

FACILITATION ROLES:

Toastmaster: The “master of ceremonies” breaks the ice at the beginning of the meeting by presenting current events, historical events or other icebreakers. The Toastmaster is the glue that makes the meeting seem like a seamless event, creating smooth transitions between the different parts of the meeting. They also introduce the speakers to the club.

Table Topics Master: The Table Topics Master selects and presents an interesting topic(s) to the club. Selected or volunteer speakers will present an impromptu speech for 1-2 minutes on the presented topic. The TTM facilitates the transitions between TT speakers.

General Evaluator: The General Evaluator evaluates everything and anything that takes place throughout the meeting. The GE ensures all members of the evaluation team are present and asks them to describe their roles and present their reports at the end of the meeting. The GE also provides a synopsis of the meeting at the end of the meeting commending positive events and providing constructive feedback on processes that need improvement.

Evaluation Team:

Timer: Tracks time of speeches, evaluations and table topics. Signals speakers toward the end of their speeches so they know how much time is remaining. The timer keeps track of this time on a worksheet and then reports the information to the club at the end of the meeting.

AH counter a/k/a banker: Keeps track of filler words and crutch words used during a meeting. Each offense costs the offender 5 cents to a maximum of \$1.00. The AH counter keeps track of the infractions on a worksheet and then reports the information to the club at the end of the meeting. For the first three speeches, infractions are counted but no fee is charged.

Grammarian: Selects a “word of the day” with a definition and sentence. The Grammarian makes several LARGE copies of this information to trigger speakers to use the word during the meeting. The Grammarian keeps track of the use of word of the day and any grammatical errors on a worksheet and then reports the information to the club at the end of the meeting.

Evaluators: Evaluators are a vital part of the Toastmaster meeting. The evaluator assists speakers by pointing out positive assets as well as recommendations for improvements areas. The evaluator answers the questions in the speaker’s speech manual and makes notes regarding the speech. The evaluator also comments on presentation and format when completing the evaluation. The evaluator presents this information in written form and in a 2-3 minute oral presentation at that meeting.