

CLUB AWESOME AH COUNTER RESPONSIBILITIES

AT YOUR POINT IN THE MEETING: When asked by the Toastmaster, *please explain:*

“The duties of the ‘Ah’ Counter are to note the uses of:

‘ah,’ ‘er,’ ‘you know,’ ‘so,’ double clutches and other forms of **crutch words**, as well as any **inappropriate sounds** that distract from the overall quality of the speech, such as **lip smacks.**”

PLEASE NOTE

The Ah Counter is encouraged to ring the bell, since it helps the speaker improve.

The “Bell” is not used during the ICEBREAKER, nor for GUESTS; however, “ahs” are noted and reported at the end of the meeting.

The “Bell” will be used for new members prior to their ICEBREAKER

-

Present a verbal report of the individual offenses when called upon by the President at the end of the meeting.

Name	Count (List specific offenses, such as “ah,” “er,” “you know,” “so,” double clutches, crutch words, inappropriate sounds, lip smacks)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**CLUB AWESOME
BODY-LANGUAGE MONITOR RESPONSIBILITIES**

AT YOUR POINT IN THE MEETING: When asked by the Toastmaster, *please explain:*

“The duties of the body-language monitor are to carefully observe and note the following throughout today’s meeting:

- Excellent use of body language, such as stance, movements, eye contact, etc.
- Facial gestures and/or expressions
- Poor use of gestures
- Inappropriate gesture usage (show correct gestures)”

It is not necessary to comment on every member – or every item mentioned above. A few well-chosen examples are sufficient. You will have 1 minute.

Member

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Present a report to the General Evaluator when called upon. You have 1 minute.

CLUB AWESOME GRAMMARIAN RESPONSIBILITIES

AT YOUR POINT IN THE MEETING: When asked by the Toastmaster, *please explain:*

“The duties of the Grammarian are to listen carefully and note the following throughout today’s meeting:”

- Excellent use of language
- Mistakes in grammar (restate correctly)
- Poor sentence construction and run-on sentences (restate correctly)
- Clichés and overused words and phrases
- **Responsible for Word-of-the-Day Contest:** At this point, select two individuals, who will define and use selected words in a sentence)

It is not necessary to comment on every member or every item mentioned above. A few well-chosen examples are sufficient. You will have 1 minute.

Member

Comment on grammar

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Give a report to the General Evaluator when called upon. You have 1 minute.

CLUB AWESOME GENERAL EVALUATOR RESPONSIBILITIES

AT YOUR POINT IN THE MEETING: When asked by the Toastmaster, *please explain:*

“The duty of the General Evaluator is to present the Evaluators for the formal speeches. Evaluations provide immediate feedback to the speaker, as well as provide Evaluators with another opportunity to practice their skills at listening and speaking. Finally, the General Evaluator will provide an overall general evaluation of the meeting.”

I. FOR EACH EVALUATOR, THE GENERAL EVALUATOR WILL:

1. Introduce the Evaluator
2. Tell the audience which speaker the Evaluator is evaluating
3. Call the Evaluator to the lectern

II. THIS AREA SHOULD BE FILLED BEFORE APPROACHING THE LECTERN.

1. Toastmaster _____ is evaluating Toastmaster _____.
2. Toastmaster _____ is evaluating Toastmaster _____.
3. Toastmaster _____ is evaluating Toastmaster _____.
4. Toastmaster _____ is evaluating Toastmaster _____.

III. CALL FOR:

1. Timer's report
2. Vote for best Evaluator
3. Grammarian's report (1 Minute)
4. Body-Language Monitor's report (1 Minute)

IV. EVALUATE THE MEETING.

It is not necessary to comment on every item. In three minutes or less, concentrate on areas where club members can benefit and improve. The goal is to give your club constructive feedback, as well as general highlights of the meeting.

1. **Open/Time** _____
2. **Business meeting** _____
3. **Table Topics** _____
4. **Quality of speeches** (Do not reevaluate.) _____
5. **Quality of evaluations** (Add only if you have additional comments.) _____
6. **General conduct** _____
7. **Suggestions for improvement** _____

CLUB AWESOME TOASTMASTER RESPONSIBILITIES

I. PRIOR TO THE MEETING:

1. One week prior to the meeting that you are to serve as the Toastmaster, *review the schedule assignments* with the Educational Vice President (EVP).
2. A few days prior to your meeting, *telephone all of the assignees* to confirm their attendance at the meeting.
3. Solicit volunteers for any vacant assignments.
4. Notify the EVP of any changes.
5. Toastmaster is responsible for making a printed agenda for assigned meeting—and making copies for members.

II. DAY OF THE MEETING: Arrive 15 minutes early in order to:

1. Assure that the meeting room is ready
2. Collect and distribute the assignment sheets (Timer, Vote Counter, etc.)
3. Coordinate last-minute schedule changes with the EVP
4. Solicit volunteers for any vacant assignments
5. Brief first-time volunteers on their assignments
6. Obtain data sheets from speakers:
 - a. Name of speaker
 - b. Title of speech
 - c. Speech-manual number
 - d. Speech objectives
 - e. Timing requirement
 - f. Speaker's background
7. Provide the general evaluator with the names and order of Evaluators
8. Provide a copy of the assignment sheet for reference at the lectern

III. MEETING AGENDA and MEMBERS WHO ARE ASSISTING AT MEETING

Thought of the day: _____

“Ah” Counter: _____

Timer: _____

Body-Language Monitor: _____

Vote Counter: _____

Grammarian: _____

Table Topic Master: _____

Speakers

General Evaluator: _____

Speaker #1: _____

Evaluator #1: _____

Speaker #2: _____

Evaluator #2: _____

Speaker #3: _____

Evaluator #3: _____

Speaker #4: _____

Evaluator #4: _____

Simply follow the meeting agenda line by line. **THE TOASTMASTER IS THERE TO ASSURE THAT THE MEETING RUNS ACCORDING TO PLAN—AND THAT IT STAYS ON TIME.** The Toastmaster is not there to entertain or ad-lib – but to manage the overall flow of the meeting.

**CLUB AWESOME
SPEAKER INFORMATION SHEET**

SPEAKER # 1

Speaker's name _____
Title _____
Speech manual # _____ from the (basic/advanced) manual
Speech objectives _____
Time requirement _____
Speaker's background _____

SPEAKER # 2

Speaker's name _____
Title _____
Speech manual # _____ from the (basic/advanced) manual
Speech objectives _____
Time requirement _____
Speaker's background _____

SPEAKER # 3

Speaker's name _____
Title _____
Speech manual # _____ from the (basic/advanced) manual
Speech objectives _____
Time requirement _____
Speaker's background _____

SPEAKER # 4

Speaker's name _____
Title _____
Speech manual # _____ from the (basic/advanced) manual
Speech objectives _____
Time requirement _____
Speaker's background _____

**CLUB AWESOME
TOPIC MASTER RESPONSIBILITIES**

AT YOUR POINT IN THE MEETING: *Approach the lectern. Please explain:*

“The purpose of Table Topics is to provide opportunities for all members to practice their impromptu speaking skills.”

INTRODUCE THE TOPIC

1. First, state the topic or question.
2. Second, call the speaker’s name and ask them to speak about the topic or question.

PLEASE NOTE

- Try to focus on new members.
- Do not call upon guests, unless they are Toastmasters visiting from another club.
- Do not call upon members who are giving their formal speeches today.
- Try to call upon members who do not have other assignments.
- Know whom you are calling on – before you approach the lectern.

The Table Topic session should be no longer than 10-15 minutes.

Coordinate the number of participants (3-5) with the Toastmaster.

Speakers

Topic

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CLUB AWESOME TIMER RESPONSIBILITIES

AT YOUR POINT IN THE MEETING: When asked by the Toastmaster, *please explain:*

“The purpose of the Timer is to assist the speakers in speaking within a defined time frame. I will define the time requirements for each segment of the meeting and then give a verbal report at the end of that portion of the meeting.”

I. TABLE TOPICS

Timing: Green: 1:00 Yellow: 1:30 Red: 2:00

Deviation of 30 seconds. After 30 seconds, start the applause.

Participants	Time used
_____	_____
_____	_____
_____	_____
_____	_____

II. FORMAL SPEECHES

Timing is based on the manual requirements for each speech:

Timing: Green: manual requirement Yellow: 1 minute after Red: maximum allowable

Deviation of 30 seconds. After 30 seconds, start the applause.

Speakers	Time Requirement	Time Used
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. EVALUATIONS

Timing: Green: 2:00 Yellow: 2:30 Red: 3:00

Deviation of 30 seconds. After 30 seconds, start the applause.

Evaluators	Time Used
_____	_____
_____	_____
_____	_____
_____	_____

IV. GENERAL EVALUATIONS (Body Language Monitor, Grammarian & Ah Counter)

Timing: Green: :30, Yellow: 1:00, Red: 1:30

Deviation of 30 seconds. After 30 seconds, start the applause.

Revised: January 2008

CLUB AWESOME VOTE COUNTER RESPONSIBILITIES

AT YOUR POINT IN THE MEETING: When asked by the Toastmaster, *please explain:*

“The duties of the Vote Counter are to count the votes for the following categories:”

- Word of the day
- Table Topics
- Speakers
- Evaluators

COUNTING THE VOTES

1. It is your responsibility to count the votes after each category. *Be sure to note the name of the winner for each category on this form.*
2. Toward the end of the meeting, **after the voting for the best Evaluator has concluded, pass this form to the Toastmaster.**
3. *In the event of a tie, it is the duty of the Vote Counter to break it.*

WORD OF THE DAY

Name: _____ # of Votes: _____
Name: _____ # of Votes: _____

The Winner is: _____

TABLE TOPICS

Name: _____ # of Votes: _____
Name: _____ # of Votes: _____

The Winner is: _____

SPEAKERS

Name: _____ # of Votes: _____
Name: _____ # of Votes: _____
Name: _____ # of Votes: _____
Name: _____ # of Votes: _____

The Winner is: _____

EVALUATORS

Name: _____ # of Votes: _____
Name: _____ # of Votes: _____
Name: _____ # of Votes: _____
Name: _____ # of Votes: _____

The Winner is: _____

CLUB AWESOME VIDEOGRAPHER RESPONSIBILITIES

AT YOUR POINT IN THE MEETING: When asked by the Toastmaster, please explain:

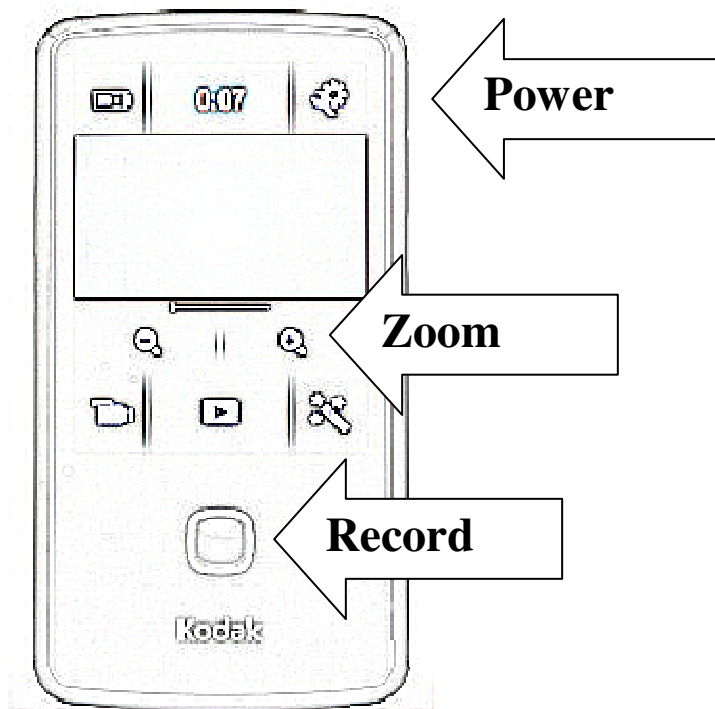
The duties of the Videographer are to prepare and operate the video camera to record the formal speeches of the meeting. Members can request not to be recorded.

Videos are a tool for the member's own educational use - to help each Toastmaster learn from watching their own speeches and the speeches of other members.

Recording the Speeches

Position the camera close enough to the front of the room that the microphone will pick up the speaker's voice. No fancy camera work required: concentrate on keeping the speaker within the frame.

Start the camera as the speaker is walking to the front of the room and keep it running until the speech is over and the applause starts. It is better to capture a little extra video (which can always be edited out) than to miss the beginning of the speech.



Power on the camera by pressing the button on the right side.

Record: Press the record button to start and stop recording.

Tip: Use on-screen magnifying glass control to zoom all the way out. This makes it easier to keep the speaker in the frame without a lot of panning back and forth.

Pitfall: Touching the on-screen controls can toggle the camera from video to still picture mode, or from recording mode to playback. The easiest way to fix this: turn the camera off and turn it back on