



Sea Eagles Toastmasters

Club #2951, Area 8
Hawkesbury Division, District 70 Toastmasters
Chartered 4/10/1967

Assignment Guide



The mission of a Toastmasters Club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

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This book is a 'guide only' and some assignments/timing may vary according to the meeting agenda. You are encouraged to add your 'personality' to your presentation.



CHAIRMAN

AIM:

- ▶ To ensure the smooth and efficient running of the meeting's proceedings so that the aim of the meeting is achieved.
- ▶ To ensure the meeting runs according to time as per the meeting agenda.
- ▶ In the Business Session, it is the Chairman's responsibility to find and carry out the will of the meeting by democratic techniques.

PREPARATION:

1. Your responsibility, as Chairman of the Meeting, starts at the conclusion of the previous meeting.
2. See the VPE immediately the next meeting's assignments have been announced and 'fill in any holes' in your agenda. This will reduce the time wasted at the start of each meeting in finding people to fill assignments.
3. Read through your Assignment Guide so you are familiar with all the meeting assignments.
4. Ideally, **one week prior** to the meeting, you should contact those people carrying out major assignments, eg The Toastmaster (remind him to contact the speakers), The Table Topics Master and the Master Evaluator 1st session, and Master Evaluator 2nd session.
Ask your contacts to confirm back to you to make sure everyone is prepared for their assignment on the night.
5. Brush up on your parliamentary procedure - read the relevant chapters in "A Guide for Meetings" by N.E. Renton. If you do not have a copy, ask to borrow one from Sergeant At Arms (who keeps the club's copy)
6. Read your Club Chairman's Meeting Guide with a meeting agenda beside you so that you can clearly see where the guide and agenda come together.
7. Finally, in the lead up to your meeting, prepare a few light-hearted remarks to address to the meeting after the President introduces you.

This concludes the preparation for your meeting and, if you have followed this advice, then on the night of the meeting you should be cool and calm, knowing that everything is in order.

ON THE NIGHT:

- Choose a standard of dress that is suitable for a person who is to be treated with respect.
- Arrive at least 15 minutes before the meeting is due to start. Check with the VPE to determine if there are any last minute programme changes and amend your copy of the agenda.
- The four most desirable qualities you should embody as Chairman are:
 - impartiality
 - firmness
 - tact
 - common-sense.

Other useful qualities are courtesy, patience, fairness, self-control, tolerance, an orderly mind and a sense of humour.

AWARD PRESENTED AT MEETING:

The Stirrers Award

EDUCATION MATERIALS:

Renton's Guide for Meetings



GRAMMARIAN

AIM:

- ▶ To help Toastmasters express themselves clearly and concisely by reporting on good expressive use, and incorrect use, of the English language.
- ▶ To present a ‘Word of the Night’ which should improve or expand the vocabulary of Toastmasters.
- ▶ To enhance your listening skills.

PREPARATION:

Select a Word of the Evening for the Toastmasters to incorporate into their assignments. The idea is to help members expand their vocabulary, so pick a word that can be used in daily conversation, but is not commonly used, or is different from the way we usually express ourselves.

In big letters, write the word on the white board to display during the meeting, or have it ready on a display card to blu tac on the board.

ON THE NIGHT:

Early in the meeting you will be asked to present the “Word of the Night”. Stand and address the Chairman and Members.

Make sure you know the correct spelling; give an example of the correct use of the word in a sentence and encourage members to use it during the meeting.

If you have prepared a sign of the word, affix it in a prominent position as a reminder during the meeting.

As the meeting progresses, **listen and note the following examples** in all assignments including the Chairman and speakers:

- Words/phrases that have impact, create pictures, provide colour, express subtle shades of meaning. Anything in the “I wish I had said that” category - ie. memorable words.
- Ask “Who said this” and give a statement for which the speaker is to be identified

Any obvious/awkward misuse of the language eg:

a **new** innovation (tautology)

Joe and his Dad was fishing (Joe & his Dad **were** ...)

“He set forth on the stream of public life, where he climbed to the peak of success”

(mixed metaphors)

over-use of cliches (as clear as mud!).

- mispronunciation of words, slurring of syllables and endings (runnin, comin)
- note everyone who uses the Word of the Night and how many times.
- If time, give approximate counts on “ums” & “ahs” as an added interesting observation

PRESENTING YOUR REPORT:

Proceed to the lectern and acknowledge the Chairman and Members.

Summarise the use of the “Word of the Evening” - who used it most successfully and how many times.

Select the best examples of the memorable words/phrases - repeat them and compliment those who used them. This encourages us all to be more expressive.

Point out any glaring misuse of language or sentences which are confusing or annoying. Offer pointers for improvement.

POINTS TO REMEMBER:

- Don’t become pedantic and obsessed with schoolbook grammar - it can destroy creativity and vibrancy in a presentation.
- Include visitors in praise, not in errors.
- If you are complimenting, mention the name of the Toastmaster. If you are pointing out an error, it may not be appropriate to mention the name, especially if a new Toastmaster or one who has difficulty with grammar, is just as effective to preface your report with “Tonight, I heard....” or “one speaker said

AWARD PRESENTED AT MEETING:

Clanger of the Night

EDUCATION MATERIALS:

The Dictionary

TIMING: Intro – 1 minute; Report - 2 minutes



WELCOME

AIM:

- ▶ To welcome members and visitors and make them feel at ease, relaxed and looking forward to a great night.
- ▶ To give our visitors background information on the Toastmasters program and what they can expect to hear during the next 2-1/2 hours.
- ▶ To set the atmosphere for the rest of the evening - the warmth and sincerity of your welcome is important.

PREPARATION:

Arrive early!

Approach anyone who may be a visitor and introduce yourself. Find out visitors names, whether they have attended a Toastmasters meeting before, and any background information which may 'personalise' your welcome.

ON THE NIGHT:

Approach the lectern and commence "Mr Chairman, Toastmasters and Guests" then tailor your welcome according to the guests, eg.

Incorporate *some* of the following in your welcome -

who are we

our aims and objectives

how we try to achieve them

why we are pleased to have visitors

what they can expect to hear and learn

how they contribute to our meeting's success

invitation to come again

invitation at end of the night to give us their comment and impressions

- **If no Guests:**

Welcome the members; mention those who may have missed last meeting; those who have returned after an illness or holiday; make it as personal as you can.

Special Guests:

If the Club has a contest, you may have special guests (judges or speakers from another club). Make sure you know the names and where they are seated in the room. Introduce these guests to the audience and welcome them.

Conclude your assignment by returning control of the Meeting to the Chair with “Mr/Madam Chairman”.

POINTS TO REMEMBER:

- **Don't** ask a guest to say anything (other than their name if you did not have time to obtain before the meeting).
- **Don't** mistake a new member for a guest.
- **Don't** overlook anyone. If you realise later you have overlooked a guest, give the name to the Chairman during the recess so the Chairman can make an appropriate comment.

EDUCATIONAL AIDS:

Your C & L manual

The Toastmaster magazine

Club material - eg. Guest Welcome Leaflet, Club Newsletter

TIMING: 2 minutes



THE TOAST

AIM:

- ▶ To pay formal tribute to a person, group, or special event with which the meeting will readily identify.
- ▶ To present a brief mini-speech with an opening, body and close.
- ▶ To set a positive, light tone for the rest of the evening.

PREPARATION:

Research your Assignment - What is the theme for the night? What significant or relevant time of the year is it? What special day or event is being celebrated?

You can construct your toast around any of these ideas or you can make up one yourself.

ON THE NIGHT:

Remember to take your drink to the lectern and place it nearby.

Ensure that everyone has a drink with which to Toast. This can be done **before** the meeting starts or when you are at the lectern by stating “*Please make sure you have your glasses ready for the Toast*”

Commence your assignment with “*Mr / Madam Chairman, Toastmasters & Guests*”
Give the subject of the toast and then continue with a mini speech on why Toastmasters should propose a toast to your subject.

When you are ready:

- ask everyone to stand and take up their drink
- wait until everyone is ready, ask them to raise their glasses to join the “*Toast to*”
- if necessary, prompt the audience response, then take a sip from your glass
- after everyone has toasted, ask the audience to be seated
- wait until everyone is seated and settled
- hand back to the Chairman with ‘*Mr/Madam Chairman*’.

POINTS TO REMEMBER:

- Do not leave the audience guessing as to who or what you are toasting - ensure this is clear in your opening remarks.

- Avoid cliches like “be upstanding”, “down the hatch”; A well-presented toast can simply start “please join me in toasting.....”
- Ensure your Toast to is short, sharp and concise; no more than 3 or four words.
- The toast can contain humour; it should be warm, sensitive, special, sentimental.

TIMING:

2 minutes



TABLE TOPICS MASTER

AIM:

- ▶ To encourage Toastmasters to think quickly, accurately and express their thoughts intelligently and articulately.
- ▶ To make this a lively and enjoyable session - the Table Topics Master can canvas opinions on social/community issues or use a variety of ideas to improve impromptu speaking skills.

PREPARATION:

Prepare a list of 8 questions in advance. The questions can be on any topic, current, historical event, or even abstract. Questions that may cause offence or embarrassment should be avoided eg. religion, sex. The questions can have a theme or thread and your Toastmaster Magazine has several alternative suggestions for this assignment.

Keep the questions short and to the point, not longer than one sentence.

If possible, write out the questions before the meeting and have a copy available for each evaluator (Remember to ask the questions in the same order).

If evaluators were assigned at the previous meeting, it is your responsibility on the telephone chain to contact them as a reminder of their assignment.

ON THE NIGHT:

During the early part of the meeting, note the names of the Toastmasters next to the questions.

Ask those with without assignments first, then those with minor assignments. Avoid asking people with major assignments (eg. chairman, speakers) unless you do not have enough other members to call on at the meeting.

1. Proceed to the lectern. Address the meeting and, if guests are present, **briefly** explain the purpose and procedure of the session.
2. Advise the timer that each speaker is expected to speak for 1 minute.
3. Announce the evaluators of the odd and even numbered speakers and remind them that each evaluation should be an average 30 seconds

4. Announce the first question - **then** nominate the speaker eg. “*Should the Australian flag be changed?*” Jennifer. Call on speakers at random anywhere in the room, and ask them to stand at their place and speak immediately..

When announcing the questions it is helpful to evaluators to say “question No. 3” as in this way there can be no confusion as to which question number it is and who is evaluating.

5. After presenting all the questions, call the evaluator of the odd numbered questions, then the evaluator of the even numbered questions to give their evaluations from the lectern.

Prior to the commencement, you may ask the visitors if they would like to participate. If yes, give them a question which will not be too difficult for them to answer.

6. Continue until you finish your questions, and hear the valuations. Thank the evaluators, timer and participants and return control of the meeting to the Chairman.

POINTS TO REMEMBER

- Avoid framing the question to suit the speaker.
- Do not press a visitor to take a question. (unless previously arranged)
- Remember your task is to give others a chance to speak so keep the introductions and questions brief.

This assignment offers scope for variety and initiative. Many Toastmasters find Table Topics a challenging assignment so relish your role as Topics Master - one thing you know for sure, you won't get a question this meeting!

EDUCATIONAL MATERIALS:

The Toastmaster magazine

TIMING: approx 18 – 20 minutes minutes for entire session (depending on how meeting is running to time)



TABLE TOPICS EVALUATOR

AIM:

- ▶ To assist Toastmasters to improve their impromptu speaking skills.
- ▶ To provide useful feedback to the speaker and the meeting on the Table Topics responses.

HINTS ON EVALUATING:

As the evaluator of the impromptu speaking segment, you have only 30 seconds per speaker to present your evaluation. Evaluations should be brief and to the point - restrict yourself to 2 or 3 points of praise and 1 or 2 aspects you consider could be improved. Remember the method of effective evaluation - Praise, Improve, Praise.

Do not repeat the question, this wastes time.

Do not evaluate whether the content of the answer was right or wrong.

Concentrate on the physical appearance, posture, eye contact, voice modulation, voice clarity, gestures. Was the answer a mini speech with an opening, body and close? Were they very evident? Was the question addressed? Did the speaker use humour?

PREPARATION:

Read the assignment guide on Table Topics Master so you are familiar with how the session is run. Review any material you have on Effective Evaluations.

ON THE NIGHT:

- Obtain any special instructions from the Table Topics Master and, if possible, a list of the questions.
- Make sure you are clear whether you are evaluating the Odd or Even numbered questions.
- When called upon to give your evaluation:
 - Go to the lectern and acknowledge the Table Topics Master.
 - Commence your evaluation by naming the speaker. It is not necessary to repeat the question (this will only take up valuable evaluation time).
 - Give a brief evaluation of the speakers allocated to you.

Return control to the Table Topics Master.

(see also pages 14 & 15)

POINTS TO REMEMBER:

Look and listen intently - and choose the points that will prove most useful to the speaker. With an experienced/effective Table Topics speaker it is often difficult to find more than one point for improvement so this is why it is necessary to employ all your listening and evaluating skills. It may be useful to point out to the audience a feature that made the speech particularly effective, eg. the word picture, the construction.

Evaluations are for the benefit of the whole meeting and not just for the speaker. If you say that one speaker had a pleasant smile and confident stance, these are characteristics we can all try to adopt when we next speak. Similarly if you comment that eye contact was poor or that hand gestures would have enhanced the table topics answer, we can all consider how effective we are in these areas and seek to improve in our public speaking. In this way each and every evaluation helps all of us improve.

As the evaluations are for everyone, address your comments to the meeting and not directly to the person (as in "you"), eg. Joan's voice showed her enthusiasm for the subject and I could see from her natural hand gesture that Joan felt very comfortable answering this question.

EDUCATIONAL MATERIALS:

The Toastmaster Magazine

TIMING: 30 seconds for each speaker

TABLE TOPICS

Guidelines for Evaluation

	✓ Praise	✓ Improve
Physical : What I saw		
Appearance
Use of hand gestures
Eye Contact with audience
Facial Expressions
 Voice : What I Heard		
Tone
Vitality
Volume
Vocal Variety
 Structure of Answer : What I Understood		
Did opening get our attention
Did response develop as mini speech
Was there a clear ending
 Language:		
Appropriate use of words
Word pictures
Emotive words
Use of humour
 Manner:		
Enthusiastic
Confident
Poised
 Timing:		
Was speaker able to round off within time



TONIC

AIM:

- ▶ To put the meeting on a bright, positive note and set the tone for the assignments to follow.
- ▶ To give you the opportunity to speak with humour.

PREPARATION:

Remember that great joke you heard recently - start practising so you don't forget the punch line!

If you have difficulty remembering jokes, canvas newspapers and magazines for amusing short stories.

ON THE NIGHT:

1. Be ready at the lectern when you are called to give your assignment. Remember you are setting the tone for meeting - be enthusiastic!
2. Acknowledge the meeting and commence your assignment. Conclude by acknowledging the Chairman.

SUGGESTIONS:

- A joke (remember it should be in good taste and not likely to cause offence)
- A humorous story or anecdote - perhaps about yourself, a family member, or friend
- An amusing article - Readers Digest, newspapers and magazines often have suitable short stories

POINT TO REMEMBER:

- This is a short but important assignment so make the most of your time - be theatrical, inspirational, funny, uplifting and sparkling. It is a chance to use your imagination!

TIMING: 1 - 2 minutes



THE TOASTMASTER

This assignment gives you experience introducing speakers to an audience - in some situations this would be described as Master of Ceremonies. The introductory remarks by which speakers are presented to their audiences are an important part of public speaking and should create an atmosphere of expectation and interest.

AIM:

- ▶ To conduct the prepared speech session, introducing the speakers to the audience and putting each speaker at ease in front of the audience.
- ▶ To prepare the audience for the speech session (create the atmosphere!).
- ▶ To introduce the evaluators.

PREPARATION:

At least one week prior to your assignment, contact each speaker to find out the following:

- Speech Title
- Purpose of the assignment (ie. Ice Breaker Speech, C & L Manual Speech No ..., Advanced Manual
- Obtain any helpful information to introduce the speaker (eg. if an Advanced Manual speech you may like to know why the speaker chose that particular manual)
- Timing
- Any special requirements of the speaker, eg. lectern, whiteboard

ON THE NIGHT:

As the speeches are held in the second half of the meeting, re-check the details with the speakers during the recess to make sure they have not changed their title, etc. Make sure all the requirements for the session are in place **before** you commence your assignment (lectern, whiteboard, a chair at either side of speaking area for you to sit on during speeches).

1. Introduction

Approach the lectern and introduce the prepared speech session with a few brief remarks - What will happen? Why do we make prepared speeches? An introduction may be long the lines of: *“We now come to an important part of the Toastmasters programme - prepared speeches. Tonight I have the pleasure of introducing speakers. After the speeches have been given I will be calling on their evaluators to represent their report on how the speakers have fulfilled the objectives of their assignment”*.

2. Timer

Give the timer advice on light signals required as per speech requirements - if all speeches are the same length, just give one instruction to the timer at start of session. For example:

“Madam/Mr Timer - our three speeches this evening are 5 - 7 minutes. Please assist the speakers by giving a - green light at 5, amber light at 6 and a red light at 7. Evaluations should last no more than two minutes

If the timing is different for each speech, make sure you give instructions to the timer during your introduction of each speaker.

3. Evaluator

Mention the evaluator when you introduce each speaker so there is no confusion as to who is evaluating which speaker.

4. Introducing Speakers

You are now ready to introduce the first speaker. Give his/her name, evaluator and some background material to ‘set the scene’ for the audience and speaker. eg.

“Our first speaker is Toastmaster Tom. Tom is giving a presentation from the Advance C & L Manual - Speaking to Inform and the objectives of this speech are (read principal objective from manual). Please join me in welcoming Tom to the lectern with his speech entitled”

Lead with enthusiastic applause and remain at the lectern until the speaker arrives. Greet the speaker with an encouraging smile and handshake and exit from the area as quickly and quietly as possible to the closest chair. Don’t walk in front of the speaker or cross behind the speaker as you exit.

When the speaker has finished his speech, lead the applause as they return to his/her seat and pass a brief complimentary or relevant remark before you introduce the next speaker.

Introduce each successive speaker in the same manner until all speakers have completed their assignment.

5. Evaluations

At the conclusion of all speeches you will be calling on the evaluators. If guests are present you may like to give a brief explanation of why we evaluate speeches. Introduce the first evaluator,

“Our first evaluation is of the speech by Toastmaster Tom entitled “Does Sydney need the Olympics”. The evaluator is Toastmaster James. Please welcome James to the lectern”.

Lead the applause, and when the evaluator reaches the lectern, exit to a convenient seat. When the evaluator has finished, thank him and introduce the next evaluator until all evaluations have been completed.

At the conclusion of the session, make brief closing remarks thanking the speakers, evaluators and timer, eg.

“Ladies and gentlemen, I have enjoyed the opportunity to be Toastmaster for this part of our meeting. Thank you to our speakers (name them if you want but DO NOT EVALUATE); thank you to our evaluators for your assistance and to our timer. Mr Chairman.”

POINTS TO REMEMBER:

Introductions need not be flat, dull and stereotyped. They can be graceful, fun to give and interesting to hear provided you remember the following:

- Give star billing to the speaker - don't be a scene stealer. Direct the group's attention to the speaker, not to yourself.
- Know what the speaker will be talking about - do your preparation so you can tailor your introductory remarks and make the speaker/audience feel at ease.
- Set the mood for the speaker and the speech - if Jim has just given an hilarious speech about his fishing vacation and the next speaker you are about to introduce will be talking about the need to support cancer research, your audience must be mentally prepared for the subject transition. Your introduction needs to shift the mood from humorous to serious.
- Be brief - 30 seconds to 1 minute for an introduction is adequate.



WHEN YOU'RE THE SPEAKER

As a speaker you should help to prepare a worthy introduction for yourself. Work with the Toastmaster to ensure he receives the background for your presentation (objectives, why you are speaking about the chosen topic).

If there is a special reason you are presenting the speech (eg. it is relevant to your work, sporting interests) tell the Toastmaster so he can include in the introduction.

Contact your evaluator before the meeting and talk about the manual speech you are giving. Discuss the objectives of the assignment and if you would like the evaluator to pay particular attention to any area of your presentation. Remember to bring your manual to the meeting so a written evaluation can be given.

Additional hints can be found in your C & L manual.



SPEECH EVALUATOR

AIM:

- ▶ To help the speaker improve his public speaking skills by providing useful, honest, helpful feedback for the speaker and the meeting.

PREPARATION:

Contact the speaker a few days before the meeting to discuss his assignment. Ask if there are any particular areas the speaker would like you to pay close attention to.

If you have the same speech manual, read and familiarise yourself with the objectives of the assignment.

ON THE NIGHT:

Early in the night, obtain the speaker's manual and read previous evaluations. In this way you will be able to pay special attention to areas which were previously suggested for improvement. Always keep in mind the aim of the manual speech.

THE FORMAT OF AN EVALUATION

While each has his own ideas on how this should be done, and different speeches and speakers may call for different techniques, an evaluation should proceed on these lines:

Praise:

Show the speaker that you listened to and appreciated his presentation. This will create a sound bond between speaker and evaluator. Be generous with your praise.

Improve: Identify Weak Points - What Can Be Improved

Discuss any negative reactions you may have had to the presentation and suggest ways the speaker can improve on these areas.

Praise:

Finish on a positive, encouraging note by restating the strengths of the speaker.

WHAT TO EVALUATE:

Refer to the Table Topics Evaluation sheet for basic guidelines. Select three or four areas for praise and one or two areas for improvement which you feel are the main strengths and weakness of the speaker.

Voice:

Volume too little or too loud? Tone too shrill or pleasantly pitched? Uninteresting monotone or change of tone used to highlight material and arouse interest? Diction - words slurred, run together, could words be heard clearly.

Appearance/Manner:

Confident, organised, appearance, enthusiasm, apologetic, sincere, nervous.

Speech Content:

Appropriate, logical, interesting, enough material or too much, analytical, quality and impact of introduction and conclusion.

Structure:

Look for an opening, body & conclusion; are the ideas of reasoning well presented?

Gestures:

Inappropriate, forced, absent, natural, relaxed, eye contact, added impact

Effectiveness:

Did the speaker achieve what he set out to do? Did he achieve the objectives of the assignment? Did he maintain interest? Was the speech well received?

Did the speaker use visual aids, were they clear?

HOW TO EVALUATE:

Whatever points you choose to praise or comment on, the following should be borne in mind if your evaluation is to be useful.

What: Identify strengths and weakness as above

Why: Analyse why this aspect of the presentation affected you as it did; for example: "Jane's concern for preserving endangered birds certainly came through in her speech".

How: Give positive suggestions on how to improve eg. "The presentation would have more impact if Bob could arrange his visual aids so that he did not need to turn his back on the audience". Or, "I feel I would have appreciated Jane's point more if she had given specific data on the number and type of endangered birds that are taken out of the country".

When you are called upon to give your Evaluation by the Toastmaster:

- Proceed to the lectern
- Acknowledge the Toastmaster, “Mr/Madam Toastmaster, Ladies & Gentlemen”
- Deliver your evaluation, keep it brief and to the point.
- At the end of the assignment, acknowledge the Toastmaster and return to your seat.

POINTS TO REMEMBER:

Each manual speech has objectives - make sure you emphasise these in your evaluation and whether or not the speaker has achieved the speech objectives.

Complete the written evaluation for the speaker in the manual and discuss the evaluation with the speaker at the end of the meeting.

Evaluate in the third person, so that all the audience is included, not just the speaker.

Be just, kind and generous in your praise - but don't give a worthless whitewash. Remember your aim is to assist the speaker, not to dazzle the audience with your word power.

Don't waste time repeating the title of the speech or explaining what the speech was about - evaluation requires analysis of the speech, not description of the content.

EDUCATIONAL MATERIALS:

Effective Speech Evaluation Booklet provided with your New Member kit

TIMING: 2 minutes

* If you are evaluating a long manual speech, discuss with the speaker and Chairman if you need extra time to give an effective evaluation.



PARLIAMENTARIAN

This assignment is combined with the duties of Master Evaluator – 1st session

AIM:

- ▶ To improve the Toastmasters' knowledge of correct meeting procedures.
- ▶ To assist the Chairman on the night if the need arises and report on his handling of the Business Session & general meeting procedures.

To achieve your aim you will need to report on the mistakes in parliamentary procedure during the Business & Reporting Session of the meeting. As you will normally be given this assignment the meeting before you are Chairman, you will have a better idea of what the correct procedures are during the presentation and debating of a motion.

While some Toastmasters may find this a difficult assignment, it is important that we learn from our parliamentary mistakes so we make fewer in the future. This knowledge is extremely useful if we find ourselves in a business meeting outside of Toastmasters.

PREPARATION:

A week or two before your assignment, read through Renton's Guide for Meetings. The Chairman's guide also contains some useful information on correct procedures for dealing with Minutes, Correspondence, Reports, Motions and Points of Order.

ON THE NIGHT:

As the Business Session proceeds, make a note of the procedure taken to debate the motion and whether this was handled correctly.

You may be called on for advice during the meeting, so have the Renton's Guide to Meetings handy. If you are unsure whether the correct procedure was adopted, refer to Renton's during the recess or ask a more experienced Toastmaster. It is important you give the correct advice and do not mislead the meeting.

Listen when the reports are presented and ensure they follow the procedure as laid down in the Chairman's guide.

You will be called upon to present your report towards the end of the 1st session

REPORTING:

Proceed to the lectern and acknowledge the Chairman and meeting. If there are visitors present, briefly explain the purpose of adhering to Parliamentary Procedure.

Give your report, bearing in mind that your aim is to correct mistakes in procedure, not to “whitewash” the meeting procedures.

POINTS TO REMEMBER:

It is your responsibility to comment on the Chairman’s handling of the Business Session & Reports.

And also as Master Evaluator, you will evaluate the Chairman’s overall performance.

EDUCATIONAL MATERIALS:

Renton’s Guide to Meetings
Chairman’s Guide

TIMING: 10 minutes



TIMER

AIM:

- ▶ To assist the meeting to run on time.
- ▶ To assist all speakers to speak within time constraints by use of timing equipment.
- ▶ To notify the Chairman if the meeting is not proceeding according to the agenda timing.

Your efforts will ensure our meeting proceeds according to the agenda and our speakers gain a sense of time while speaking. You will also practice your speaking skills while presenting your report to the meeting.

PREPARATION:

Make sure you read the agenda and are familiar with the times for the individual assignments.

ON THE NIGHT:

Arrive early and familiarise yourself with the agenda, timing device and stop watch.

Make sure you have the timing guide to record the starting and ending times of the various sessions and assignments.

According to instructions given during the meeting (eg. from Chairman for Business Session, Table Topics Master and Toastmaster) indicate elapsed time by use of the gong or timing lights.

Notify the Chairman as you become aware the meeting is going over time and not according to the agenda timing.

Present a simple report of 2 minutes on how well the meeting and individual speakers were able to keep on time. It is **not** necessary to give individual times for Table Topics - mention only those who were significantly short of the assigned time. Give times for all speakers and evaluations.

If an entire session has gone over time, eg Table Topics due to lengthy introduction/questions, bring this to the attention of the meeting in your report and suggest a way this could be overcome in future meetings. (Ideally, this situation should not arise as it is up to you to notify Chairman.)

POINTS TO REMEMBER:

In an effort to keep on meetings to time, the Committee has agreed that all assignments which go significantly over time will be given an indication by gong - eg. if the Toast is still being given at 3 minutes, sound the gong; if a speech is more than 1 minute over the allocated time, sound the gong. Use your discretion when doing this.

REPORTING TIME: 1 minute introduction, 2 minutes - report

AWARDS: Overtime Award



MASTER EVALUATOR

(duties combined with Parliamentarian – in 1st session)

AIM:

- ▶ To evaluate assignments which have not already been evaluated.
- ▶ To provide a comment on the overall conduct of the meeting which will serve as a useful guide for future meetings
- ▶ To point out any ‘significant’ areas you feel an evaluator may have overlooked which maybe useful to the speaker or meeting. Be careful doing this - do not pick up on minor issues!

It’s a great assignment - hard work, but challenging. You have to listen carefully. You’ll be scribbling all evening yet you will have to be selective about what you say because of time constraints

PREPARATION:

Read the assignment guide. Check the aims/responsibilities of the assignments so you know what to expect from each assignment.

ON THE NIGHT: *Note: comment only on those assignments in your session*

1. The overall tone of the meeting. Was it lively? Orderly? Entertaining? or Dull? Dragging? Too serious or too frivolous. What didn’t you like?
2. **The Sgt at Arms** - Did the meeting start on time with a firm introduction and handing over of the gavel. Was all the ‘gear’ eg. banner, lectern’ in place, the water and glasses. Were the visitors made welcome before the meeting?
3. **Welcome** - Was in sincere, informative, welcoming, different? Were the visitors given enough information? Were any props used (eg. manual, Toastmaster magazine).
4. **The Toast** - Was it appropriate, topical, too long, dull, inspiring? Did the Toastmaster remember his glass? Was the Toast itself short enough for the audience to repeat?
5. **Table Topics Master** - Did the Toastmaster explain the purpose for visitors? Was there a theme? Was it an imaginative session? Were the questions too long or too difficult? Was the overall session lively? Did he ensure members without a major assignment received a question? Were the visitors asked if they would like a question? Did he give clear instructions for the timer and evaluators?

6. **Table Topics Evaluators** - Did the evaluators waste time by repeating the question? Did they offer a point of praise and a point for improvement. Were the evaluations likely to help the speakers and audience.
7. **Table Tonic** - Did it add sparkle to the meeting? Was it something different?
8. **Toastmaster** - Did he put the audience at ease and outline the purpose of the prepared speeches? Was the room set up correctly for each speaker (and himself)? Did he introduce the speakers clearly and make them feel comfortable? Did he name the evaluators and instruct the timer? Did the introductions show he had prepared his comments in advance (had he done his homework!)? Was the Toastmaster too showy, did he try to upstage the speakers?

Don't evaluate the speakers but you do comment on the:

9. **Speech Evaluators** - Did they give worthwhile and valuable evaluations - eg. praise/improve/praise. Were they familiar with the objectives of the speech? Were the evaluations too tough, too kind. Did they miss any noteworthy points? Do not mention any specific areas in the speech unless you feel it was overlooked by the evaluator and was important to the speaker.

Reports - Do not evaluate the Business Session and Reports - this is covered by the Parliamentarian.

10. Reports by the **Grammarian, Ums & Ahs and Timer**:
Did they give us the information we wanted? Were the reports concise? Did the grammarian give a balanced report of praise and improve. Did the timer keep the meeting to time?

Finally, don't forget to evaluate -

11. **The Chairman** - Did he open the meeting well? Did he fill the position with courtesy tact and firmness? Did he lose control? Did he keep the meeting flowing? Had he prepared in advance?

TIMING: 10 minutes if you are Master Evaluator – 1st session
Or 7 minutes if Master Evaluator – 2nd session

The Toastmasters Vision

Toastmasters International empowers people to achieve their full potential and realise their dreams. Through our member clubs, people throughout the world can improve their communication and leadership skills, giving them the courage to change.