

Role Descriptions

Sergeant-at-Arms

The Sergeant-at-Arms' duties:

1. explain your role to members
2. set up and tear down the meeting room
3. get the meeting started on time
4. announce changes to the agenda
5. introduce the chairman

Set Up and Tear Down

- distribute agendas, ballots, newsletters, and any other materials as required to each place setting at the meeting
- ensure the Daybreakers banner is properly displayed
- lay out the guest registration book
- lay out members identification badges and sign-in sheet
- set up the timer's lights and stopwatch
- ensure the podium area has all necessary supplies and equipment
 - gavel
 - awards (best speakers, best evaluator, best table topics speaker)
 - grammarian's clip board and "squeak toy"
 - any other materials that might be requested by the Chairman
- assist the Chairman and Toastmaster with movement of tables, chairs, or AV equipment during the meeting if necessary
- deliver a Sergeant-at-Arms report if called upon to do so
- tear down means to replace supplies and equipment to its original storage area
 - if any supplies or equipment require replenishment or attention , notify the Chairman

Chairman

The Chairman is the “glue” that holds the meeting together. He or she is ultimately responsible for the overall success or failure of the meeting. There are two keys to being a successful Chairman. First, be thorough in looking after details. Second, get an early start. Most members of our club lead busy personal and professional lives. Leaving things to the last moment usually leads to frantic arrangements and disappointments.

The Chairman is the presiding officer of the meeting; the most senior person who is ultimately responsible for all aspects of meeting administration. Assumes or designates replacements for the Toastmaster and General Evaluator roles, in their absence.

The Chairman’s duties:

- finding persons to fill the Toastmaster and General Evaluator roles if these roles were not designated at the previous meeting
- designates persons for the Sergeant-at-Arms, Invocation, Toast, Humourist, and Grammarian roles, and advises the person preparing the agenda of the names of people filling those roles
- phones role members and confirms their positions of the meeting
- assists the Sergeant-at-Arms with meeting room set up and tear down; therefore arrives at least 15 minutes early
- selects a seasoned member to pull a question from the Question Jar before the meeting starts and allows that person to answer the question after introductions
- gives opening remarks based on the weekly theme, explains the Chairman’s role, and sets the tone for the meeting
- introduces each of the persons filling roles in the introduction portion of the meeting (i.e. Invocation, Toast, Humourist, Grammarian)
- asks members and guests to introduce themselves; usually telling something about themselves based on the weekly theme
 - guests are not required to introduce themselves if they are not comfortable; the member who invited them will then introduce the guest
- oversees the Business meeting
 - calls for announcements, discussion of any business
 - sets agenda for the next meeting
- counts ballots for best Table Topic Speaker, best Formal Speaker, and best Evaluator, and gives the results to the General Evaluator for award presentation
- provides concluding remarks at the end of the meeting
- adjourns the meeting

Invocation

It is customary to have an “invocation” at the start of the meeting. Check the program theme and prepare a blessing based on the theme if possible. The Invocation should be brief and spoken with proper thought and reverence.

The following guidelines should be followed:

- DO NOT acknowledge the Chairman
- Explain the Invocation role
- Proceed with blessing when requested

It is important to remember that not all Toastmasters and Guests share the same faith and it is considered poor form to mention Jesus Christ. Instead, references to “Lord” or “God” should be used,

Toast

Research topics for a Toast based on the weekly theme or special achievements in the club or community.

Basically, for a Toast, one should:

- Explain the Toast role
- Be original; don’t use a “canned” toast
- Be sincere and friendly
- Be brief and exacting
- Avoid jokes, vulgarity, and frivolity
- Make sure the toast is to a person, group, institution, sentiment, or occasion

The Toast closes it by asking those in attendance to raise their glasses and drink a toast to the subject.

Humourist

Prepare and deliver a joke or light-hearted story, preferably in one minute or less. It should be in good taste, should be able to pass the “Reader’s Digest” test (i.e. be suitable for print in Reader’s Digest), and should relate to the weekly theme if possible.

Remember to explain the Humourist role.

Grammarian / Ah Counter

In some Toastmaster clubs, these are two separate roles. However, due to their close relationship, Daybreakers have made the two roles into one.

In order to be successful, one should prepare as follows:

- Prior to the meeting:
 - Select a “Word-of-the-Day” that should help us increase our vocabulary. The word should be easy to incorporate into everyday conversation but should be different from the way we usually express ourselves. An adjective or adverb is suggested since they are more adaptable than a noun or verb, but feel free to select your own special word.
 - In letters large enough to be seen from the back of the room, print your word, the part of speech (i.e. adjective, adverb, noun, etc.), a brief description of the word, and an example of its use in a sentence.
 - Prepare a list of members names to have ready to record “ahs” and grammatical errors during the meeting
- During the meeting:
 - State the role of the grammarian/ah counter
 - Announce the “Word-of-the-Day”, state its part of speech, define it, and use it in a sentence
 - Inform members/guests that use of the “Word-of-the-Day” is acknowledged by everyone “tinkling” their glasses after the word is used
 - Inform members that you will be using the “squeak toy” whenever “ahs” are encountered or someone misuses or mispronounces a word (except during the formal speaking portion of the meeting).
 - During the meeting, listen to everyone’s word usage. Mark on your list any awkward use or misuse of the language (incomplete sentences, sentences that change direction midstream, incorrect grammar, etc.) with a not of who erred. Write down who used the “Word-of-the-Day” and note those who used it correctly
 - When called on by the General Evaluator during the evaluation segment, stand by your chair and give your report. Try to offer the correct usage in every instance where there was a misuse instead of only explaining what was wrong. Announce who used the “Word-of-the-Day” and pass around the “piggy” for fines to be paid (\$0.25) by anyone not using the word.

Toastmaster

The Toastmaster is the second ranking meeting official and chairs the formal speaking portion of the program (and assumes the Chairman's duties in the absence of the Chairman). On the meeting day, your job is primarily to introduce the speaker's in an interesting and lively way to get the speakers off to a "flying start" and to provide a bridge between speakers.

In order to be successful, one should attempt to follow the proceeding guidelines:

- Before the meeting:
 - Contact each speaker and get his or her speech title, the manual and speech number to be performed, time limits the speaker requires as well as information that will allow you to provide an enthusiastic and original introduction of the speaker
 - Designate a person for Table Topics Master and get information from them on how to introduce him or her during the meeting
 - Contact the General Evaluator, getting introductory information for their introduction. As well, inform the GE on who will be speaking so they can line up adequate evaluators.
 - Advise the person preparing the agenda of the names of people filling those roles
- During the meeting:
 - Explain the role of the Toastmaster
 - Introduce the Table Topics Master with material prepared earlier
 - Identifies time constraints with respect to the remaining agenda after the completion of Table Topics and allocates time for a coffee break
 - Call meeting back to order after coffee break
 - Introduces the speakers with prepared material and provides bridging between speakers (never bridge with rebuttal or disagreement of speaker)
 - Reminds members and guests to vote for the best formal speaker and to pass ballots to the Chairman for tallying. Also encourages members to give written evaluations to the speakers.
 - Introduces the General Evaluator

It is important to remember that when you introduce role players in your portion of the meeting to always lead the applause for the person and never leave the podium until after you have acknowledged that person by shaking their hand. Also, lead in acknowledging the end of the person's speech or duty. A brief comment of appreciation to a speaker should be given, but it should never take the form of disagreement or rebuttal.

Table Topic Master

Table Topics allows members who do not have a role during the meeting to practice impromptu speaking, generally in speeches lasting up to two minutes in length. The Table Topics Master prepares and issues the topics. Originality is desirable, and whenever possible, topics discussed should follow the meeting theme. The topics discussed may be either of a serious nature, or light-hearted, depending upon the Table Topics Master's preference.

To be a successful Table Topics Master:

- Before the meeting, prepare three or four topics to be discussed, attempting to keep all topics related to the weekly theme
- Explain your role and the purposed of Table Topics
- Inform everyone of the time limits. Generally, speakers are given the green light at 1 minute, yellow light at 1:30, and red light at 2 minutes. The speaker is stopped by audience applause when the red light comes on.
- Keep your remarks brief and enthusiastic. Encourage speakers to use the "Word-of-the-Day". Heckling may be encouraged.
- You may give respondents a slight advanced warning (1 or 2 minutes), or no warning at all.
- State the question briefly, then call on a respondent. This serves two purposes: First, it holds everyone's attention (each person is thinking of a response should he or she be called on to speak) and second, it adds to the value of the impromptu element by giving everyone an opportunity to improve his or her "better listening and thinking" skills.
- Call on speakers at random. Avoid going around the room in the order in which people are sitting. Don't ask two people the same thing unless you ask each specifically to give the "pro" or "con" side.
- After you have called upon speakers, briefly review the speakers and their topics, then ask for everyone to vote for best Table Topic Speaker
- Return control to the Toastmaster

Formal Speaker

A major portion of each meeting is centered around one or more speakers. Their speeches are prepared (based on manual objectives) and should last from five to eight minutes for the basic manual and eight or more minutes, depending on the assignment, for the advanced manuals. Preparation is essential to success when you are the speaker. Every speech should be well-prepared and rehearsed to ensure quality. Remember, club members learn from one another's speeches.

You will receive your Communication and Leadership Manual, as well as some speaking guide manuals in the mail. Use these books to help you prepare for your formal speeches.

To ensure a successful speech:

- Prepare and rehearse until you feel comfortable
- Before the meeting starts, find out who will be your evaluator and discuss with them the goals you wish to achieve during your speech
- When introduced, smoothly leave your chair and move to the lectern as planned
- Plan your speech closing as carefully as your opening. It's the finishing touch that will bring on the applause. This is your last chance to reach your audience, and it is a notice that your talk is ending.
- Never thank your audience, but return control of the meeting to the Toastmaster. It is appropriate to end a speech by address the Toastmaster, then wait for him or her at the lectern, shake their hand and then return to your seat
- During the evaluation of your speech, listen intently for helpful hints that will assist in building better future talks. Pay attention to the advice of other members on improvement.

General Evaluator

The General Evaluator is just what the name implies: an evaluator of anything and everything that takes place throughout the meeting. It is a large responsibility, but with proper preparation the role can be performed successfully.

To be a successful General Evaluator:

- Prior to the meeting:
 - You are responsible for ensuring there is a Table Topics Evaluator and an evaluator for each speaker
 - Prepare a list of the duties of each role during the meeting. This will become a checklist for you to easily see if roles are performed properly
 - Designate a Timer and Quizmaster
 - Advise the person preparing the agenda of the names of people filling those roles
- During the meeting:
 - Sit near the back of the room to allow yourself full view of the meeting and its participants
 - Take notes on everything that happens during the meeting, highlighting strong points as well as areas where individuals may improve
 - After being introduced by the Toastmaster, explain your role
 - Give constructive comments on all performed roles (except for the speakers). Look for good and unacceptable examples of preparation, organization, delivery, enthusiasm, observation, and general performance duties. Try to keep comments under 5 minutes.
 - Ask the Table Topics Evaluator to give an evaluation of the Table Topics session
 - Ask speech evaluators to present their evaluations of the speakers. Remind members to vote for best Evaluator. If they are not ready, perform the next step and then come back.
 - Call for Time and Grammarian reports
 - Present awards for best Table Topics, best Speaker, best Evaluator, and Toastmaster of the Meeting
 - Ask Quizmaster to perform role
 - Return control of meeting to Chairman

Table Topics Evaluator

Your job is to evaluate the Table Topics session. This involves two functions. First, you must evaluate the Table Topics Master.

Did they:

- Explain their role and the purpose of Table Topics
- Prepare appropriate Table Topics
- Provide timing instructions
- Encourage heckling

Second, you will have to evaluate each Table Topics speaker.

Did they:

- Address the topic. Some speakers will try to avoid the topic and simply babble for two minutes.
- Employ a unique approach
- Handle hecklers
- Use a lot of bridging words
- Speak for the entire time limit
- Develop a clear and concise Table Topic that had an opening, body, and conclusion

Formal Speech Evaluators

Your job as an individual Evaluator is one of the most important functions in our Club and in Toastmaster training. Preferably, evaluators are experienced Toastmasters who are familiar with the roles of the meeting and who, through experience, can provide positive feedback to help the speaker develop their speaking skills.

To be successful Evaluator:

- Find out beforehand from the speaker what they are attempting to do during the speech and if there is anything in particular the speaker wants you to watch out for
- Get the speaker's manual to enter your comments for their review later
- Oral comments should be given in a brief, well-prepared talk covering the important areas and specific objectives of the manual talk. Every comment which reveals a weakness should carry with it a suggestion for overcoming that weakness. Every favorable comment should be accompanied with some suggestions for further improvement.
- Oral evaluations should be 1.5 to 2 minutes in length.

Timer

The timer should make sure every part of the meeting is timed and times are recorded. Each club should set strict time limits and enforce them for a well-managed meeting.

To perform the timer's role effectively:

- Get timing equipment from the Sergeant-at-Arms and know how to work the equipment (timing lights and stopwatch)
- Sit where the signal device can easily be seen by all
- Record time meeting started and inform Toastmaster if meeting is on time, running ahead, or behind, so they can adjourn for an appropriate coffee break
- During the meeting, record each participant's name and time used
- When called upon to give your report, stand by your chair, announce speakers' names and time taken. Also announce when the meeting started, any unusually long sections, and if the meeting is currently on time.

Quizmaster

The Quizmaster has two primary functions:

1. Explain the purpose of the Quizmaster to members at the meeting.
2. Take notes during the meeting and ask specific questions of members at the meeting to see if they were paying attention. All members not able to answer questions are find \$0.25 to be paid to the "piggy" which is to be passed around.

This role is intended to keep everyone on their toes in a light-hearted way while improving listening skills.