



Doncaster Speakers

Where Leaders Are Made

Meeting Roles

The Toastmaster

The Toastmaster is the leader of the meeting. The Toastmaster is responsible for administering the meeting and keeping it running on-time. The Toastmaster introduces each speaker and forms a bridge between the various parts of the meeting.

Speaker

Speakers give speeches they have prepared based on the current manual they are working to complete. The speaker has objectives to meet for each speech which are usually 5 to 7 minutes long. The Competent Communicator and Competent Leadership manuals provide structure and guidance to improve skills such as organization, vocabulary, vocal variety and body language.

Education Session Leader

They will introduce a topic that is relevant to Toastmasters and train the attendees. The session can last any time between 4 and 15 minutes.

Evaluator

Each speaker has an evaluator assigned to provide the speaker with feedback. The evaluator provides both written and oral feedback. Evaluators are encouraged to use the "sandwich method" when giving feedback. Start off with positives about the speech, provide some points for improvement and end the evaluation on a positive note.

Table Topics Master

The Table Topics Master presides over the Table Topics (impromptu) section of the meeting. Table Topics allow members to increase their extemporaneous speaking skills by asking them to speak on an unknown topic. The Table Topics Master prepares a set of unique questions and randomly calls on club members to respond. **Guests are invited to participate, but it is optional.**

Sargent at Arms

The Sargent at Arms is responsible for setting the room up in advance, bring the meeting to order, making general announcement's (Fire alarms, mobiles off etc.). They will also collect any voting slips and deal with any unexpected room issues such as late refreshments, air con, lighting etc.

Ah Counter

The Ah Counter monitors all speaking during the meeting and reports on the use of filler words such as 'ah,' 'er,' 'um,' 'you know,' and 'well.' These words and sounds can be annoying to listeners. The Ah Counter notes these words and helps the Speaker become aware of them. The Ah Counter gives a general report during the meeting, members are welcome to speak with the Ah Counter after the meeting for specific feedback.

Grammarian

The Grammarian monitors all speakers during the meeting and reports on both good and bad use of the English language. The Grammarian notes these words or sounds and helps the group become aware of them.

They also introduces a word of the day, defines it, and gives an example of its usage. The Word of the Day is used to improve the vocabulary of the club members. Members attempt to use the word throughout the meeting and during their speeches.

Timer

The Timer is responsible for monitoring time and emphasizing the importance of time to everyone. Each segment of the meeting is timed. The Timer provides visual signs to the Speaker indicating how long he or she has been talking and how much time they have left. A green sign is waved when the speaker has met the minimum time requirement. A yellow warning is waved to indicate that the speaker should wrap up. A red sign is waved when the speaker has reached the maximum time limit for their speech. The timer also times Table Topic speeches in the same manner. The Timer reports the time periods at the end of the meeting.

General Evaluator

The General Evaluator presides over the evaluation section of the club meeting and general areas such as Sargent at Arms, Timer, Ah Counter, Toastmaster and Grammarian. The General Evaluator provides feedback on the overall flow of the meeting, whether it started on time, and any items that should continue or be improved overall.