



SPEAKERS EDGE TOASTMASTERS CLUB GUIDE

A Toastmaster's Promise

As a member of Toastmasters International and my club, I promise ...

- To attend club meetings regularly;
- To prepare all of my speech and leadership projects to the best of my ability, basing them on projects in the *Competent Communication* manual, *Advanced Communication* manuals or *Competent Leadership* manual;
- To prepare for and fulfill meeting assignments;
- To provide fellow members with helpful, constructive evaluations;
- To help the club maintain the positive, friendly environment necessary for all members to learn and grow;
- To serve my club as an officer when called upon to do so;
- To treat my fellow club members and our guests with respect and courtesy;
- To bring guests to club meetings so they can see the benefits Toastmasters membership offers;
- To adhere to the guidelines and rules for all Toastmasters educational and recognition programs;
- To maintain honest and highly ethical standards during the conduct of all Toastmasters activities.

FOLLOW US ON SOCIAL MEDIA

Email: speakersedgetoastmasters@gmail.com

Website: <https://7930.toastmastersclubs.org>

Facebook: www.facebook.com/SpeakersEdgeTM

Twitter: twitter.com/SpeakersEdgeNW

Blog: speakersedgetoastmasters.wordpress.com

YouTube: www.youtube.com/user/Toastmasters

Linkedin: www.linkedin.com/pub/speakers-edge-toastmasters/85/6bb/b5a

What's App group: Contact speakersedgetoastmasters@gmail.com



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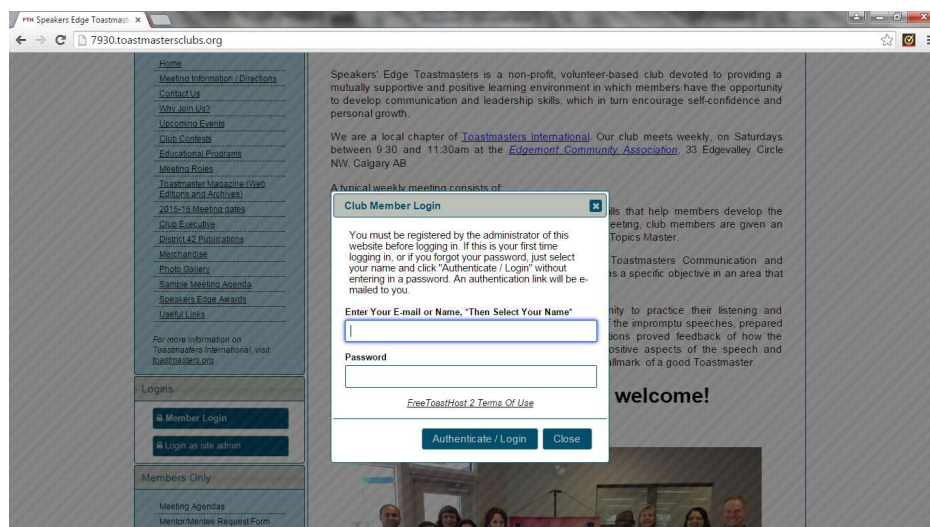
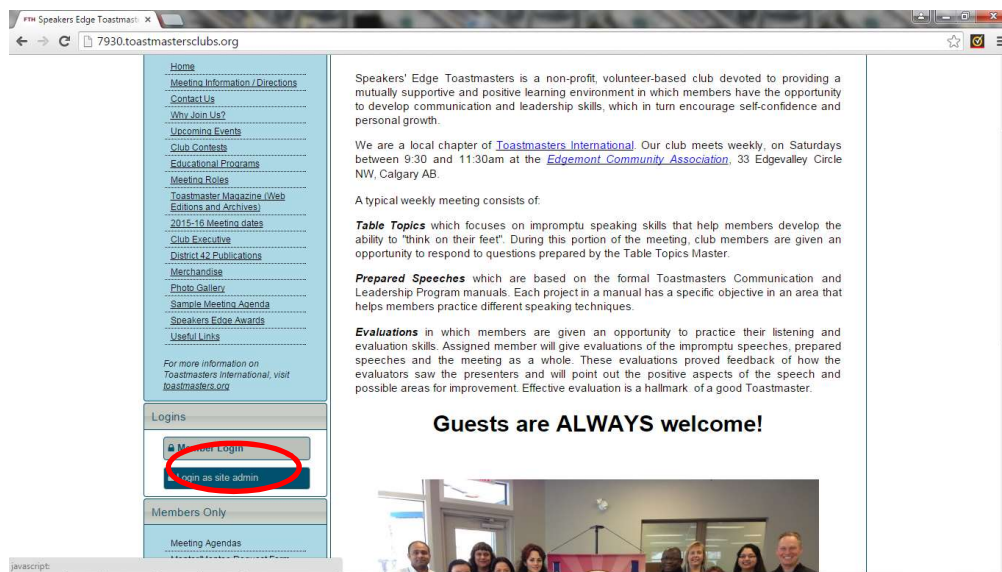


SPEAKERS' EDGE CLUB'S MISSION STATEMENT

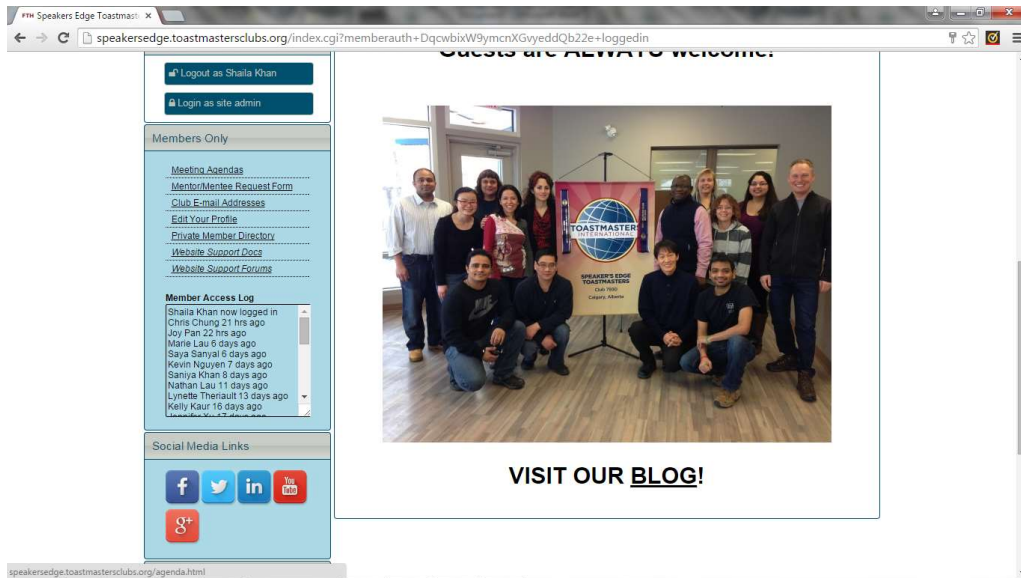
We are the highest authority in Toastmasters and in order to be a successful Toastmaster, we need to take ownership and do the program. When we are successful, our club becomes successful.

ACCESSING THE SPEAKERS' EDGE WEBSITE

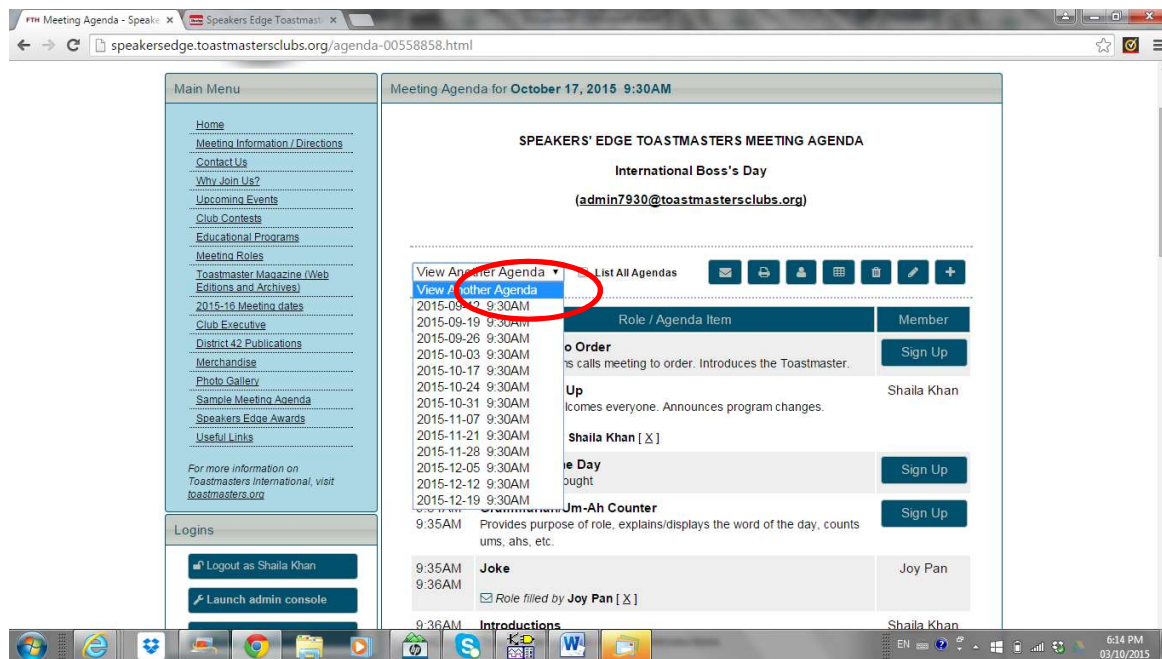
- 1) speakersedge.toastmastersclubs.org
- 2) You will receive a link from our website. If you do not receive it, ask the VP Membership if you have been added to this website.
- 3) Follow instructions in the link.
- 4) If logging in for the first time, you will be prompted to choose a password.



- 5) Go to "Meeting Agendas."



6) Click on “View another agenda” to select the date you want. Click on “Sign Up” to sign up for a role.

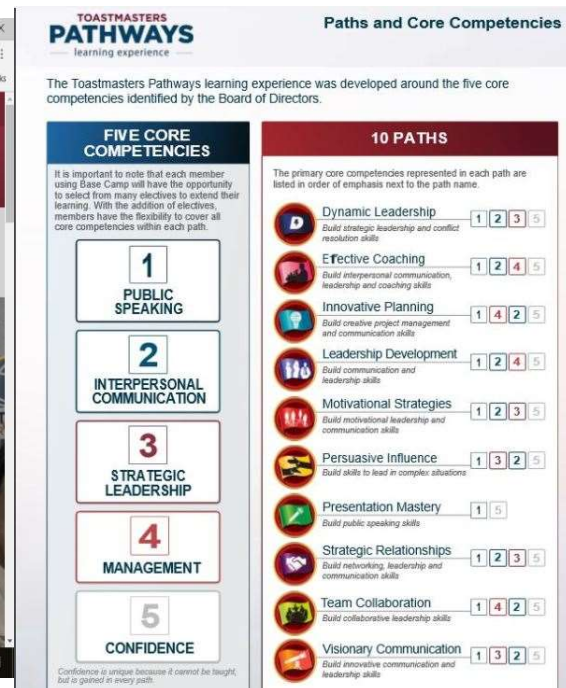
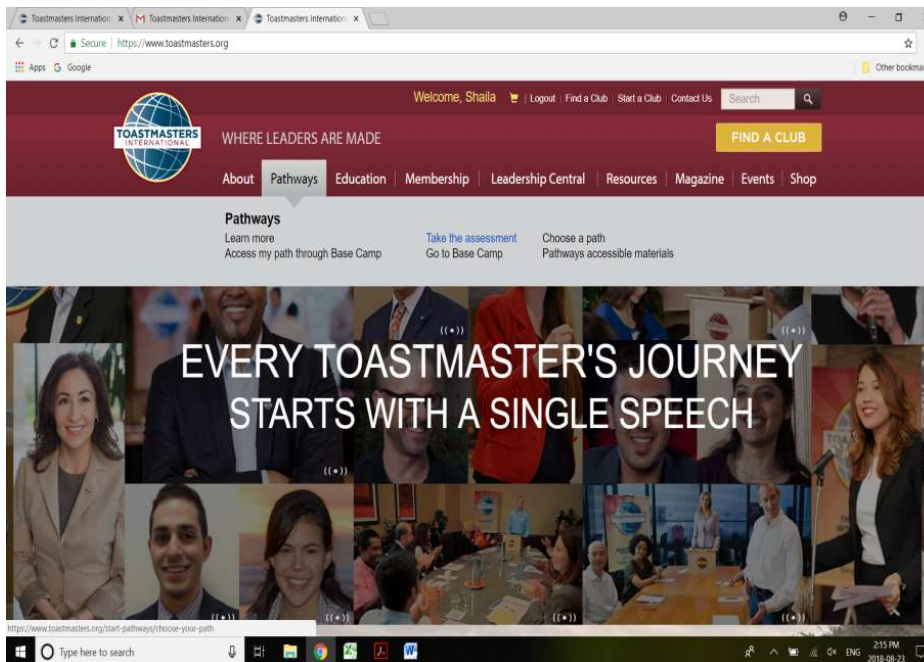


7) For more resources or information, use the same username to log onto the Toastmasters International site <https://www.toastmasters.org>.



WELCOME TO PATHWAYS!

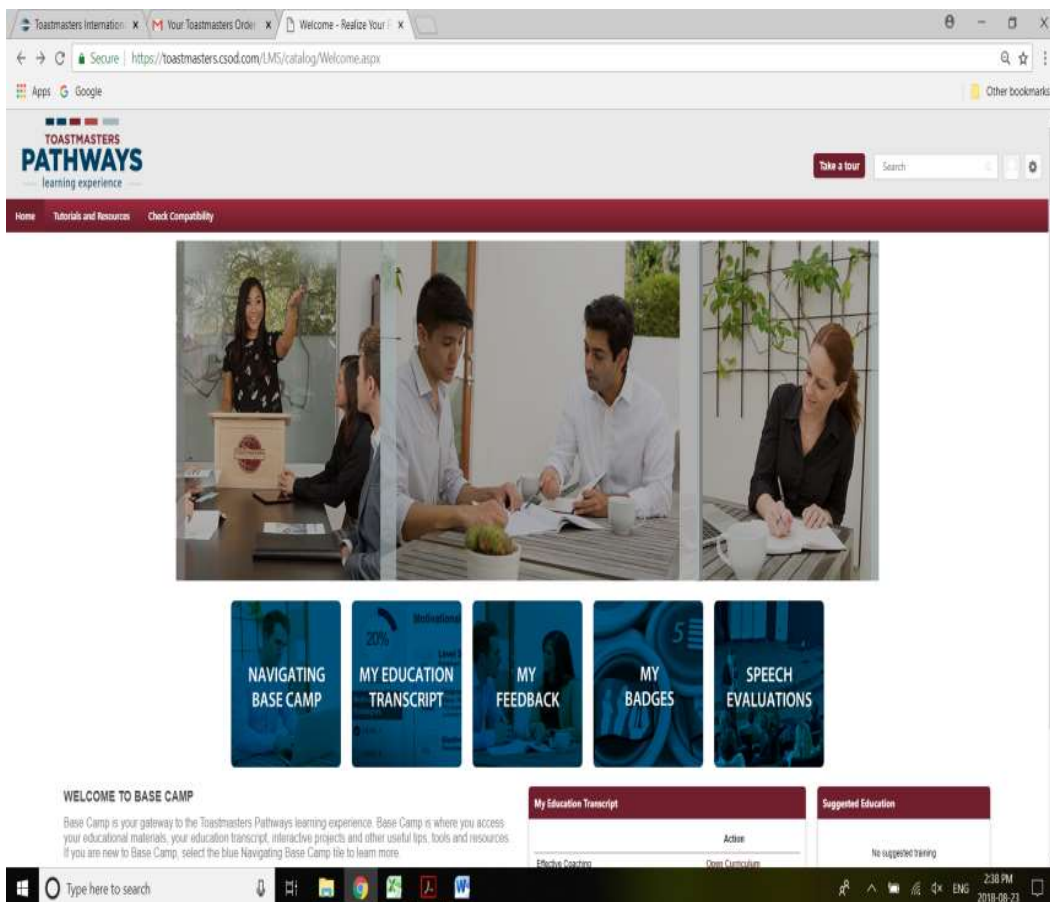
- 1) Login to <https://www.toastmasters.org> using the email you signed up with at your club.
 - a. The first time you login, you will be asked to create a password.
- 2) Visit the Pathways on the Toastmasters website.
 - Use Google Chrome for the best results and allow pop-ups.
 - a. Click on Pathways and choose “Take the assessment”
 - First path is free with membership (additional paths may be purchased for \$20 USD). If you do not like the path you get, you may do assessment again or choose another path.
 - Once you have completed the assessment and you have selected your Path, go to Base Camp to access your path and complete your first assignment--The Icebreaker.



- 3) When you are ready to give your Icebreaker
 - a. Go to <https://7930.toastmastersclubs.org> (Speakers Edge website) and add yourself to the agenda. The first time you access this website you will be asked to create a password. (Instructions are in Speakers' Edge Club Guide)
 - b. From <https://www.toastmasters.org> (Pathways Base Camp)
 - i. Print an evaluation form for your evaluator to complete from <https://www.toastmasters.org>. (Your evaluator can also complete the form online.)



- ii. Upload your evaluation form to your e-portfolio by scanning or taking a picture of the form. (This is for your records.)
 - iii. Complete a self-evaluation of your speech for full credit. **(You must complete a pre- and post-evaluation online in order to progress to the next project.)**
 - iv. For additional support, visit the Tutorials and Resource section on the Pathways landing page.
- c. Notify the VP Education (speakersedgetoastmasters@gmail.com) to review your progress. The VP Education can check transcripts to monitor member progress at any time on Base Camp (the Pathways platform). Please note the VP Education does not approve projects, they approve levels only.





SPEAKERS' EDGE TOASTMASTERS ORDERS OF THE DAY: REGULAR MEETING

Time*	Role / Agenda Item	Member
9:20AM 9:30AM	Meet and Greet	-
9:30AM 9:31AM	Call Meeting to Order Sergeant at Arms calls meeting to order. Reads mission statement: We are the highest authority in Toastmasters and in order to be a successful Toastmaster, we need to take ownership and do the program. When we are successful, our club becomes successful. Introduces the Toastmaster.	Login as Member to Sign Up
9:31AM 9:33AM	Meeting Start Up Toastmaster welcomes everyone and announces program changes.	Login as Member to Sign Up
9:33AM 9:34AM	Thought for the Day Prepare a short, inspirational thought which matches the meeting theme.	Login as Member to Sign Up
9:34AM 9:35AM	Grammarians/Um-Ah Counter Present the Word of the Day, listens for filler words (e.g. like, so, um, ah, etc.) and exceptional or improper use of the English language. Provide a report at end of meeting.	Login as Member to Sign Up
9:35AM 9:36AM	Joke Recite (memorize) a tasteful and appropriate joke to help create a jovial atmosphere.	Login as Member to Sign Up
9:36AM 9:42AM	Introductions Toastmaster asks for guest introductions then member introductions. (Ask to hold applause until the end.)	Login as Member to Sign Up
9:42AM 9:43AM	Toastmaster Calls for prepared Toast and Reply. (Time: 1 minute)	Login as Member to Sign Up
9:43AM 9:44AM	Prepared Toast & Reply Give a prepared toast to someone/something who has done something worth celebrating. A reply is given by the subject of the toast or a member on their behalf. (Time: 1 minute)	Login as Member to Sign Up
9:44AM 9:45AM	Prepared Speeches Toastmaster explains prepared speech program. Asks evaluator to read the objectives of the speech and gives timing instructions. Prepares a short introduction for each speaker (before meeting) and uses it to introduce the speaker. Asks for a minute at end of each speech for members to provide feedback.	Login as Member to Sign Up
9:45AM 9:55AM	Speaker #1 <i>*Please remember to give your manual/evaluation sheet to your evaluator before meeting. If you are on Pathways, don't forget to print off your evaluation sheet.</i>	Login as Member to Sign Up
9:55AM 10:05AM	Speaker #2 <i>*Please remember to give your manual/evaluation sheet to your evaluator before meeting. If you are on Pathways, don't forget to print off your evaluation sheet.</i>	Login as Member to Sign Up
10:05AM 10:15AM	Speaker #3 <i>*Please remember to give your manual/evaluation sheet to your evaluator before meeting. If you are on Pathways, don't forget to print off your evaluation sheet.</i>	Login as Member to Sign Up
10:15AM 10:25AM	Speaker #4 <i>*Please remember to give your manual/evaluation sheet to your evaluator before meeting. If you are on Pathways, don't forget to print off your evaluation sheet.</i>	Login as Member to Sign Up
10:25AM 10:30AM	Break	-



Time*	Role / Agenda Item	Member
10:30AM	Reconvene	Login as Member to Sign Up
10:31AM	Toastmaster asks VP Education for Educational Tip and then introduces Table Topics Master.	
10:31AM	Educational Minute	Login as Member to Sign Up
10:32AM	VP Education shares agenda for next week and/or shares a tip.	
10:32AM	Table Topics Master	Login as Member to Sign Up
10:50AM	Explains purpose of Table Topics and gives timing instructions. Reads question and calls up members/guests. (Try to call members with no meeting roles.) Reminds members to vote for the best Table Topics Speaker (recap speakers name and their speech titles).	
10:50AM	Speech Evaluations	Login as Member to Sign Up
10:51AM	General Evaluator explains purpose of evaluation. Gives timing instructions and calls for individual speech and table topic evaluations.	
10:51AM	Evaluator #1	Login as Member to Sign Up
10:55AM	Evaluates Speaker #1 <i>(Time: 3 minutes)</i>	
10:55AM	Evaluator #2	Login as Member to Sign Up
10:59AM	Evaluates Speaker #2 <i>(Time: 3 minutes)</i>	
10:59AM	Evaluator #3	Login as Member to Sign Up
11:03AM	Evaluates Speaker #3 <i>(Time: 3 minutes)</i>	
11:03AM	Evaluator #4	Login as Member to Sign Up
11:07AM	Evaluates Speaker #4 <i>(Time: 3 minutes)</i>	
11:07AM	Table Topics Evaluation	Login as Member to Sign Up
11:12AM	Evaluates table topic speakers. <i>(Time: 5 minutes)</i>	
11:12AM	Grammarians Report	Login as Member to Sign Up
11:13AM	Report on usage of W.O.D, filler words and on exceptional or improper use of the English language. <i>(Time: 1 minute)</i>	
11:13AM	Timer Report	Login as Member to Sign Up
11:14AM	Times all aspects of meeting using a timer and light display to help keep meeting on time. Provides report at end of meeting. <i>(Time: 1 minute)</i>	
11:14AM	Ghost Greeter Report	-
11:15AM	Records who has come up to you to shake hands and offer a greeting. (Purpose: Helps improve member's social and networking skills.) <i>(Time: 1 minute)</i>	
11:15AM	Quizmaster	Login as Member to Sign Up
11:17AM	Quizmaster asks 5 questions based on the meeting in order to test member's listening skills. <i>(Time: 2 minutes)</i>	
11:17AM	Meeting Evaluation	Login as Member to Sign Up
11:22AM	General Evaluator provides feedback on the meeting as a whole. Evaluates all roles not evaluated (i.e. TM, TT Master, grammarian, timer, evaluators, etc.) <i>(Time: 5 minutes)</i> Hands meeting back to Toastmaster to close the meeting.	
11:22AM	Meeting Wrap Up	Login as Member to Sign Up
11:24AM	Toastmasters wraps up meeting. Calls upon Snackmaster. Presents awards. Calls for guest comments. Asks for announcements. Remind members to put chairs, tables away. Adjourns the meeting.	



SPEAKERS' EDGE TOASTMASTERS ORDERS OF THE DAY: BUSINESS MEETING

Time*	Role / Agenda Item	Member
9:30AM 9:31AM	Call Meeting to Order Sergeant at Arms calls meeting to order. Calls for program changes. Introduces the Toastmaster. Mission Statement: We are the highest authority in Toastmasters and in order to be a successful Toastmaster, we need to take ownership and do the program. When we are successful, our club becomes successful.	Login as Member to Sign Up
9:31AM 9:33AM	Meeting Start Up Toastmaster welcomes everyone. Announces program changes.	Login as Member to Sign Up
9:33AM 9:34AM	Grammarian Present the Word of the Day, listen for filler words and exceptional or improper use of the English language. Provide a report at end of meeting	Login as Member to Sign Up
9:34AM 9:40AM	Introductions Toastmaster asks for guest introductions then member introductions. (Ask to hold applause till the end.)	Login as Member to Sign Up
9:40AM 9:48AM	Business Meeting Toastmaster/Chairperson conducts monthly business meeting. Ask for Parliamentary tip. Declare business meeting open and asks Secretary to read minutes from last meeting. Approve minutes as read or as amended. Calls for reports from Club Officers. Asks Secretary for unfinished business. Calls for new business. Adjourns business meeting and returns control back to Toastmaster.	Login as Member to Sign Up
9:48AM 9:49AM	Prepared Speeches Toastmaster explains prepared speech program. Asks evaluator to read the objectives of the speech and gives timing instructions. Prepares a short introduction for each speaker (before meeting) and uses it to introduce the speaker. Asks for a minute at end of each speech for members to provide feedback.	Login as Member to Sign Up
9:49AM 9:59AM	Speaker #1 <i>*Please remember to give your manual/evaluation sheet to your evaluator before meeting. If you are on Pathways, remember to print off your evaluation sheet.</i>	Login as Member to Sign Up
9:59AM 10:09AM	Speaker #2 <i>*Please remember to give your manual/evaluation sheet to your evaluator before meeting. If you are on Pathways, remember to print off your evaluation sheet.</i>	Login as Member to Sign Up
10:09AM 10:19AM	Speaker #3 <i>*Please remember to give your manual/evaluation sheet to your evaluator before meeting. If you are on Pathways, remember to print off your evaluation sheet.</i>	Login as Member to Sign Up
10:19AM 10:29AM	Break	-
10:29AM 10:30AM	Reconvene Toastmaster asks VP Education for Educational Tip and then introduces Table Topics Master.	Login as Member to Sign Up
10:30AM 10:31AM	Educational Tip (VP Education) VP Education shares agenda for next week and/or shares a tip.	-
10:31AM 10:51AM	Table Topics Master Explains purpose of Table Topics and gives timing instructions. Reads question and calls up members/guests. (Try to call members with no meeting roles.) Reminds members to vote for the best Table Topics Speaker (recap speakers name and their speech titles).	Login as Member to Sign Up



Time*	Role / Agenda Item	Member
10:51AM	Speech Evaluations	Login as Member to Sign Up
10:52AM	General Evaluator explains purpose of evaluation. Gives timing instructions. Calls for individual speech and table topic evaluations.	
10:52AM	Evaluator #1	Login as Member to Sign Up
10:55AM	Evaluates Speaker #1	
10:55AM	Evaluator #2	Login as Member to Sign Up
10:58AM	Evaluates Speaker #2	
10:58AM	Evaluator #3	Login as Member to Sign Up
11:01AM	Evaluates Speaker #3	
11:01AM	Table Topics Evaluation	Login as Member to Sign Up
11:06AM	Evaluate table topic speakers.	
11:06AM	Grammarians Report	Login as Member to Sign Up
11:07AM	Report on use of Word of the Day, filler words and on exceptional or improper use of the English language.	
11:07AM	Timer Report	Login as Member to Sign Up
11:08AM	Times all aspects of meeting using a timer and light display to help keep meeting on time. Provides report at end of meeting.	
11:08AM	Ghost Greeter Report	-
11:09AM	Records who has come up to shake hands and offer a greeting. (Purpose: To help improve member's social and networking skills.)	
11:09AM	Quizmaster	Login as Member to Sign Up
11:11AM	Quizmaster asks 5 questions based on the meeting in order to test member's listening skills.	
11:11AM	Meeting Evaluation	Login as Member to Sign Up
11:16AM	General Evaluator provides feedback on the meeting as a whole. Evaluates roles not evaluated (i.e. grammarian, timer, evaluators, etc.) Hands over to Toastmaster to close the meeting.	
11:16AM	Meeting Wrap Up	Login as Member to Sign Up
11:18AM	Toastmaster wraps up meeting. Calls upon Snackmaster. Presents awards. Calls for guest comments. Asks for announcements. Adjourns the meeting.	



MEETING ROLES AND DUTIES

CLUB EXECUTIVE

ROLE	PREP BEFORE MEETING	DURING MEETING
All Executive		<ul style="list-style-type: none"> • Arrive early and assist SAA with set up • Ensure guests and members are made to feel welcome at the meeting. • Greet guests warmly and seat with a member of the club who can answer their questions. • Give members name card.
VP Education	<ul style="list-style-type: none"> • Print off agendas • Print off name cards 	<ul style="list-style-type: none"> • Ask people to fill in missing roles • Assign Ghost Greeter
VP Membership	<ul style="list-style-type: none"> • Maintain list for new member inductions and member recognition ceremonies (work with VP Education) • Send new members a welcome letter and club manual and introduce to Mentorship Chair 	<ul style="list-style-type: none"> • Ask guests to sign guest book • Talk to each guest during break and after meeting • Give guests a blank name card and dry erase pen. • Ensure guests have a copy of the agenda. • Conduct new member inductions and recognition ceremonies. (Third Saturday of the month.)
VP PR	<ul style="list-style-type: none"> • Advertise meetings/special events 	<ul style="list-style-type: none"> • Fill out and post pictures and meeting summary on social media links.
Sergeant at Arms	-	<ul style="list-style-type: none"> • Arrive early for the meeting. • Ensure meeting room is set up correctly for the meeting. • Set out all necessary equipment and material which includes following: <ul style="list-style-type: none"> - Lectern, timing devices and blank timing sheet. - Agendas or orders of the day on podium and on tables. - Gavel, awards/ribbons and banner - Ballots - AV equipment/special equipment as needed. - Coffee supplies - Awards • Help participants set and/or move equipment/materials before, during and after usage. • Call the meeting to order, ask everyone to turn off cell phones, read the club's mission statement and introduce the Toastmaster. • Be available to respond to the needs or questions of the Toastmaster or audience. Actions should be as quiet and discreet as possible - be "invisible" to the audience. • Ensure club equipment is stored safely and necessary supplies are available for the next meeting.



CLUB MEMBER ROLES

ROLE	BEFORE MEETING	DURING MEETING	TIME
THOUGHT OF DAY	Prepare an uplifting and motivational thought or quote for the meeting. (May be based on meeting theme.)	Deliver Thought of the Day	30 seconds
JOKE	Prepare and memorize a tasteful joke	Deliver a tasteful joke for members.	30 seconds
TOAST FOR THE DAY	Prepare a toast to the membership (may be based on meeting theme.)	Ask everyone to rise, charge their glasses and join you in the toast. Deliver Toast	1 minute.
REPLY TO THE TOAST		Assume the role of the person or organization honored in the toast. (No need for reply if it is a general topic.) Acknowledge the recognition bestowed but the toast by saying, "With gracious thanks on behalf of...,"	30 seconds
QUIZMASTER		Test comprehension of members in a fun manner by asking 5 questions.	1-2 minutes.
TIMER		Check the timing equipment and understand how to operate the timing device and stopwatch. Familiarize yourself with the lighting sequences for each section and/or participant. Record times for each segment of the meeting as the detailed in the timer's sheet. For a business meeting: Ensure it runs for only 15 minutes unless the Chairman provides other instructions. Give the Chairman some warning when the time is running out so a time extension can be requested if necessary. Report to the club in a clear, concise manner.	Report: 1 minute. <i>*Resource: Timer sheet in Appendix</i>
GRAMMARIAN AND UM/AH COUNTER	Choose and research a "Word of the Day"	Explain your role as Grammarian and display the "Word of the Day." Listen carefully to people speaking – you are here to help correct mistakes! It helps to list everyone present at the meeting.	Report: 1 - 2 minutes



		<p>Record good/poor uses of English and also report on enunciation, slang, etc. for the grammarian report.</p> <p>Record how often people use terms such as “you know”, “ah”, “um”, “er”, “like” or the use of “pregnant pauses”, etc. to help fill gaps. Record carefully and RUTHLESSLY! However, don’t embarrass people by stating how many they are over the limit! Members may also be “fined” a maximum of 25 cents or a bell may be used as they are speaking.</p>	
TABLE TOPICS MASTER	<p>Select original ideas and topics to inspire members to use their imaginations, to give their opinions or which reflect on a variety of situations. (Look online - there are so many ideas!)</p> <p>Prepare a minimum of 12 questions – and keep an eye on time.</p>	<p>After the Toastmaster introduces you, briefly explain the purpose of the Table Topics - this is primarily for the benefit of guests.</p> <p>Table Topics assist members in developing the ability to “think on their feet.”</p> <p>Let the timer know the timing and ensure everyone understands the lights used in timing. (Green at 1 minute, yellow at 1.5 minutes and red at 2 minutes.) Start clapping if the speaker goes over 2 minutes.</p> <p>Set the stage for your session and remember to keep your remarks brief but enthusiastic!</p> <p>For each topic- state the topic and then give the name of the individual. Lead the applause until member reaches the stage.</p> <p>Shake hands and remember to thank each participant after his/her performance.</p> <p>Remember to include guests but do not embarrass them- ask if they would like to participate after members have demonstrated “how to.”</p> <p>Keep the session moving and keep an eye on time. Follow the meeting agenda and choose members who do not have a role at the meeting.</p> <p>At the end, recap the list of speaker’s, a one-line summary of the topic and ask members to vote for the Best Table Topic</p>	*Check end time on agenda



TOASTMASTER

ROLE	BEFORE MEETING	DURING MEETING
TOASTMASTER <i>*Please note the role of Chairman at our club was combined with the Toastmaster role in 2014.</i>	<p>Contact speakers at least one week in advance to remind them they are speaking.</p> <p>Ask the speakers for speech title, the manual project number, time requirements and something interesting about themselves to use in an introduction.</p> <p>Prepare introductions for each speaker. A proper introduction is important to the success of the speaker's presentation. The Toastmaster's duty is to make the audience want to hear the speaker.</p> <p>Prepare yourself for the start of the meeting. Make sure the agenda is on the lectern: Remember it is YOU who will set the tone of the meeting.</p>	<p>Act as the host of the meeting.</p> <p>Conduct the meeting in a productive, effective and organized manner.</p> <p>Provide smooth bridging between speeches and maintain continuity.</p> <p>Ensure meeting runs according to schedule and on time.</p> <p>Ensure all agenda roles are filled.</p> <p>Check all participants are at the meeting and prepared for their roles.</p> <p>Welcome the guests. It is important guests are made to feel welcome and comfortable so give them a special warm welcome on behalf of the club.</p> <p>Follow the meeting agenda and preside with energy, enthusiasm and decisiveness: you are in charge! Announce any changes to the agenda.</p> <p>Ask guests and members to state name and introduce themselves in 1-2 sentences before introductions. (Don't let these turn into mini speeches!)</p> <p>If there is a business meeting, refer to section below. (A Chair may be appointed to look after the business meeting portion.)</p> <p>Prepare and deliver an effective introduction of each speaker. The introduction should be appropriate for the speech to ensure the speaker gets off to a good start.</p> <p>Ask the speaker's evaluator to give the speech objectives, timing and title of the speech.</p> <p>Introduce the speaker and when this is completed start the applause immediately and maintain it until the speaker reaches the lectern. Shake the speaker's hand.</p> <p>After each speech is finished, ensure you are at the lectern to shake their hand and lead the applause. Speakers who give an icebreaker speech or complete a milestone get a standing ovation.</p> <p>Remind the audience to complete evaluations for each speaker and remind them to sign their names- no anonymous notes please! Allow one minute for each evaluation.</p> <p>Recap speakers and speech titles and ask members to vote for Best Speaker.</p> <p>Introduce the Table Topic Master and General Evaluator.</p> <p>After General Evaluator hands meeting back over, call for special presentations. Be aware of special presentations (inductions, CC/CL pins, Advanced pins, special awards, etc.) prior to the meeting.</p>



SPEAKER

BEFORE THE MEETING	DURING THE MEETING
<p>Prepare and deliver speeches per manual objectives. The audience should be treated to a professional presentation showing the speaker cares about them. In return, speakers will gain rapport and support from the audience which enhances the speaker's performance.</p> <p>Ask your mentor for help - never be afraid to ask. Most Toastmasters consider it a privilege to assist a fellow member.</p> <p>Ask the VP Education/SAA to set up the projector/screen for the meeting.</p>	<p>Bring your own laptop and ensure you have the proper cord to connect to the Club's projector. (Arrive 15 minutes early to set up projector)</p> <p>Arrive early. Check the lectern, lighting and seating arrangements. Decide where you will be speaking and ensure you will be able to address the whole audience. All speeches are made from the speaking area – generally at the lectern or within an area defined by the Toastmaster.</p> <p>If you are using any props, visual or other aids, ensure you have enough time to set up before the meeting and prepare for their use in advance.</p> <p>Notify the SAA of any special requirements such as removing the lectern etc.</p> <p>Bring your manual/evaluation form and give it to your evaluator at the beginning for the meeting. Confirm objectives with your evaluator and provide him/her with any personal goals and objectives you wish to achieve.</p> <p>Verify the Toastmaster is prepared to introduce you - you may provide your own introduction for the Toastmaster to use. Give him/her your speech title and confirm your place in the program (first, second, etc.)</p> <p>Approach the Toastmaster and shake his/her hand after being introduced. Always acknowledge the Toastmaster and the audience. Note: The Timer will begin timing the speech when you first address the audience in any way.</p> <p>After finishing your speech, DO NOT THANK THE AUDIENCE! Pause for a couple of seconds while holding eye contact with the audience then turn to the Toastmaster and say "Mr. /Madam Toastmaster." Shake hands and return to your seat.</p> <p>Listen carefully to the comments from your evaluator and check member feedback for ways to improve.</p>



EVALUATORS

ROLE	BEFORE MEETING	DURING MEETING	TIME
SPEECH EVALUATOR	Review the Speech Evaluator section in the Competent Leader manual, sample evaluation templates in Appendix or search online for resources	<p>Obtain the speaker's manual as soon as you arrive to prepare for the evaluation before the formal speech portion of the program.</p> <p>Discuss speech objectives and ask if there are any personal goals and objectives the speaker is trying to achieve. Ensure there is a mutual understanding of the speech objectives by both parties.</p> <p>Provide speech objectives and speech title when called upon by the Toastmaster.</p> <p>Listen carefully to the speech.</p> <p>Record impressions of the speech and answer the evaluation questions honestly and as clearly as possible. Be positive but do not whitewash!!! Don't evaluate the content. The evaluation should be based on the delivery.</p> <p>Draw attention to the strong points in the presentation and why they were well done.</p> <p>Identify the weaker points to work on and offer some suggestions for every weakness you describe.</p> <p>Balance the positive and negative!</p> <p>Address both the speaker and audience while speaking. (Think of the evaluation as a mini speech – intro, body and conclusion.)</p> <p>Return command to the General Evaluator.</p> <p>Meet with the speaker after the meeting to ensure there are no misunderstandings.</p>	3 minutes
TABLE TOPIC EVALUATOR		<p>Listen carefully to the speech.</p> <p>Record impressions of the speech. Choose ONE positive and ONE suggestion for improvement and do not repeat content (be mindful of time!)</p> <p>Address both the speaker and audience while speaking.</p> <p>Return command to the General Evaluator.</p>	5 minutes
GENERAL EVALUATOR <i>This is an important role</i>	Study the club manual and familiarize yourself with the roles of each position.	Evaluate everything about the meeting including leadership, mood quality, and timing and evaluate participants who have not been evaluated.	Report: 5 minutes



<p>since the GE has the opportunity to help establish and maintain high standards of excellence in the club.</p>	<p><i>*Resources: Please see GE templates in Appendix.</i></p>	<p>Act as the “teacher” for the club by commenting on the outstanding as well as inadequate performances and to provide, wherever possible, explanations and demonstrations as to how improvements could be made. Arrive at the meeting early to observe the mechanics of preparation: Did the Toastmaster arrive early? Was the room properly set up? Were all positions filled? Etc.</p> <p>Ask the Toastmaster if there are any deviations from the normal format of the meeting.</p> <p>Points to consider: look for examples of excellent or poor preparation, organization and general performance of duties. Take notes on anything you feel is important i.e., positive enhancements, distractions, outstanding performance by a participant, feedback/areas for improvement, etc.</p> <ul style="list-style-type: none"> - General Meeting: theme, tone, preparation and timeliness. Was the atmosphere warm? Friendly? Fun? Did the meeting start on time? - Sergeant-at Arms: Were the guests and members welcomed properly? Did he/she set the tone for the meeting? How were the introductions? - Toast and Thought: Were they insightful? Provoking? Interesting? - Chairman: How was the business meeting conducted? Did the chairman maintain control, harmony and interest throughout the meeting? On schedule? - Toastmaster: Was preparation evident? Were introductions friendly, warm and effective? Did the introductions build up the speaker’s credibility? Were they inspiring, energetic and welcoming? - Evaluators: Were the evaluations helpful? Constructive? Did they cover the salient points of the speaker’s presentation? Were there specific suggestions for improvement? - Timer, Um-Ah Counter and Grammarian: Were presentations crisp and clear? Did Timer help to maintain schedule? Did the meeting start and end on time? <p>After being introduced by the Toastmaster take control of the meeting and explain the purpose of evaluations (i.e., to provide valuable feedback so we can improve our communication skills).</p> <p>Give timing instructions for evaluators 3 minutes for speech and 5 minutes for Table Topics). Calls for speech and Table Topics evaluations.</p> <p>Recap evaluators and ask members to vote for Best Evaluator.</p> <p>Calls for Grammarian, Um-Ah counter and Timer reports and Quiz Master.</p>	
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PARLIAMENTARIAN AND CHAIRMAN (BUSINESS MEETING)

ROLE	DURING MEETING	TIME
PARLIAMENTARIAN	<p>Assist the Chair with the use of Parliamentary procedure during the business meeting.</p> <p>Explain your role as Parliamentarian and provide members with a “tip” on procedures or the effective running of a business meeting</p> <p>Follow all activities and procedures of the business meeting and give a two minute report/evaluation at the end.</p> <p>After the business meeting has been adjourned give the Parliamentarian’s report. Return control to the Toastmaster or Chair.</p>	2 minutes
CHAIRMAN (BUSINESS MEETING)	<p>Ask for parliamentary tip. Call Meeting to Order.</p> <p>Requests Secretary to read minutes of previous meeting(s).</p> <ul style="list-style-type: none"> - Ask if there are any errors or omissions. - Approve minutes as read or amended. - Announcements (if any). Chair or Toastmaster states “the Chair has the following announcements” and ask if there are any other announcements. - Calls for reports from Club Officers. - Any questions from member concerning reports must be directed to the Chair who will then ask the presenting officer to clarify the point raised. - Call for Reports of Special Committees. <p>Unfinished Business.</p> <ul style="list-style-type: none"> - Asks secretary if there is any unfinished business from previous meeting(s). - Unfinished business generally involves a motion which has been tabled; this must be represented and dealt with following normal procedure. <p>New Business</p> <ul style="list-style-type: none"> - Chair asks if there is any new business. This <u>must</u> be presented in the form of a motion and requires someone to second the motion. - <i>Member stands and says, “I move that” (which is equivalent to saying, “I propose that”), and then state the action he/she proposes to have taken.</i> - Ask for motion to be seconded. If motion is seconded, ask the maker of the motion if he/she wishes to speak to his/her motion (i.e. clarification). If no one to second, the motion dies. - Person making the motion speaks to the motion first. Ask for further discussion. - Call for vote. Must ask for all in favor to raise hand and all opposed to raise hand. - Abstentions, if any, must be recorded. - Announce whether motion is approved or not. - Amendments: Take all in order. There may be two amendments at any time. - <i>Member says, “I move that this motion be amended by...”</i> - Vote on each amendment. - If amendment approved, have the secretary read the “Motion as amended.” - Vote on the “Motion as amended.” Announce the result: “The motion is approved” or “The motion is defeated.” - Remember to deal with one issue at a time. Try to take notes to assist you. - Ask the Secretary to read back the motions so everyone is clear as to the business being discussed. - Ensure all discussion is pertinent to the motion – if not rule the speaker “Out of Order.” - Allow everyone who wishes to speak to do so. <p>Adjournment</p> <ul style="list-style-type: none"> - The Chairman asks “Is there any further business?” - If there is no objection then the meeting is adjourned”. Confirm this by using the gavel. 	<p>Time for business meeting: 15 minutes. (May ask for more time.)</p> <p><i>Resource:</i> http://dip.hi.web.un.c.edu/files/2012/02/MSG-ROBERTS_RULES_CH_EAT_SHEET.pdf</p>



ABOUT SPEAKERS' EDGE

Charter Date: May 1997
Club Number: 7930
Area: 19
Division: E
District: 42
Region: 4

SPEECH CONTESTS

Each fall and spring, Speakers' Edge Toastmasters club holds contests which include Humorous, Table Topics, International and Speech Evaluation in preparation for the Area, Division, and District contests. The club may also host or help with the cost of Area and Division contests. All members in good standing with the club are encouraged to participate in club contests. This is a terrific way to try out your speaking skills and our club has had several members move on to and win at the Area and Division contests. Contests are usually organized by the Past President of the club - unless otherwise stated. A Contest Chair checklist is available in club archives. More information about contests is available at <https://d42tm.org/>

CLUB EXECUTIVE ROLES

Elections for new club executive takes place in May each year. The term for new executive commences September 1 and ends August 31. Executive meetings are usually held at least every month (separate from regular meetings).

Club officers are expected to meet with new incoming officers prior to September 1. They must ensure new officers are prepared for their roles. Officer training sessions are generally scheduled by the Division. The following is an outline of the duties and responsibilities of the Club executive.

PRESIDENT	<ul style="list-style-type: none">• Leads club by promoting excellence.• Presides over club meetings.• Chairs the Executive Committee meetings and conducts club business.• Uses the Distinguished Club Program/Club Success Plan as a management resource and recognition tool.• Reports new officers to TMI.• Attends training sessions and participates in area, division and district council meetings.• Orders or appoints someone to order club supplies from TMI.• Prepares successor for office.
VICE-PRESIDENT EDUCATION	<ul style="list-style-type: none">• Plans dynamic club meetings.• Promotes the Toastmasters educational program to members.• Prepares meeting schedule in advance and ensures members receive copies.• Orients new members to the Toastmasters program and to the club (with VP Membership).• Ensures all members understand the importance of evaluations and they know how to evaluate.• Arranges for Speechcraft and other Success/Leadership programs to be conducted inside or outside of the club.• Attends and votes at Area Council meetings (with President).• Signs members' speech manuals after they have successfully completed each presentation.• Administers speech contests (with Past President).• Attends and participates in Executive Committee meetings.• Prepares successor for office.



VICE PRESIDENT MEMBERSHIP	<ul style="list-style-type: none"> • Creates and implements strategies to build and retain club membership. • Increases member satisfaction. • Maintains an accurate membership list with the assistance of the Treasurer. • Enters new members on Speakers 'Edge website. • Sends a "Welcome" email outlining club information to new members. • In co-ordination with Mentorship Chair, arranges a mentor for new members. • Answers, or appoints someone, to answer club emails. • Conducts new member induction ceremony. • Attends and participates in Executive Committee meetings. • Prepares successor for office.
VICE PRESIDENT PUBLIC RELATIONS	<ul style="list-style-type: none"> • Plans a public relations program. • Prepares publicity materials. • Attends and participates in Executive Committee Meetings. • Works with VP Membership to promote club. • Prepares a successor for office. • Updates and maintains social media links and content.
SECRETARY	<ul style="list-style-type: none"> • Records and reads meeting minutes. • Prepares and mails orders for Toastmaster supplies. • Maintains general club correspondence. • Attends and participates in Executive Committee Meetings. • Prepares successor for office. • Updates and maintains online archives.
TREASURER	<ul style="list-style-type: none"> • Prepares an annual budget for the club. • Provides the bank with a new signature card. • Notifies each member in writing of club dues payable. • Collects dues and fees. • Enters new members on TMI. • Pays TMI for semi-annual membership dues and new member fees. • Pays all bills promptly. • Keeps complete and accurate records of all financial transactions. • Presents a verbal or written financial report monthly. • Submits club accounts for audit by 2 non-executive members in the fall. • Attends and participates in Executive Committee meetings. • Prepares successor for office.
IMMEDIATE PAST PRESIDENT	<ul style="list-style-type: none"> • Chairs nominating committee. • Provides guidance and serves as a resource to club officers and members. • Chairs or appoints a Chair for "Toastmaster of the Year" and "Rookie of the Year" selection committee. • Attends and participates in Executive Committee meetings. • Chairs/coordinates club contests. • Prepares successor for office.
SERGEANT AT ARMS	<ul style="list-style-type: none"> • Arranges room and equipment for each meeting. • Greets all guests and members at each meeting. • Purchases supplies for coffee box. • Collects ballots and tallies votes for speech contest awards. • Maintains all club equipment and materials. • Attends and participates in Executive Committee meetings. • Prepares successor for office.
MENTORSHIP CHAIR	<ul style="list-style-type: none"> • Recruits experienced members as mentors. • Reviews Mentorship Agreement with mentors. • Works with VP Membership to assign mentors to new members.



DISTINGUISHED CLUB PROGRAM GOALS

Goals to Achieve			Goal	To Date
Education (A maximum of 6 will count toward DCP credit.)				
1	Competent Communicator (CC) awards		2	0
2	More Competent Communicator (CC) awards		2	0
3	Advanced Communicator (ACB, ACS, ACG) awards		1	0
4	More Advanced Communicator (ACB, ACS, ACG) awards		1	0
5	Leadership Awards (CL, ALB, ALS) or Distinguished Toastmaster (DTM) award		1	0
6	More CL, ALB, ALS, or DTM award		1	0
P1	Level 1 awards	<i>All Pathways education awards must be submitted in both Base Camp and Club Central.</i>	4	0
P2	Level 2 awards	<i>All Pathways education awards must be submitted in both Base Camp and Club Central.</i>	2	0
P3	More Level 2 awards	<i>All Pathways education awards must be submitted in both Base Camp and Club Central.</i>	2	0
P4	Level 3 awards	<i>All Pathways education awards must be submitted in both Base Camp and Club Central.</i>	2	0
P5	Level 4 awards	<i>All Pathways education awards must be submitted in both Base Camp and Club Central.</i>	1	0
P6	Level 5 awards	<i>All Pathways education awards must be submitted in both Base Camp and Club Central.</i>	1	0
Membership				
7	New members		4	0
8	More new members		4	0
Training				
9	Club officers trained June-August		4	4
	Club officers trained December-February		4	0
Administration				
10	Membership-renewal dues on time		Y	0
	Club officer list on time		Y	1



SPEAKERS' EDGE AWARD CRITERIA

Speakers' Edge presents four awards each year – 1) Rookie of the Year; 2) Toastmaster of the Year; 3) Spirit Award; and 4) Mentor Award

AWARD CRITERIA

- All Nominees must be members of Speakers Edge Toastmasters and must be in good standing.
- Winners of Rookie and Toastmaster of the Year go on to compete at Area and District Levels. (Criteria for these awards have been set by District 42.)

1. Rookie of the Year

- A rookie is a member who has belonged to of Speakers' Edge Toastmasters for 18 months or less.
- The following criteria should be considered (will be rated at the Area and District level):

Human Factors	<ul style="list-style-type: none"> • Enthusiasm for fellow members, Club and Toastmasters; • Dedication in readily and enthusiastically accepts all assignments and willing contributes to Club's well-being; • Helping Others in an obvious way, recognized achievements of others, foster continued improvement and builds self-esteem; and, • Improvement in an obvious way shows improvement in Toastmasters skills.
Action at Club Level	<ul style="list-style-type: none"> • Attendance; • Manual Speeches given; • Brings non-Toastmasters as guests; • Sponsored a new member; • Participates in Club Speech Contests; • Served as a Club Officer or Newsletter/Media Editor; and, • Reliable Member; • Achieves CC, ACB, ACS, ACG, CL, ALB, ALS.
Action at Area, Division and Above	<ul style="list-style-type: none"> • Visits other Toastmasters Clubs; • Contestant in Area, Division, or District speech contest; • Attends Area, Division, District, or International Training Events.

2. Toastmaster of the Year

- The following suggested checklist categories should be considered
 - i. Membership Building and Retention
 - ii. Education and Training
 - iii. Public Relations
 - iv. Commitment and Support

3. Spirit Award (Club level only.)

- This award will be given to a member of Speakers' Edge Toastmasters in good standing who embodies the spirit and values of Toastmasters. Criteria may also include integrity, service, excellence, commitment, leadership, dedication, enthusiasm, willingness to help others and respect for others.

4. Mentor Award (Club Level only.)

Nominee should be a Mentor at Speakers' Edge Toastmasters. The Mentor supports, encourages and promotes his/her Mentee's progress and dev progress and development in Toastmasters.



SPEAKERS' EDGE MENTORSHIP PROGRAM

ROLE OF THE MENTEE

- Mentee should be a new member to Speakers' Edge Toastmasters Club.
- Responsibilities of the Mentee:
 - Initiate - be proactive; schedule meetings; actively seek out your mentor.
 - Participate - be eager to learn; take advantage of information and suggestions offered; think ahead and contemplate your toastmaster's goals and objectives; interact with mentor to achieve desired goals.
 - Listen - actively listen; be open to constructive criticism and positive feedback; consider all suggestions and options with an open mind; respect mentor's confidence and trust.
 - Be responsible - always be considerate and respect mentor's time; express appreciation for assistance given; make only positive or neutral comments about your mentor to others.
 - Be honest - communicate openly with your mentor; ask for feedback; acknowledge mentor's suggestions.

ROLE OF THE MENTOR

As an experienced Toastmaster, you have been selected to serve as coach/mentor for a new member of your Club. What is a mentor?

Most new members join Toastmasters because they have problems and/or needs that relate to public speaking. Research has shown that a majority of these men and woman equate the self-improvement they seek from Toastmaster with career advancement or professional development. So it's vitally important to most new members that they solve their problems and meet their speaking related needs.

Clubs are urged to conduct an orientation interview for each new member. This is normally the responsibility of the Vice President Education, who completes a New Member Profile Sheet during the interview; on this sheet is brief biographical data, along with a summary of the new member's needs and expectations. You should be given a copy of this sheet and should use it as a basis for establishing an ongoing dialogue with the new member.

Here are six steps for successfully fulfilling your role as a coach/mentor:

1. Build a personal rapport with the new member.
 - If you and the new member aren't already well-acquainted, get together informally and establish a mutual rapport. Discuss your own personal experiences as a Toastmaster, and relate some of the benefits you've earned.
2. Discuss the new members' needs and expectations.
 - Using the New Member Profile Sheet as a basis for discussion, secure an understanding of what the new member expects to gain from his/her Toastmaster membership. Empathize with the other person's needs, and project confidence that Toastmasters participation will help to meet them.
3. Translate the new members' needs into Toastmasters program levels.



- Get the new member to equate his or her self-development with Toastmasters-related accomplishments, such as the CC or ACB. For example, “When you complete the basic manual and get your CC certificate, you will have learned to overcome nervousness and express yourself well in an impromptu speaking situation.” Or, “By the time you earn your ACB you’ll be able to speak to community groups as a representative of your company.”
4. Set specific goals and objectives for the new member.
 - Agree upon a realistic set of program goals, as well as a timetable for achieving them. Have the new member write them down.
 5. Discuss the effort and commitment needed to meet these goals.
 - Most Toastmasters establish a set behavioral pattern from the beginning. Emphasize the need to prepare diligently for each manual speech, attend meetings regularly and participate fully in Club programs and activities. Discuss the new member’s upcoming Ice Breaker speech and urge him/her to put forth a good effort.
 6. Monitor the new member’s performance and progress.
 - This is the ongoing part of your role as a coach/mentor. It involves several activities.
 - a) During the new member’s Ice Breaker speech, compare his/her actual performance with his/her self-appraisal at the time of joining. Was the member’s self-perception accurate? Were there additional weaknesses requiring immediate attention? Was the member’s skill level actually higher than he/she perceived it to be? Should the member’s goals or the timetable for achieving them be adjusted? Confer with the new member shortly after the Ice Breaker, and provide positive reinforcement and support. Offer constructive suggestions for the second manual speech.
 - b) Supplement the evaluation given after the new member’s first few speeches. If an assigned evaluator fails to recognize improvement or identify significant problem areas, provide your own evaluation, making it as positive and supportive as possible.
 - c) Be sure the new member is actively involved in Club programming and is being given ample opportunities for participation. If not, confer with the Vice President Education.
 - d) Keep track of the new member’s progress. Is he/she “on track” in terms of his/her goals? Is he/she improving as steadily as he/she should be?
 - e) Offer Periodic advice, striving to be helpful and constructive rather than overbearing. Remember: Your aim is to help the other member become able to identify and solve his/her own problems.

The rewards of being a coach/mentor are tremendous. You’ll find you are just as proud of the new member’s accomplishments as you are of your own-perhaps more.



SPEAKERS' EDGE MENTORSHIP AGREEMENT

A mentor is assigned for each new member that joins the club. A mentor is an experienced Toastmaster who helps the new member become familiar with the Toastmasters program, speech projects, the club and its operations and various meeting roles. Moreover, the mentor helps the person recognize areas needing work, providing helpful advice, being a role model and encouraging the person to think for himself/herself. The term of the agreement is three months.

Mentee's Name: _____	Signature: _____
Mentor's Name: _____	Signature: _____
Start Date: _____	End Date: _____

Timeline	Mentor Duties: Description	Complete
1 st meeting:	Sit with the new member. Explaining the various parts of the meeting such as Table Topics, prepared speeches, and evaluations as they happen, and answer questions the mentee may have.	
	Orient the new member to Club customs and procedures.	
	Explain how to sign up for roles. Ask the VP of Education to schedule the mentee's Ice Breaker speech as soon as possible.	
	Help with the Ice Breaker Speech. Discuss speech ideas with the new member and offer suggestions for organization if necessary.	
2 nd meeting:	Make the new member aware of Club resources.	
	Provide positive feedback. The first few weeks of mentorship are critical. New members must feel they are already benefiting from the Toastmasters experience. Compliment them on their progress.	
	Explain responsibilities. Membership requires more than just giving speeches and receiving evaluations. It also means a commitment to help the Club and its members to be successful.	
	Help with speeches and other assignments. As you work with the new member on speeches, be sure evaluation feedback is used to improve the next speech, and then offer your own feedback. When the new member is assigned other meeting roles, explain the roles and offer tips for fulfilling them.	
	Completed following roles <ul style="list-style-type: none"> ▪ Tier 1: Thought of the Day, Joke, Timer (assisted), Toast/Reply to the Toast ▪ Tier 2: Timer, Grammarian, Evaluator, Table Topics Evaluator 	
Within 3 months	Tell how you have benefited from the Toastmasters Program. Share your own goals and aspirations with the new member and how you benefited from the program. You are proof that they can achieve their own goals.	
	Familiarize the new member to other events. Speech contests, conferences, and other Club meetings offers new members the opportunity to extent their learning and participation.	
	Acknowledge progress. Ask for time during a Club meeting to mention the new member's progress in the program. Such recognition shows that the club cares about the new member's progress, and motivates the new member to continue.	
	Explain Officers' duties. Describe how the new member can develop leadership skills by serving as a club officer. Help the new member select a Club officer in which to serve and discuss when to serve.	
	Explain types and levels of speech contests and their purpose.	
	Describe the TI Organization Structure: Club, Area, Division, District, Region, and International levels including purpose and leadership opportunities available beyond the Club level.	
Wrap up	Provide Mentee a summary of feedback with improvements mentee has made in the past three months as well as suggestions for areas to focus on for development.	



INDUCTION CEREMONY

Responsibilities

- The new member inductions will normally be performed by the VP Membership as soon as possible after receiving a completed application form. However, the VP Membership may designate the President or VP Education to perform the new member induction.
- The Inducting Officer is to arrange with VP Education for a coach/mentor for each new member before the induction ceremony.

Prior to the Meeting

- Ensure a new Toastmaster pin, ribbon or certificate is available for the induction ceremony.
- Call the new member the week before to inform him/her of the induction ceremony.
- Ensure the new member has a proper nametag

At the Meeting

- Call new member(s) to front of room/
- Conduct induction ceremony as follows below.
- Present new Toastmaster with pin, ribbon or certificate.

Ceremony

Inducting Officer

Fellow Toastmasters, it is our duty and privilege to induct _____ into the Speakers' Edge Toastmasters Club

_____, as a party of the Speakers' Edge Club and Toastmasters International, you will become a part of a group of people who are dedicated to helping one another in a spirit of sharing and enjoyment.

You will be informed how the Toastmaster program works and the benefits and obligations of membership. A coach/mentor has been assigned. Call on him/her anytime you need assistance

Have the member repeat.

I, _____, make this firm obligation to participate actively in the club activities, to evaluate others in a positive constructive manner and to apply myself to the Toastmasters program.

Inducting Officer

On behalf of the Speakers' Edge Toastmasters Club, we pledge to support and provide you with positive helpful evaluation, to maintain a friendly supportive atmosphere, to give you opportunities to help other, and to make your Toastmasters membership a rewarding fulfilling experience. Welcome to the Speakers' Edge Toastmasters Club.

Return control to the Chairman



APPENDIX



TIMER'S REPORT

REPORTED BY: _____

DATE _____

9:30 MEETING STARTS

_____ a.m.

INTRODUCTIONS

_____ min/sec

INVOCATIONS- 1 MIN

_____ min/sec

JOKE – 1 MIN

_____ min/sec

BUSINESS MEETING STARTS

_____ a.m.

BUSINESS MEETING CLOSES

_____ a.m.

TOTAL TIME min _____

TABLE TOPICS STARTS

_____ a.m. (Clap down speaker after 2)

#1 _____ min/sec #2 _____ min/sec

#3 _____ min/sec #4 _____ min/sec

#5 _____ min/sec #6 _____ min/sec

#7 _____ min/sec #8 _____ min/sec

10:10/ BREAK BEGINS – 10 MIN. TIME RECONVENED: _____ a.m. (remind the chairperson)

10:20

10:20/ TOASTMASTERS OPENING REMARKS- 1 MIN.

_____ min/sec

10:30 PREPARED TOAST – 1 MIN.

_____ min/sec

REPLY- ½ MIN

_____ min/sec

PREPARED SPEECHES:

SPEAKER'S NAME

TIME OBJECTIVE

ACTUAL TIME

	Min	Min
	Min	Min
	Min	Min
	Min	Min

TOASTMASTER INTRODUCES GENERAL EVALUATOR 1 MIN _____ min

COMMUNICATION & LEADERSHIP MANUAL SPEECHES- 3 MIN

ADVANCED MANUAL SPEECHES –3 MIN TABLE TOPIC EVALUATION- 5 MIN

EVALUATOR'S NAME

TIME OBJECTIVE

ACTUAL TIME

_____	_____ min	_____ min
_____	_____ min	_____ min
_____	_____ min	_____ min
_____	_____ min	_____ min
_____	_____ min	_____ min

GRAMMARIAN'S REPORT – 2 MIN

_____ min/sec

UM-AH COUNTER'S REPORT –2 MIN

_____ min/sec

TIMER'S REPORT –2 MIN

_____ min/sec

CHAIRPERSON WRAP UP

_____ min/sec

MEETING ENDS 11:30 A.M.



VP PR MEETING SUMMARY

Date:

Theme:

Toastmaster	Name:
Guest names:	
Timer	Name
Grammarians Word of the Day	Name: Word: Definition:
Thought of Day:	Name
Joke	Name:
Toast	Name:
Speaker #1	Name Speech Title Project #
Speaker #2	Name Speech Title Project #
Speaker #3	Name Speech Title Project #
Speaker #4	Name Speech Title Project #
General Evaluator	Name: Tip:
Evaluator #1	Name: Tip:
Evaluator #2	Name: Tip:
Evaluator #3	Name: Tip:
Evaluator #4	Name: Tip:
Table Topics Evaluator	Name: Tip:
Best Speaker Award	
Best Evaluator Award	
Best Table Topic Award	
50/50 Winner	
Other News	
Next Meeting Date	



TEMPLATE FOR GENERAL EVALUATOR

GENERAL EVALUATOR CHECKLIST

The General Evaluator gives feedback to the meeting participants who have not already been evaluated. Here is the opportunity for the Toastmaster, Table Topics Master, Table Topics participants, and the Evaluators to receive feedback on how well they did and to hear suggestions on how to improve. The Timer, Ah Counter, and Grammarian are also there to help participants see how well they are doing in achieving their goals; call on them for their reports.

- A. Presiding Officer
 - ☐ Did the meeting start on time?
 - ☐ Were the guests welcomed?
- B. Toastmaster
 - ☐ Were the meeting roles explained?
 - ☐ Were guests given an opportunity to introduce themselves?
 - ☐ Did the introductions include...
 - a brief biographical sketch?
 - the objectives of the speech?
 - the speech title?
 - ☐ Were the transitions between speeches smooth?
 - ☐ Did the Segway between speeches show that the Toastmaster was listening?
 - ☐ Will the meeting end on time?
- C. Table Topics Master
 - ☐ Were the topics appropriate?
 - ☐ Were the topics introduced in 1 minute or less?
 - ☐ Were any special techniques (e.g., props, gestures) employed?
 - ☐ Were members called on in the appropriate order (those with no role, then smaller roles, then larger roles)?
 - ☐ Were guests invited to participate?
- D. Table Topics Participants
 - ☐ How has each speaker improved?
 - ☐ Were any special techniques (rephrase, artful dodge) used?
 - ☐ What, in terms of the *mechanics* of impromptu speaking, can be improved?
- E. Evaluators
 - ☐ Was the book report summary avoided?
 - ☐ Was the 'sandwich' technique employed:
 - Did it begin on a positive note?
 - Was at least one suggestion for improvement made?
 - Were more than 3 suggestions made?
 - Was encouragement added at the close?

Just like a speech evaluation, the general evaluation should neither be a whitewash nor a scathing criticism, but should point out where the club could use some improvement and what we are doing well.

Adapted from Boston Speech Party checklist



GENERAL EVALUATOR FORM

General Evaluator Objective: To establish and maintain high standards of excellence in the club; to evaluate aspects of the meeting not evaluated; and to provide feedback on positives seen and improvements needed.

Role	Positive	Suggestions for Improvement
Meeting Overall <i>Guests greeted? Started on time? Themes? Distractions?</i>		
Sergeant At Arms <i>Room set-up? Mission statement read? Housekeeping instructions? Formal introduction of TM?</i>		
Toastmaster <i>Was preparation evident? Announced agenda changes? Asked for member and guest introductions? Explained purpose of prepared speeches? Gave formal introductions of each speaker and speech title? Asked evaluator for objectives and timing? Did segway between speeches show TM was listening? Kept meeting on time?</i>		
Grammarian <i>Explained purpose? Word of the day selection and example? Listened intently? Caught filler words? Caught exceptional uses of language and usage of word of the day?</i>		
Thought of the Day <i>Was it insightful, thought provoking and well spoken?</i>		
Joke: <i>Was it funny, interesting, appropriate (content & length) and memorized?</i>		
Toast & Reply: <i>Were members asked to charge glasses and stand? Was it relevant, thoughtful, appropriate (length), suitable and/or effective?</i>		
Table Topics Master: <i>Explained purpose and timing? Were topics asked in well-constructed questions? Appropriate? Were speakers called in order (those with no roles, guests, smaller roles then larger roles)?</i>		
Evaluator #1: <i>Were objectives stated before speech began? Was evaluation structured and helpful? Did it start and end on a positive note? Was at least one specific suggestion made for improvement?</i>		
Evaluator #2: <i>Were objectives stated before speech began? Was evaluation structured and helpful? Did it start and end on a positive note? Was at least one specific suggestion made for improvement?</i>		
Evaluator #3: <i>Were title and objective stated before speech began? Was evaluation structured and helpful? Did it start and end on a positive note? Was at least one specific suggestion made for improvement? Timing?</i>		
Evaluator #4: <i>Were objectives stated before speech began? Was evaluation structured and helpful? Did it start and end on a positive note? Was at least one specific suggestion made for improvement?</i>		
Table Topics Evaluator: <i>Were one positive comment and one suggestion for improvement given for each speaker? Did the evaluator avoid simply repeating the speech?</i>		
Timer: <i>Did timer keep meeting on time? Were lights used properly?</i>		
Other comments:		

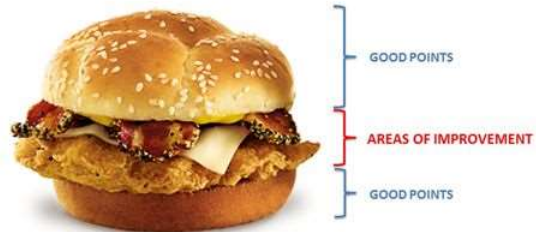


TEMPLATE FOR SPEECH EVALUATION

**Please note the following templates are only here to help as you develop your own style of evaluation.*

The Sandwich Technique

- ❑ Don't waste time rehashing what the speaker said
- ❑ Begin the evaluation focusing on what you liked. Praise the speaker!
- ❑ Focus on areas of improvements – general areas the speaker can improve
- ❑ Specific suggestions on what to work on
- ❑ **Closing comments - Motivate the Speaker!**



Presidents Club Toastmasters

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TEMPLATE FOR SPEECH EVALUATION

****Please note the following templates are only here to help as you develop your own style of evaluation.***

EVALUATE TO MOTIVATE

The purpose of a speech evaluation is to provide constructive feedback to help the speaker improve their skills in the art of speaking. Timing is usually 3 minutes. (Green @ 2mins, Amber @ 2.30mins and Red @ 3mins)

OPENING: Thank you (*Mary*) for your (*wonderful, insightful*) speech, it was very (*heartwarming, humorous, fascinating, well researched*) ...

[illegible]



TEMPLATE FOR TABLE TOPIC EVALUATIONS "STARS AND WISHES" FORMAT

Person	Topic	One thing you liked	One thing you wish would change

