

LEXICOGOLIST

The lexicologist introduces a 'new' word called the 'word of the day' to the members, defines it and encourages members to use the word in their speaking that day. Later in the meeting, the lexicologist will report on the use of the word by the members.

GRAMMARIAN

Being grammarian is truly an exercise in expanding listening skills. The grammarian has the responsibility of commenting on the use of English during the course of the meeting.

AH-COUNTER

The purpose of the Ah-Counter is to note words and sounds used as a "crutch" or "pause filler" by anyone who speaks during the meeting. Words may be inappropriate interjections such as *and, well, but, so, you know*. Sounds may be *ah, um, er*. The Ah-counter should also note when a speaker repeats a word or phrase such as "I, I" or "This means, this means."

Thanks for Visiting!

If you want more information about our club or are interested in joining **Community Toastmasters**, please call our **VP of Membership, Curt Mencer at 231-563-6130** for further information.

Community Toastmasters meets each Friday at 12:15 P.M. at the **Muskegon Area Chamber of Commerce** building; 380 W. Western. We welcome all interested visitors!

Officers:

President: Jerry Conrad, DTM
VP of Education: Tom Schmiedeknecht
VP of Membership: Curt Mencer, CC
VP of PR: Curt Mencer, CC
Sec/Treas: Karen Palmer, CC
Sergeant at Arms: Jack O'Malley, ATM
Past President: Gary Shedd, ATM



Visit us on the Web:

www.toastmasters3009.com



Welcome to Community Toastmasters #3009

Welcome: We are glad you could join us today and pleased that you have an interest in Toastmasters! To help you get the most from this meeting, here is a description of our meeting...

Prepared speeches: During this portion of the meeting, several members present speeches based on projects in the Competent Communication and Advanced Communication manuals. Usually at least three speakers are scheduled; however, this may vary depending on the meeting program and length of the meeting.

Evaluations: Each prepared speech and leadership role is verbally evaluated by a fellow member in a helpful, constructive manner using given evaluation criteria. In addition, the evaluator prepares a written evaluation, and all members are invited to submit written comments, too.

Table Topics: In this segment, members not otherwise scheduled as program participants have an opportunity to present one- to two-minute impromptu talks.

Here is a typical agenda for *Community Toastmasters*

- 12:15 **PRESIDENT**
Call meeting to order
Welcome Members
Introduce guest(s)
Request Invocation & Pledge
General Business
- 12:25 **TOASTMASTER**
Introduce Jokemaster
Introduce Lexicologist
Announce Speakers
- 12:30 **GENERAL EVALUATOR**
Charge: Evaluators, Time Keeper,
Grammarian, & Ah Counter
- 12:32 **TOASTMASTER**
Introduce speakers
1 minute for written comments
Call for Best Speaker ballots
- 12:58 **TABLE TOPICS MASTER**
Conduct Table Topics session
Call for Best TT ballots
- 01:08 **GENERAL EVALUATOR**
Introduce Evaluators
Call for Best Evaluator ballots
Call for reports: Time Keeper
Grammarian
Summarize and Evaluate meeting
- 01:20 **TOASTMASTER**
Present awards
- 01:25 **PRESIDENT**
Request Ah Counter's Report &
Word of the Day
Thank guests for attending
Review Next Week's Schedule
- 01:30 **ADJOURN**

MEETING ROLES AND RESPONSIBILITIES

In Toastmasters, we learn by participating. During club meetings we participate in many roles — each one is a learning experience. Following are the roles you may be called upon to fulfill.

SPEAKER

A major portion of each meeting is centered on two or more speakers. Their speeches are **prepared** based on assignments from the Toastmaster Manuals (*Competent Communication*). We refer to these speeches as **manual speeches**. Preparation is essential to success when you are the speaker. These speeches are typically 5 to 7 minutes

EVALUATOR

People join a Toastmasters club to improve their speaking skills, and these skills are improved through evaluations. An evaluation is an opportunity to practice such leadership skills as listening, critical thinking, feedback and motivation. When evaluating a speaker, the purpose is to help the speaker become less self-conscious and a better speaker. An evaluation is also a speech which is typically about 3 minutes.

TIME KEEPER

The Toastmaster of the meeting will call on the Time Keeper to explain the timing rules. The time keeper is the member responsible for keeping track of time. Each segment of the meeting is timed. You should explain the duties and report to the club clearly and precisely. This exercise is an excellent opportunity in

practicing communicating instructions - something that we do every day.

TABLE TOPICS MASTER

The Toastmasters program has a tradition — every member speaks at a meeting. The Table Topics session is that portion of the meeting which insures this tradition. The purpose of this period is to develop members' ability to "think on their feet" and speak for a minute or so. The Table Topics master prepares and issues the topics; originality is desirable as much as possible. Each speaker may be given an individual subject or a choice of subjects may be presented from which the members can draw at random.

GENERAL EVALUATOR

The general evaluator is just what the name implies - an evaluator of anything and everything that takes place throughout the meeting. The general evaluator is responsible to the Toastmaster. The general evaluator is responsible for the evaluation team, which consists of the timer, grammarian, ah-counter and Table Topics evaluator if your club has one.

TOASTMASTER

The main duty of the Toastmaster is to act as a genial host and conduct the entire program, including introducing participants. For obvious reasons this task is not usually assigned to a member until he or she is familiar with the club and its procedures.