Option) Poet Laureate reads poetry or other appropriate material.  
 Toastmaster presents Ribbons and Trophies. Toastmaster thanks all participants and ALSO Guests for coming. Returns control to the President.
- 8:56 President reminds all to vote for best Program Manager of the meeting:  
     TOASTMASTER    TOPICMASTER    CHIEF EVALUATOR
- 8:57 President calls upon Opportunity person to conduct drawing while ballots are being collected.
- 9:00 President presents Best Program Manager trophy
- 9:0x (Option) Introduce VP Membership who will install New Members. (Use Ceremony).
- 9:0x President addresses the guests: **This is the opportunity where each guest can give us feedback about the meeting. Please stand and make your comment.** Call on each in turn. Thank each one for coming and ask them to return. Don't pressure, let guest decide, but make application form available and VP visible. *This part can be done right after Opportunity Drawing if more time is needed for the ballot count.*
- 9:0x Invite all to come again next week. Then GAVEL DOWN and state: **This meeting is adjourned**

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