### President

John Doe

## VP Education

John Doe

### VP Membership

Jane Doe

## VP Public Relations

Jane Doe

### Secretary

John Doe

### Treasurer

Jane Doe

### Sergeant-At-Arms

John Doe

We meet every   
Wednesday

From 12:00 to 1:00

Location can be found   
on our website

[www.oursite.org](http://www.oursite.org)

**District 101 Toastmasters**

[d101tm.org](http://www.d101tm.org/)

**We provide a supportive   
and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater   
self-confidence and   
personal growth.**

# <Club/Company Logo>

# Toastmasters

# *Club number* *Date* 12:00-1:00 PM

**12:00 President Calls Meeting to Order** John Doe

Welcome Guests Jane Doe

**12:04 President Introduces the Toastmaster**

Toastmaster of the Day Jane Doe

**12:05 Toastmaster Introduces the**  Ah-Counter Jane Doe

Grammarian Jane Doe

Timer Jane Doe

General Evaluator John Doe

**12:12 Toastmaster Introduces Evaluators & Speakers**

Evaluator 1 Jane Doe

Speaker 1 Jane Doe

**12:24 Toastmaster Introduces Table Topics Master** Jane Doe

Conduct Table Topics Session

Returns control to the Toastmaster

**12:30 Toastmaster Introduces the General Evaluator**

General Evaluator calls for reports:

Timer

Ah-Counter

Grammarian

General Evaluator provides meeting & leader evaluations

Returns control to the Toastmaster

**12:42 Toastmaster Makes Closing Remarks**

Returns control to the President

**12:45 Video**

**12:50 Guest Introduction and Q&A**

Conclude Q&A by recognizing guests again and asking   
 for feedback

**12:58 President Makes Closing Remarks   
and Meeting Adjourns by 1:00 PM**

**All members and guests**

* Participate! Learn by doing! Volunteer to speak during the Table Topics section.
* Develop evaluation skills by completing mini-evaluation form.
* Guests will be asked to introduce themselves at the end of the meeting.
* If possible, please turn off phones and laptops.

**Toastmaster**

* Runs the meeting. Responsible for the agenda and confirming all meeting roles in advance.

**Speaker(s)**

* Prepares a speech using guidelines in one of the exercises in the Competent Communicator manual, and delivers the speech to meet the speech objectives.
* Confirms speech delivery with the Toastmaster via email.

**Table Topics Master**

* Responsible for Table Topics segment of the meeting: prepares 3-10 topics for attendees to address in an exercise of impromptu speaking.
* Encourages those who don’t have speaking roles to speak up.

**General Evaluator**

* Responsible for functionaries, including evaluators, grammarian, ah counter, and timer. Gives overall evaluation of the meeting.

**Evaluator**

* Evaluate one of the prepared speeches according to the criteria for that speech.
* Looks for: did the speech meet its objectives? Was the delivery effective? Any suggestions for improving the speech/delivery?

**Grammarian**

* Listens to all speeches and roles, and makes note of exemplary use of grammar, or areas where usage can be improved.
* Reports on the ‘word of the day’ usage.

**Timer**

* Gives Timing signal to Speakers and Evaluators: Green=met minimum required time, Yellow=time to start wrapping up, Red=met maximum required time.

**Ah Counter**

* Listens to all speeches and roles, and makes note of the use of filler words that detract from the message content, e.g. Ah, Umm, you know, like, so etc.

**Contact information:**

*Name*

*Officer Role*

[name@company.com](mailto:name@company.com)

District 101 Toastmasters • Where Leaders Are Made

[d101tm.org](http://d101tm.org/)