

Toastmaster Club Meetings

Every Toastmaster meeting has 5 basic sections. The core skills practiced during each section are in parentheses.

1. Opening (Leadership)
The presiding officer opens the meeting by greeting everyone, especially the guests. The meeting's emcee, the Toastmaster, introduces the meeting's "functionaries" - individuals with various roles and responsibilities tailored to help members improve on specific aspects of communication and leadership.
2. Prepared/Formal Speeches (Prepared Speech Presentation)
Members work out of communication (speech) manuals on projects with specific objectives.
The first communication manual - the *Competent Communication Manual* - walks the new Toastmaster through fundamental speech writing and presentation skills through a series of ten projects. You begin easily by talking about the subject you are most familiar with: yourself. Once you've survived your first speech, you'll focus on basic skills like organizing your speech, focusing the point of your speech, using body language and vocal variety, incorporating research, persuasion, and inspiration/motivation. Upon completion of the *Competent Communication Manual*, you may begin working through two of the eighteen available *Advanced Communication Manuals*, depending on your personal interests and/or career focus.
3. Table Topics (Impromptu Speaking)
The emcee of this exercise is called the Table Topics Master. The Topics Master brings open-ended questions based on a meeting theme or subject and calls on members at random to answer these questions. No preparation time is given to answer these questions. This exercise helps you improve the ability to think on your feet, quickly organize your thoughts, and respond coherently with no preparation. It sounds intimidating, but it is frequently the portion of the meeting members enjoy the most. The exercise is particularly helpful in situations such as job interviews, social settings, and last-minute presentation assignments from the boss. **You may participate if you'd like.**
4. Feedback (Evaluation, Impromptu Speaking, Leadership)
This section is facilitated by the "General Evaluator" of the meeting, who introduces the speech evaluators and calls upon the "functionaries" for their various reports. Preassigned evaluators - one per formal speaker - provide specific feedback on the prepared speeches. Evaluators will comment on such things as how well the speaker met the project objectives, personal opinion on what the speaker did well and issue challenges for improvement. Speech evaluations are valuable not only for the speaker specifically, but generally for the audience as well as ideas and tips are gleaned from these evaluations.
5. Closing (Leadership)
The presiding officer will facilitate the completion of any club business, solicitation of guest feedback, and more before adjourning the meeting.

What are the various "functionary" roles for and what do they do?

- **Toastmaster:** The meeting emcee. Introduce other functionaries and speakers.
- **Speaker:** Prepare, rehearse, and present a speech based on speech manual projects.
- **Evaluator:** Provide feedback to speakers, including comments on how well they met speech project objectives and offer opinions on how the speech could be improved.
- **Wordmaster:** Offer a vocabulary word for meeting participants to learn and incorporate into their speeches (whether formal or impromptu) during the meeting.
- **Grammarians:** Comment on excellent uses of the English language and offer suggestions for improvement.
- **Ah-Counter:** Track meeting participants' use of pause fillers or verbal crutches (such as ah, um, uh, er, you know, and excessive use of connectors like and, but, and so).
- **Timer:** Time speeches, table topics responses, and evaluations and provide visual signals when timing objectives have been met and/or exceeded.
- **Table Topic Master:** Prepare questions based on a meeting theme and ask members at random to help with impromptu speaking skills.
- **General Evaluator:** Facilitate feedback portion of meeting and provide feedback on the meeting overall.

What are the officer roles and their areas of responsibility?

- **President:** Club CEO - ensure the club is fulfilling the mission of a Toastmasters club, members are being retained and the club is growing.
- **VP Education:** Ensure the club is providing a positive environment and members are learning and growing.
- **VP Membership:** Build membership and retain members.
- **VP Public Relations:** Publicize club meetings and special events.
- **Secretary:** Keep and maintain records, including correspondence with Toastmasters International World Headquarters.
- **Treasurer:** Keep clear and accurate financial records.
- **Sergeant at Arms:** Maintain club equipment, arrange meeting room, greet all members and guests.
- **VP Mentoring:** Manage Maverick's mentoring program

Officers serve 12 month terms (January 1 - December 31). The role of President has a one-term limit and is the only role with a term limit.