

Twin City



Toastmasters

1410

Toastmasters Duty Roster Descriptions:

Toastmaster of the Day:

The Toastmaster is the emcee for the meeting. It is the Toastmaster's task to introduce each speaker and form a bridge between the various parts of the meeting.

Word of the Day:

The WordMaster presents a new or little known word for us to learn and records the number of times each person uses it during the meeting. This serves to increase everybody's vocabulary. At the end of the meeting the WordMaster reports on the frequency of word of the day usage.

Invocation:

The person giving the invocation at the beginning of the meeting composes and then presents a non-denominational invocation at the beginning of the meeting.

Speakers:

Speakers present prepared speeches. Toastmasters International's Basic Communications and Leadership Manual provides structure and guidance to improve skills such as organization, vocabulary, vocal variety, and body language. We generally have up to three to four speakers during the meeting.

Backup Speaker:

The backup speaker should be prepared to deliver a speech up until the time the meeting begins in absence of one of the scheduled speakers.

Evaluators:

Evaluators provide constructive feedback in oral and written form. Evaluations are highly encouraging and provide a positive learning experience for all. We generally have up to three to four Evaluators during the meeting.

Table Topics Master:

The TopicsMaster helps members increase extemporaneous speaking skills by asking members to speak for one to two minutes about a surprise topic. Extemporaneous speaking skills are extremely valuable in the business world.

General Evaluator:

The General Evaluator introduces the evaluation team members and evaluates the evaluators and the meeting in general.

Ah Counter:

The Ah Counter counts the number of times each person uses unnecessary filler words such as 'ah' and 'um' instead of a stately pause.

Timer:

The Timer records the length of each person's speech and provides a visual sign to the speaker that allotted time is about to expire. Toastmaster speeches and reports are carefully planned to fit specific time periods. The Timer reports the speech time periods at the end of the meeting.

Grammarian:

The Grammarian records grammatical errors and reports these at the end of the meeting.