

MEETING ROLES

Toastmaster

Lead the meeting. Confirm with members before the meeting to ensure all roles are covered. Have the speaker name and intro ready. Prepare the agenda. Work with the table topics master to pick a theme. Choose a word of the day and an optional educational focus.

General Evaluator

Lead the evaluation team. Ensure evaluation roles are covered. Evaluate everything that takes place during the meeting.

Speaker

Present a prepared speech in the appropriate time, based on a chosen Pathways Project.

Speech Evaluator

Tell the role of an evaluator. Read the speaker's project goals. Evaluate a speaker's presentation with positive comments and suggestions for improvement.

Timer

Time speakers, table topic responses, and evaluations. Confirm prepared speech length with speaker. Report at the end of the meeting.

Grammarian

Listen for incorrect grammar. Note exceptionally good word usage. Keep track of who uses the word of the day. Report at the end of the meeting.

Ah/Er Counter

Count and record filler words. Report at the end of meeting.

Table Topics Master

Work with the toastmaster to pick a theme. Make up open-ended questions related to the theme. Tell visitors they may participate or pass. Choose members without a role first, guests next, and finally members with minor roles. Members/Guest may occasionally ask for a new or different question.