

TOASTMASTER

The TOASTMASTER is the member responsible for coordinating and conducting all aspects of the meeting except for the business portion. The Toastmaster introduces the speakers and other major participants while ensuring a smoothly flowing meeting.

WORDMASTER

This member selects a "word of the day" to help build members' vocabularies. The word chosen is one that will have value to members, not an obscure one. The WORDMASTER explains the word at the beginning of the meeting, and members are encouraged to attempt to use the word properly during the meeting.

EDUCATIONAL MOMENT

The EDUCATIONAL MOMENT is a brief speech on a subject relating to individual or group improvement with special emphasis on communication and leadership.

TOPICS MASTER

The TOPICSMASTER conducts the impromptu speaking portion of the meeting by presenting questions or situations, then calling on members at random to discuss the topics for 30 to 90 seconds.

SPEAKERS

SPEAKERS present prepared speeches on any subject of their choice. The speech is usually based on a project in one of the various Toastmaster manuals. Each project is designed to develop a particular speaking skill or the ability to present a specific type of speech. Each project has a set of objectives the SPEAKER is trying to attain within specified time limits.

GENERAL EVALUATOR

The GENERAL EVALUATOR (GE) conducts the evaluation portion of the meeting. The GE calls on the individual Evaluators and other helpers for their reports. The GE also evaluates the Evaluators and provides an impression of the entire meeting, citing strong points and areas that could be improved.

EVALUATORS

Each formal speaker is assigned an EVALUATOR who is to provide positive, constructive feedback, commenting on things the Speaker did well and offering suggestions for improvement of any weak areas noted. Such suggestions should be worded positively. Each manual project has a page of evaluation criteria for the Evaluator's use.

TIMER

Since part of Toastmastering is learning to say what you have to say within the prescribed time limits, Topics Speakers, Formal Speakers and Evaluators are timed. The TIMER provides indications of time used at prescribed intervals, then gives an oral report after each group is completed.

GRAMMARIAN

The GRAMMARIAN listens to all participants for errors in grammar, as well as excellent word selections. During the evaluation portion of the meeting, the Grammarian gives an oral report.

AH COUNTER

The AH COUNTER ;listens to all participants for the use of "AH, "YOU KNOW", "OKAY", "AND" and other audible pauses as fillers. During the evaluation portion of the meeting, the Ah Counter gives an oral report.

THOUGHT FOR THE DAY

Some meetings close with a thought provoking message or quote.