

The Meeting Roles - Explained

Toastmasters meet to improve their communication skills, and our meetings are tailored to meet our members' goals. There are many different roles at a meeting, with the basic ones described below.

★ **Toastmaster of the evening** – The member filling this role is designed to be a congenial host. The Toastmaster keeps the meeting running smoothly, and acts similar to that of a master of ceremonies. They are considered the most important person at a meeting, and are addressed as “Mr./Madam Toastmaster”.

★ **TableTopics Session** – The purpose of a TableTopics session is to improve members' ability to think on their feet. Questions are given to members by the TableTopics Master, who are then required to speak on that topic for a period of approximately 2 minutes. Guests are more than welcome to participate in the session.

★ **Speakers** – There are usually 3 speakers at every meeting. Each works through a speaking manual, in accordance with their experience, and are required to meet certain objectives with each speech. The speech objectives are designed to gradually build upon a speaker's skills, concentrating on a different area each time.

★ **Evaluators** – At Toastmasters, everything is evaluated! Each evaluator is required to report what the speaker did well, and parts upon which they could improve. They are also evaluators for the TableTopics Session, and the meeting; being the *TableTopics Evaluator*, and *General Evaluator* respectively.

★ **Word Master is Grammarian** – They deliver the *Word of the Night*, and monitor the use of good and bad grammar throughout the evening. They're responsible for a report at the end of the meeting. And ★ **Gruntmaster** – Reports on the usage of ums, ahs, ers and other repetitive unnecessary speech fillers. Toastmasters are fined accordingly.

★ **Timekeeper** – Times and reports on how well each Toastmaster spoke to their time limit. Also controls the usage of the timing lights.