

# Evaluator

This is an opportunity for you to practice leadership skills as listening, critical thinking, feedback and motivation.  
Help the leader become confident and more effective and able to lead a team to achieve goals.  
Help the speaker become less self-conscious and a better speaker.  
Encourage and motivate the speaker to improve.

## Responsibilities:

- Verbal evaluation using the guide in the manual.
- Written evaluation using the guide in the manual.
- Call the speaker prior to the speech to find out which project the speaker is on. Then review the expectations of the manual. At the same time find out the speakers expectations of him or her self.
- Be aware of the member's skill level, habits and mannerisms, as well as his or her progress to date.
- On the day of the speech, prior to the meeting starting get his or her manual.
- Be as objective as possible! Remember that good evaluations may give new life to discouraged members and poor evaluations may dishearten members who tried their best.
- Always leave the speaker with specific methods of improving.
- Begin and end your evaluation with a note of encouragement or praise.
- Don't read off the questions or your responses during your evaluation. Go over the expectations, praise their success, tell why it was successful, and don't allow the speaker to remain unaware of a valuable asset such as a smile or a sense of humor.
- Don't allow the speaker to remain ignorant of a serious fault: if it is personal, write it but don't mention it aloud.
- Remember be tactful and think of how you felt when you started.

# Timer

## Responsibilities:

- Explain the timers duties when called on by the Toastmaster. Write out your explanation in the clearest possible language and rehearse it. For the benefit of guests, be sure to emphasize timing rules and how timing signals will be given.
- Confirm scheduled program participants with the Toastmaster and general evaluator.
- Confirm time required for each prepared speech with the speakers.
- Be sure you know how to operate the signal device and stopwatch.
- Write down each persons name and time used.
- Report times when instructed by the Topicsmaster, Toastmaster and /or general evaluator. Stand by your chair, announce the speaker's name and the time taken, then state those eligible for awards.
- Table topics should be +/- 15 seconds and prepared speakers +/- 30 seconds.

# Topicsmaster

The Toastmasters program has a tradition-every member speaks at a meeting.  
Practice on leadership skills as planning, preparation, organization, time management and facilitation.  
Thinking and speaking on your feet.

## Responsibilities:

- Prepares and issues the topics; originality is desired as much as possible. Each speaker may be given an individual subject, or a choice of subjects may be presented.
- Work to balance the amount of time available.
- Call the Toastmaster the Wednesday before the next meeting to inform him or her of the theme.
- Find out who the other people are with a job so you select someone that hasn't spoke.
- Encourage people to use the word of the day in their responses.
- Complete as many table topics as possible before 11:40-45am.

# General Evaluator

Evaluation is a positive experience designed to help people overcome weak habits and add power to good ones.

Provides excellent practice in such leadership skills as critical thinking, planning, preparation and organization, time management, motivation and team building.

## Responsibilities:

- Evaluate everything during the meeting.
- Responsible to the Toastmaster who will introduce you; at the conclusion of the evaluation segment of the meeting, you will return control to him or her. You are responsible for the evaluation team, which consists of the timer, grammarian, Ah-Counter, and speech evaluators.
- Check with the Toastmaster for any deviations from the normal format.
- Print out a General Evaluator Form, review it and fill it out during the meeting.
- If an evaluator is absent consult the VP of Education and arrange for a substitute.
- Sit in the back of the room to give yourself full view of the meeting.
- Take notes of everything that happens and doesn't that should.
- Note if all the banners and trophies are present and displayed.

## Purpose:

- Help fellow Toastmasters develop their skills.
- Emphasize that evaluations should enhance or at least preserve the speaker's self-esteem.

# Toastmaster

Practice planning, preparation and organization skills, time management, facilitation, motivation and team-building skills as you strive to make the meeting one of the club's best.

## Responsibilities:

- Coordinate and conduct the entire meeting and act as a genial host, including introducing participants.
- Sets the tone for the entire meeting.
- Introductions should be done in a way that excites the audience and motivates them to listen. The Toastmaster creates an atmosphere of interest, expectation and receptivity.
- Week before speak with the VP of Education to find out who is scheduled for various meeting roles, if a special theme has been set for the meeting and if there are any program changes.
- Call all speakers in advance to remind them that they are speaking, one week. Find out speech title, manual project number, purpose to be achieved, time requested and something interesting for you to use when introducing them.
- Call the general evaluator to confirm the assignment.
- Arrive early to finish any last minute details. Check with the speakers for last minute changes.
- Sit near the front of the room for easy access to the lectern.
- Pay attention to the time (start and end on time). You may have to make adjustments during the meeting to accomplish this.
- Always lead the applause before and after Table Topics session.
- Stay standing at the lectern until the person taking control of the lecture shakes your hand. Only then can you leave the lecture and sit down.
- Print out a Toastmaster Meeting Form if there is no business, otherwise print out a Business Meeting Form. This will walk you through the information that you need.

# Grammarian

Exercise in expanding your listening skills.

## Responsibilities:

- Introduce new words to members. Select the work of the day.(A word that helps members increase their vocabulary and can be incorporated easily into everyday conversation, but is different from the way people usually express themselves. An adjective or adverb is suggested, since they are more adaptable than a noun or verb.)
- Comment on the use of English during the course of the meeting, and to provide examples of good grammar and word usage.
- Print your word so it is large enough to be seen from the back of the room; whether it is a noun, verb, adjective, or adverb; and a brief definition. Also prepare a sentence showing how the work is used. Make the word visible by everyone in the room.
- Prepare a brief explanation of the duties of the grammarian.
- Print a copy of the grammarians log to use as a tool during the meeting.
- Write down any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar or malapropisms) with a note of who erred.
- Write down who used the word of the day and if it was used correctly or incorrectly.
- When called on by the general evaluator, stand beside your chair and give your report. Try to offer the correct usage in every instance. Report on creative language usage and announce who used the “word of the day” correctly or incorrectly.

# Ah-Counter

Note words and sounds used as a “crutch” or “pause filler”  
by anyone who speaks during the meeting.  
Excellent opportunity to practice your listening skills.

## Responsibilities:

- Watch for inappropriate interjections, such as and, well, but, so, you know. Sounds may be ah, um, er. You should also note when a speaker repeats a word or phrase such as “I, I” or “This means, this means.”
- Prepare a brief explanation of the duties of the Ah-Counter for the benefit of guests.
- Print a copy of Ah-Counter Log.
- Prepare an explanation of the Ah-Counter, for when the general evaluator introduces you. Stand by your chair and give your report.