

# PPTM Meeting Roles Manual

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## Toastmaster

The job of Toastmaster is to act as a Master of Ceremonies and is one of the most important assignments. The primary duty of the Toastmaster is to act as a genial host and conduct the entire program.

### Suggestions to help prepare for the agenda:

- Set a deadline for the Speakers, General Evaluator and Table Topics Master to confirm. For Monday meetings, confirmation by Thursday is highly recommended. This will allow you to find replacements if needed.
- As soon as a Speaker confirms, ask him/her to provide the speech information, including: manual, speech number, speech title, and allotted time.
- Notify the General Evaluator about the speech information as soon as possible. This will help the General Evaluator prepare the Evaluators for their roles.
- Schedule Speakers from least to most advanced, in other words, an Ice Breaker will always come first.
- Pair the Speakers with Evaluators of opposite experience, i.e. new Speaker with experienced Evaluator, and experienced Speaker with new evaluator.
- Select a theme in advance and communicate it to the club members as soon as possible, especially if you would like them to dress for the theme. At a minimum, notify the Lexicologist and Table Topics Master about the theme. This will help tie the Table Topics and the Word of the Day to the theme.
- Follow up with General Evaluator on meeting helper role confirmations.
- Contact the Club President to find out if there are special club businesses to be discussed and the time requirements.
- Compile the meeting agenda following the PPTM club meeting template, which is available on the PPTM website. Wait until the last minute to print.

### Suggestions to help the meeting run smoothly:

- Use your introduction time to share some thoughts on your theme and announce any changes to the agenda. You can expand on your theme during the minute between speeches while club members write feedback for the speaker.
- Follow the meeting agenda, and make changes to the timings as the meeting goes on, as needed. Remember, you are in control of the meeting and have discretion to adjust timings of helper reports, the Table Topics section, and the remarks of the General Evaluator and yourself. You also have the authority to stop a Speaker if he or she has gone beyond their maximum time. Do this by standing at the back of the room and gesturing to the Speaker to “wrap it up” or stop.
- Prior to your introduction of the Speaker, ask the evaluator to explain the speech objectives and allotted time. Introduce Speakers by giving their first and last name, educational level, and speech title.

- Remain standing until the Speaker arrives at the lectern and greet him/her with a handshake, then be seated as close to the front of the room as possible. Be ready to return to the lectern immediately after the Speaker finishes.
- Lead applause before and after each Speaker.
- After the prepared speeches, hand over the meeting to the Table Topics Master.
- Following your concluding remarks, hand over the meeting to the Club President.

## Table Topics Master

Preston Persuaders Toastmasters has a tradition that every member should have the opportunity to speak at each meeting. As Table Topics Master, your job is to facilitate the table topics segment of the meeting, and attempt to get as many members who do not have meeting roles to speak as possible within the allotted time.

### Suggestions to help prepare for the segment:

- Coordinate with the Toastmaster and the Lexicologist so that the meeting theme, Word of the Day, and table topics will have continuity. This is not a requirement, but it helps the meeting have coherence.
- Reach out to the Toastmaster and the Lexicologist proactively, asking about the meeting theme and the Word of the Day in advance.
- Prepare about 10 questions. Check with the Toastmaster at the meeting to see how many Table Topics questions you have time to ask during the meeting. Your section may be shortened if a speaker went over-time, or extended if there is a last-minute speaker cancellation.

### Suggestions to help facilitate the segment:

- Begin with a brief explanation (30 seconds at most) of the purpose of Table Topics, especially when there are guests in the room. Do not use this time for a prolonged speech; Table Topics is about the participants.
- Topics or questions should be brief and relatively easy to respond to. The goal is not to stump the participants, but enable them to practice their extemporaneous speaking skills.
- Since Table Topics are designed to develop listening skills also, make sure to announce that questions will NOT be repeated. Read your questions slowly and deliberately to make sure the audience hears and understands it before choosing your candidate.
- Invite a guest to participate only if they desire. (if possible, check this with them ahead of time or at least just before you begin the table topics segment)
- Be sensitive to the mix of members – generally, newer members are asked easier or more straightforward questions. The more experienced members in the club may be asked more “in depth” questions.
- Remind the audience that Table Topics speakers have to speak for at least one minute and use the Word of the Day to qualify for a ribbon.
- Try to call on people who do not have meeting roles if possible.
- Always lead the applause.
- As you conclude Table Topics, remember to ask for a Lexicologist report on the use of the Word of the Day, Timer’s report, and ask the members to vote for the Best Table Topics Speaker.
- At last, turn the meeting over to the General Evaluator. Remember to shake hands with the General Evaluator before exiting the stage.

## General Evaluator

The General Evaluator is just what the name implies: an evaluator of anything and everything that took place throughout the meeting. You are responsible for coordinating a team of Evaluators and helpers. In Preston Persuaders, all helpers are asked to confirm their roles with the General Evaluator, and to include the Toastmaster in all correspondence as he/she is writing the agenda.

### Suggestions to help prepare for the meeting:

- Remind the Evaluators to confirm their roles by a certain date, and that if they cannot attend, they are responsible for finding their replacement.
- If a helper does not respond, find a replacement. If the helper has been unresponsive or absent for more than two meetings, the VP of Education will follow up and take him/her off the roster until further notice.
- Find out the speech details from the Toastmaster and communicate them to the confirmed Evaluators.
- Remind the Evaluators to contact their assigned Speaker to ask if they want certain aspects of their speech to be evaluated and to collect the Speaker's manual in order to provide written comments.
- Arrive at 7:00pm to help the Sergeant at Arms set up the room. This will allow you evaluate the meeting from its very conception.

### Suggestions to help facilitate the evaluation segment:

- Introduce the Evaluation section of the meeting briefly outlining the value it brings to the Toastmasters educational program.
- Introduce the Evaluator by giving their first name, last name, educational level, and the name of the Speaker they are evaluating.
- Call for timer's report after all the evaluators have given their evaluations. Ask the attendees to vote for the best evaluator of the meeting.
- As General Evaluator, it is your responsibility to cover both the positive points and the areas of improvement of the meeting, including:
  - Did the meeting start on time?
  - Did the Toastmaster handle the unexpected situations appropriately?
  - Was the audience focused?
  - Were Table Topics questions fair and appropriate?
  - How did each Evaluator do?
  - Were guests greeted appropriately, felt welcomed?
- This is also an ideal time for you, as the General Evaluator, to speak your mind on some subjects concerning running effective meetings in general, including aspects that may not be pertinent to that particular meeting.
- Call for all Helper reports.
- Keep track of your own time.
- Return the control of the meeting back to the Toastmaster. Shake hands before leaving the lectern.

## Evaluator

Each Evaluator will review one of the prepared speeches of the meeting. The purpose of this constructive criticism is to bring to the awareness of the Speaker the effects of the speech, speech habits, and progress to date. The comments presented by the Evaluator must be presented as your opinion and be encouraging.

### Points to Remember

- Before the meeting, ask the Speaker which particular elements in addition to the speech objectives they would like you to look for.
- Suggestions for observation: appearance, approach to the lectern, opening and closing, speech structure, gestures, eye contact, vocal variety, and adherence to manual objectives.
- Choose a few major points and focus on those in your evaluation.
- Your evaluation should focus on how the speaker delivered the speech. Comments on the content of his/her speech is mostly related to appropriateness to the audience, effectiveness of the examples to illustrate the points, the impact these examples had on the evaluator, and the audience reaction to name just a few.
- Avoid the temptation to “tell your own story” or to repeat the things the speaker said – everyone has heard these words already!
- Any comments about improvements needed should be accompanied with specific suggestions on how the speaker can improve. Share a couple of examples of what the speaker can do next time.
- After you finish your evaluation, remain at the lectern and shake the hand of the General Evaluator.

## Grammarian

Grammar covers many areas: the habits that are brought forth are often years-old and completely unconscious in nature. The grammarian's task is to make the members aware of these habits in a constructive and encouraging manner.

### Points to Remember:

During the meeting, listen for:

- Misuse of words
- Incorrect pronunciation
- Over-used phrases or words
- Poor sentence structure
- Verb-noun disagreement
- Excellent use of the English language

## Lexicologist

As the Lexicologist, you are responsible for the Word of the Day.

### Prior to the meeting:

- The Word of the Day should tie in with the theme of the meeting, if applicable. It is appropriate to reach out to the Toastmaster a few days prior to the meeting and ask about the meeting theme.
- Provide the Word of the Day and the description to the Toastmaster so that it can be included on the agenda. The Word of the Day description should include correct spelling, pronunciation, definition, and possible uses of the word in a sentence.
- Verbs allow for easier use during Table Topics than nouns or adjectives.

### During the meeting:

- Write the Word of the Day and brief definition on the small whiteboard before the meeting starts.
- Sit near the front of the room so that you can hold up the whiteboard to encourage the use of the word during Table Topics.
- At the request of the Toastmaster, explain the Word of the Day to the audience.
- Track uses of the Word of the Day throughout the meeting, both in and outside the Table Topics segment.

## Ah-Counter

The purpose of Ah-Counter is to call attention to the members' ah's, um's, double words, and other crutch words such as so, like, you know, etc.

### Points to remember

- At the Toastmaster's request, explain the purpose and function of the Ah Counter's duties
- Keep written track of all infractions, and use the buzzer for all except the prepared speakers.
- If a club member or guests displays a multitude of filler words, only buzz the first five (5) and continue keeping a written record.
- For club members or guests who have a speech impediment, try to distinguish when the distracting sound or word is used as a filler.
- At the end of the meeting, you will be asked to report on the number of infractions for everyone who participated, and those participants who did not use any crutch words. To help you stay within your time, consider generalizing your observations and offer constructive suggestions on how to reduce fillers in the future. You can offer to share your written record of their performance with individual members after the meeting. Calling out individual members and listing a simple count of infractions is less helpful than offering advice to the whole group. Do point out those members who spoke without using excessive filler words as good examples to follow.

## Posture Bell

The purpose of the posture monitor is to call attention of members' use of body language that may distract the audience or make the Speaker appear nervous.

### Points to remember:

- At the Toastmaster's request, explain the purpose and function of the role.
- Keep written track of all inappropriate and excellent uses of posture.
- At the end of the meeting, you will be asked to report on the infractions and excellent posture/gestures examples for everyone who participated. Consider offering general remarks on trends you observed and offering to share individual performance with members after the meeting.
- The Posture Bell's duties begin at the opening of the meeting (you do not have to wait to be introduced) and continue through the end of the meeting.

## Timer

In Preston Persuaders, the Timer is responsible for tracking the time of all meeting segments, including:

- All prepared speeches, table topics, and speech evaluations
- Toastmaster, General Evaluator, and the Table Topics segment
- All helper roles

## General Guidelines for Time Tracking

### Prepared speeches

<b>Green:</b>	Turned on when the Speaker has qualified.
<b>Yellow:</b>	Turned on halfway through.
<b>Red:</b>	Turned on when the Speaker has 30 seconds to finish the speech.

\*NOTE: The Speaker has + or - 30 Seconds to qualify (4 minutes 30 seconds to 7 minutes 30 seconds in a 5 -7 minute speech)

### Table topics

<b>Green:</b>	Turned on at 1 minute - SPEAKER QUALIFIES
<b>Yellow:</b>	Turned on at the halfway point; 1 minute 30 seconds.
<b>Red:</b>	Turned on at 2 minutes - SPEAKER DISQUALIFIES at 2 minutes 31 seconds.

### Speech evaluations

<b>Green:</b>	Turned on at 2 minutes - SPEAKER QUALIFIES.
<b>Yellow:</b>	Turned on at the halfway point; 2 minute, 30 seconds.
<b>Red:</b>	Turned on at 3 minutes - SPEAKER DISQUALIFIES at 3 minutes 31 seconds.

## Toastmaster and General Evaluator

For the Toastmaster and the General Evaluator, the timer should track both the opening and the closing remarks of each role.

The Toastmaster or the General Evaluator disqualifies if the total time spent in delivering the opening and closing remarks exceeds the allotted time specified on the meeting agenda.

## Table Topics Master

The Timer should track the time spent on the table topics segment of the meeting. The Table Topics Master disqualifies if the segment exceeds the allotted time specified on the meeting agenda.

## Helpers

The Timer should track both the opening and the closing portions of each helper role. A helper disqualifies if the total time of the two portions exceeds the allotted time for that role as specified on the meeting agenda.



## Vote Counter

In a Toastmasters club meeting, the Vote Counter has the following responsibilities:

- Confirm your availability with the General Evaluator as soon as possible
- Explain the purpose of the role at the beginning of the meeting when called by the Toastmaster
- Count the votes that club members submit throughout the meeting for Best Speaker, Best Table Topics participant, Best Evaluator, Best of Big 3 (Toastmaster, Table Topics Master, General Evaluator), Sparkplug (that person who brought special energy to the meeting), and 5-Star Helper
- Cast the deciding vote in case of a tie
- Present ribbons and sticker awards to the winners; adjourn the meeting afterward

### Points to remember:

- How to describe your role in the beginning in 30 seconds:

**Vote Counter** — Collects votes and counts them for Best Speaker, Best Evaluator, Best Table Topics (Speaker), Best of Big 3, Sparkplug and 5-Star Helper. Only votes when there is a tie, and does not announce that there was a tie. Presents ribbons to the winners at end of meeting.

- You should not reveal how close the vote was, or if there was a tie, or how you casted the tie-breaker vote.