**Meeting Information**

**Take the first step towards improving your public speaking and leadership skills today!**

Our meetings last one hour. It is important for members to arrive on time. This tight adherence to one hour allows our members to practice good time keeping skills as well as ways to encourage members to speed up or slow down when we’re not running on time.

**Roles**

Members take on specific roles during the meeting: greeting members as they come in; running the meeting; timing; grammarian; ah and ums… There are many roles to fill, each allows members to gain more familiarity with that role’s impact on a meeting and the way that you present yourself and the content of your speech(es). We rotate role ‘ownership’ on a monthly basis. This allows members to fully become versed in a role and its requirements.

**Guests**

Guests are always welcome. As a guest you will be able to participate in the meeting by voting on speeches, participating in table topics and providing feedback on the meeting. Come as often as you need to become familiar with Toastmasters and what it can do for you.

**Location**

Location: TBD

Time: 6:30-7:30

Date: Weekly on Thursdays

**Sample Agenda:**

**6:30 Call to Order (Sergeant at Arms)**

Meeting is called to order & the Club President is introduced

**6:31 Welcome**

President introduces guests, then turns the meeting over to the Toastmaster

**6:35 Agenda and Overview**

**Toastmaster:**
1. Introduces the theme & sets the tone for the meeting.
2. Introduce the General Evaluator.

**6:38 Introductions**

**General Evaluator:** Introduces the Evaluation Team members.
**Grammarian:** Defines the *Word of the Day* & watches for grammar of interest.
**Ah Counter:** Records use of verbal filler words & sounds.
**Vote Counter:** Counts the votes.
**Timer:** Times all speakers to ensure timely conduct of the meeting.
**General Evaluator:** Introduces the Table Topics Master.

**6:46 Table Topics**

**Table Topics Master:** Introduction of topics
• 1-2 minute impromptu speaking from members

**Topics Master:**
• Requests timing report
• Calls for votes, *Best Table Topics*
• Brings back Toastmaster

**6:56 Speeches**

**Speech #1 Introduction**
Toastmaster: Identifies speaker & title of the speech, provides short introduction
Evaluator: Reviews speaker’s objectives & evaluation criteria
Speaker: Speech #1  5-7 minutes

**Speech #2 Introduction**
Toastmaster: Identifies speaker & title of the speech, provides short introduction
Evaluator: Reviews speaker’s objectives & evaluation criteria
Speaker: Speech #2 5-7 minutes

**7:12 Evaluation and Feedback**

• Members are given time to provide written feedback

**Toastmaster:** Toastmaster calls up the General Evaluator
**General Evaluator:**
• Calls for a timing report
• Calls for speech vote, Best Speaker

**Speech #1 Evaluation**
Gives evaluation of Speaker #1, then calls back the General Evaluator.

**Speech #2 Evaluation**
Gives evaluation of Speaker #2, then calls back the General Evaluator.

**7:20 Meeting Evaluation**

**General Evaluator:**
• Gives overall evaluation of the meeting
• Calls for Grammarian, Ah Counter and Timing reports
• Calls for evaluation roles vote, *Best Evaluator*
*\* Note all evaluation roles are included in Best Evaluator vote, including: evaluation speeches, the evaluation team, and the General Evaluator.*
• Brings back the Toastmaster.

**7:27 Conclusion**

• Votes counted

**Toastmaster:**
• Announces the results of the voting
• Announces the next meeting’s Toastmaster & General Evaluator
• Reintroduces the Club President

**Club President:**
• Club Business
• Guest feedback
• Announcements from other executive officers.

**7:30 Meeting Adjourned**