

Seymour Speakers Club Agenda Positions

Following are descriptions for the key positions that are present on the agenda at typical weekly meetings for Seymour Speakers Toastmasters. All positions are expected to provide a brief explanation of their role (what and why), at each meeting.

Sergeant at Arms

Key Purpose—to provide “logistical” support for the meeting by ensuring that all key elements are in place to allow the meeting to take place smoothly.

- Sets up the room and sets out all items needed for the meeting (e.g., lectern, timing equipment, ribbons, guest brochures, etc.) and helps with any required equipment set-up during the meeting (e.g., Powerpoint, posters, etc.).
- Synchronizes watches with the General Evaluator.
- With a tap of the gavel, calls meeting to order and introduces the Chairman. The introduction should be brief and enthusiastic.
- After the break (if applicable), reconvenes the meeting and introduces the Toastmaster.

Chairperson

Key Purpose—to manage all aspects of the meeting to ensure good flow, energy and timing.

- Upon receipt of the roles from the VP Education, contacts and confirms all the agenda roles as scheduled.
- Decides on a theme for the meeting and introduces people in keeping with the theme (all confirmed agenda roles should provide the Chairperson with their thoughts on the chosen theme).
- Prepares and distributes copies of the agenda for the meeting (blank template can be found on the website at www.vancouvertostmasters.com).
- Sets and maintains the tone of the meeting by leading in applause, shaking hands when introducing, and acknowledging/thanking people after they have spoken.
- Welcomes all roles with brief opening remarks: succinct, professional introductions followed by brief bridging comments. The Chairperson is responsible for introducing all roles except the Speakers and Speech Evaluators.
- Keeps the meeting on track and on time.
- Makes changes as necessary on the agenda.
- After the final Speech Evaluator has spoken, asks audience to vote for ‘Best Evaluator’.
- As the meeting draws to a close, asks if there are any announcements, requests guest comments and then closes the meeting with a few well chosen positive words, a light tap of the gavel and says "This meeting is adjourned."

Grammarian

Key Purpose—to introduce and encourage the use of new vocabulary; and monitor and feedback the use of positive and negative language/grammar.

- Introduces the 'Word of the Day' and encourages its use—the following should be kept in mind:
 - The 'Word' should be in keeping with the theme.
 - A definition and example of its use should be provided.
 - The word should be clearly written and displayed in two positions: one in view of the audience, and one in view of the speaker.
- Keeps track of extraneous filler words (e.g., um, er, uh), “lip-smacks”, clichés and other awkward uses of language; and records exceptional word usage, including 'Word of the Day' (note – a credit of \$0.10 is given for each use of the 'Word of the Day').
- Gives a report near the close of the meeting which summarizes the above infractions and credits; and imposes fines (\$0.10 for each infraction, minus \$0.10 for each credit, maximum of \$0.50 per person). Guests are always exempt from fines.

Timer

Key Purpose—to keep the meeting running on time by tracking actual time taken by all roles and reporting actual versus scheduled (note – this is a critical role as all speakers/roles must perfect the ability to deliver within their allotted timeframe).

- Times all aspects of the meeting and records the times.
- Displays the standard green/yellow/red time warnings for all roles and claps-down as necessary when speakers are over their allotted time.
- Provides indication to the Chairperson, Table Topics Master and Toastmaster when their respective sessions are approaching maximum time so that the meeting can be kept on schedule.
- Gives a report near the close of the meeting which summarizes actual times for all roles—this can also be done by exception (i.e., identifying those who were below the minimum allotted time and those that were above the maximum).

Toastmaster

Key Purpose—to deliver a heartfelt Toast; and provide a warm and genuine introduction of the Speakers.

- Prior to the meeting, contacts all Speakers and the speech Evaluators to confirm attendance and determine speech titles.
- Gives a general welcome and then delivers a Toast to a person or event of their choosing – audience should be requested to stand and Toast this person at the end of the Toastmaster's salutation.
- Requests the Evaluator for each Speaker to identify the speech number and objectives.

- Introduces the Speaker along with the title of their speech – the introduction should include a brief commentary on the Speaker or their speech (e.g., why?, why now?).
- Always leads in applause.
- After each speech, requests audience members to fill out mini evaluation forms.
- Following all speeches, asks audience to vote for the ‘Best Speaker’ (only if three or more speeches).
- Introduces each Evaluator (in succession) to provide formal speech feedback.
- Hands meeting back over to Chairperson.

Table Topics Master

Key Purpose—to provide members with the opportunity to practice speaking on an impromptu basis; and inject energy into the meeting (note – a key point respecting this role is that it encourages and engages others to speak; as such, speaking by the Table Topics Master should be kept brief).

- Prepares several potential questions/topics prior to the meeting (typically 4-6); topics should relate to the meeting theme.
- At the start of the session, confers with the Timer to determine the time available for the Table Topics session (and thus the length of each Table Topic speech).
- Enquires if guests are open to participating (members with no speaking roles for the meeting should be given priority for participation).
- Reminds audience that speeches do not need to be based on fact or reality.
- Calls upon speakers (instead of asking for volunteers) to address one topic at a time.
- Always leads in applause.
- Bridges briefly between speakers.
- Closes the session with a quick review of the various speakers, and asks the audience to vote for ‘Best’ and ‘Most Improved’ Table Topics (guests are eligible to win awards).
- Suggestions – begin the session with an experienced speaker to give others an idea about how Table Topics works; avoid long introductions to give greater opportunity for others to speak; avoid calling on people who already have major roles on the agenda.

Table Topics Evaluator

Key Purpose—to provide effective feedback aimed at improving unplanned speech.

- Evaluates each Table Topics speaker using one of the accepted evaluation methods (e.g., “Sandwich”, “GLOVE”) - focus should be on the Table Topics speakers’ organization and delivery, not specific content.

Speech Evaluator

Key Purpose—to provide effective feedback aimed at improving planned speech.

- Prior to the meeting, contacts their assigned Speaker to determine the speech number and objectives, including any additional observations that the Speaker would like noted.
- Evaluates the Speaker on the objectives and observations noted above, using one of the accepted evaluation methods (e.g., “Sandwich”, “GLOVE”) - focus should be on the Speaker’s organization and delivery, not specific content (use of examples from the speech are, however, acceptable and recommended).

Humorist

Key Purpose—to deliver humour to an audience (in reality, this may occur in a planned or unplanned fashion); and inject energy into the meeting.

- Provides a short humorous story or joke which is appropriate for the audience and in keeping with the theme (if possible).
- Avoids the use of notes.

Inspirator

Key Purpose—to inspire the audience towards action on a given topic or issue.

- Delivers a thought that inspires, raises the spirits, and/ or motivates the audience (in keeping with the theme, if possible).
- The inspiration should conclude with a call to action.

At Seymour Speakers, these roles are combined and the speaker chooses **either** to tell a joke **or** to deliver an inspiration

General Evaluator

Key Purpose—to provide effective feedback aimed at improving execution of the various Toastmasters roles.

- Evaluates all roles above which have not yet been evaluated (i.e., Chairperson, Grammarian, Timer, Table Topics Master, Table Topics Evaluator, Humorist, Toastmaster, speech Evaluators, and Inspirator), based on their execution of the role.
- Evaluates using one of the accepted evaluation methods (e.g., “Sandwich”, “GLOVE”).
- At the close of the evaluations, hands out awards (i.e., ‘Best’ and ‘Most Improved’ Table Topics, ‘Best Speaker’, ‘Best Evaluator’).
- Hands meeting back over to Chairperson to close meeting.