

GOLDMINE TOASTMASTERS

Sample Goldmine Toastmaster Club Weekly Meeting Agenda

- President**
- Call to Order
 - Introduce Guests
 - Introduce Invocator
- Invocator**
- Lead Prayer
 - Lead Pledge of Allegiance
 - Introduce Toastmaster
- Toastmaster**
- Call Joke Master for Joke of the day
 - Call for explanation of: Grammarian, Ah/Ballot counter, and Timer
 - Introduce Table Topic Master
- Table Topics Master**
- Explain Table Topics
 - Call on 3-5 Table Topics Impromptu Speakers
 - Call for Timer Report
 - Initiate vote for best Table Topic Speaker
 - Call for 3-5 minute break
- Toastmaster**
- Call to Order
 - Introduce Speakers
 - Introduce Master Evaluator
- Master Evaluator**
- Explain duties
 - Introduce Evaluators
 - Ask for Timer's report
 - Ask for Vote on Best Speaker and Best Evaluator
 - Ask for Grammarian's report
 - Give General Evaluation of meeting
 - Introduce Club President or Presiding Officer
- President**
- Hold General Business Session
 - Announce Toastmaster for next week
 - Remind Members to bring a Guest
 - Ask for remarks from any guests present
 - Introduce Ah/Ballot Counter
- Ah/Ballot Counter**
- Give Awards
 - Adjourn meeting

President or Presiding Officer's Guide

Calls meeting to order

Calls for Invocator/Introducer

For Invocation and Pledge of Allegiance
Introduces Toastmaster

Toastmaster

Conducts Meeting
Introduces Master Evaluator

Master Evaluator

Calls on Presiding Officer for business meeting

Presiding Officer

Presides over the Business Meeting

Business Meeting

Call on the Ah & Ballot Counter to give awards

Ah/Ballot Counter

Give Awards
Announce Toastmaster For Next Week
Remind all members to bring a guest
Adjourn Meeting

Toastmaster's Guide

Prior to meeting date:

1. Contact the scheduled speakers to be sure they will be speaking.
2. Contact the Master Evaluator so that evaluators can be lined up

Before the Meeting begins:

1. Be sure program guides, Ah Bell/Ballot Counter's tally sheet and voting sheets have been distributed.
2. Be certain all roles are filled.
3. Advise Table Topics Master of those (speakers, evaluators, etc. who should not be called upon for Table Topics.

When Introduced by President:

1. Introduce the Joke Master
2. Introduce and call for explanation from:
 - a. Grammarian
 - b. Ah-Bell/Ballot-Counter
 - c. Timer
 - d. Table Topics Master

After Table Topics:

1. Announce a break. Ask timer for a 3 to 5 minute time.

Call Meeting to Order and introduce speakers with the following information

1. A personal comment about the speaker.
2. The manual, number and objectives of the speech.
3. Title of the speech.
4. Length of speech (time requested by the speaker).
5. Make and special preparations that have been requested, i.e., move lectern or any comments.

NOTE Ice Breakers should be given BEFORE more experienced speakers are introduced

6. Lead the applause before and after each speaker
7. Pause for a moment after each speech for members to write comments on the Ballot form.
8. Introduce Master Evaluator

Timer's Guide

Before meeting begins:

1. Set up lights and make sure they are all working
2. Check the stopwatch for proper operation
3. Get the names and requested times of prepared speakers from the Toastmaster

During Meeting:

1. Time each speaker (Table Topics, Prepared Speeches and Evaluations) and record times on the timer's tally sheet.
 - a. Requested time for Table Topics is 1 to 3 minutes. They disqualify if the speak less than one minute or more than 3 ½ minutes.
 - b. Prepared speeches vary in time requirements.
 - c. Evaluations are timed from 1 to 3 minutes.
2. Use lights to signal each speaker's timing status.
 - a. Green The speaker has spoken for the requested time.
 - b. Yellow The speaker has one minute remaining to speak.
 - c. Red The speaker's time has ended and will be disqualified after 30 seconds.
3. As called upon by the Table Topics Master and Master Evaluator, report the names and times of any disqualified members.

After the Meeting:

1. Discard the Timer's tally sheet

Table Topics Guide

Before meeting begins:

1. Confer with the Toastmaster and Master Evaluator to determine which members will be speakers or evaluators. DO NOT call on these individuals except in rare cases when meeting attendance is small.
2. As a rule, four (five with a large turnout) Table Topics is sufficient and fewer may be used if meeting attendance is low. Try to assign at least three Table Topics, even if you must call on a speaker or evaluator to do so.
3. For variety, Table Topics can take the form of a debate, a serial story with each member adding a few sentences to the narrative, etc. Don't hesitate to innovate or experiment with the format. Table Topics is supposed to be challenging, but don't try to "stump the speaker."

When Introduced by Toastmaster:

1. If first time guests are present, explain the Table Topics process and its purpose
2. Call on guests only if they have agreed beforehand to participate
3. It is permissible to call on visiting Toastmasters.

At the Conclusion of Table Topics

1. Ask Timer for names of any disqualified speakers.
2. Repeat the speakers' names and their topics, and ask members to vote for the best Table Topic Speaker.
3. Tell members to pass their ballots to the Ah/Ballot Counter.
4. Ask the timer to time a 3-5 minute break.

Grammarian's Guide

Before meeting begins:

1. Familiarize yourself with the Word of the Day.
2. Print the word in large print and post it in front of the room where members can see it.

During the Meeting:

1. When called upon by the Toastmaster, explain the Word of the Day and use it in a sentence.
2. Encourage members to use the word during speeches and Table Topics.
3. During the meeting, note those speakers who properly used the Word of the day. Also note the names of those who used especially good or bad grammar or choice of words, and those who used unusual or colorful

- phrases.
4. When called on by the Master Evaluator, give your report on the meeting's language.

Ah Bell/Ballot Counter's Guide

Before meeting begins:

1. Get a copy of the Ah Bell/Ballot tally sheet
2. Get the Ah Bell
3. Get a tongue depressor and ribbons for Best Table Topics, Best Speaker, Best Evaluator and any other awards to be presented, ex. most enthusiastic.

During the meeting:

1. When a speaker uses crutch words such as "ah, uh, er," etc. ring the bell. Other words or phrases might include excessive use of "and, but, all right, ok" etc.
2. Tally a count of each crutch-word or phrase used by each speaker.
NOTE: Do not use the Ah-Bell during the Ice-Breaker speech.

After speech evaluations (usually during the business session):

1. Prepare a tongue depressor with the name of the person who used the most crutch words.
2. Tally the ballots for each category and prepare the awards. If there are four or more speakers, you may prepare a runner-up award for the speaker who receives the second highest number of votes.
NOTE: The Ah Bell/Ballot Counter votes only if there is a tie in which case he/she votes to break the tie.
3. Separate the Feedback slips.
4. When called on by the President, present the awards, announce next week's Toastmaster and adjourn the meeting.

After The Meeting:

1. Give the feedback slips to those who participated in the meeting
2. Discard the ballots and the Ah Bell/Ballot tally sheet.

Master Evaluator's Guide

Before meeting begins:

1. Give the appropriate speech manual to each evaluator.
2. Remind evaluators to evaluate Ice Breakers appropriately.
3. Ask each evaluator to report, during the evaluation, whether or not the objectives of the speech were met.

4. Give the names of evaluators to the Table Topics Master.

During Meeting:

1. Explain evaluation process if guests are present.
2. Remind members to vote for Best Speaker only AFTR evaluations are made.
3. Introduce each evaluator and announce the names of the speakers they will evaluate.
4. Ask Timer for names and times of any disqualified speaker or evaluator.
5. Ask members to vote and pass ballots to the Ah Bell/Ballot Counter
6. Call on Grammarian for his or her report.
7. Give general evaluation of the meeting:
 - a. The overall evaluation should include the entire meeting-program, physical conditions, use of time, etc.
 - b. DO NOT re-evaluate the speakers.

Turn control of the meeting over to the President for the business session.