

Reveilliers Meeting Roles & Responsibilities

In Toastmasters, you learn by participating. The following are job descriptions of meeting roles.

Toastmaster of the Meeting:

The main duty of the Toastmaster is to act as a genial host and conduct the entire program following a set agenda. He/she picks a theme for the meeting. The Toastmaster creates an atmosphere of interest, expectation, and receptivity.

Speaker:

A major portion of each meeting is centered around two or more speakers. Their speeches are prepared based chosen projects in Pathways.

General Evaluator:

The General Evaluator is just what the name implies. She/he evaluates anything and everything that takes place throughout the meeting performing their evaluation of the meeting near the end of the program and then returns control to the Toastmaster.

Evaluator:

The Evaluator listens to their assigned speaker's speech. He/she uses an evaluation form to give a verbal evaluation in the form a 2 - 3 minute speech. A good evaluation is to follow an old Arabic proverb: *is it honest, is it necessary, and is it kind.*

Table Topics Master:

The TTM prepares topics typically in support of the Toastmaster's theme but not necessarily so. The TTM calls upon members with lessor roles to have them think and speak "on their feet" extemporaneously for 1 – 2 minutes. Guests are invited to participate giving them the opportunity for a Toastmaster experience.

Grammarian:

The grammarian's job is to listen and point out obvious and not-so-obvious mistakes in word usage, grammar, and pronunciation. She/he reports on interesting use of words or phrases.

Timer:

The Timer does exactly what the title implies. She/he keeps the official time for every speech whether prepared or impromptu.

Listener:

The Listener pays attention and records things that are said during the meeting. Then he/she develops a series of questions to test how well the audience was paying attention. The Listener quizzes attendees aloud, and all members unmute themselves to respond with the answer to the questions openly as a group.

Wizard of Ah's:

Wizard of Ah's records each attendee's use of "Ah", "Um" and other crutch or filler words and "double clutches" (repeated words). A count is done to draw attention to these un-necessary filler words as a method to break this very common but distracting habit.