



THE HILLS DISTRICT TOASTMASTERS CLUB

COMPENDIUM OF ASSIGNMENTS

(Edition 11 – 25 Apr 2007)

Originally compiled in 1976

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Preface

The pages of this compendium are made up of various educational notes issued to members over the years by Toastmasters who have given educational sessions.

To these excellent guides we have added additional material considered an invaluable reference to new and old members alike.

The form of the club compendium is designed to allow insertion into the folder which members keep their manuals.

These pages are not to be considered as complete but should form a dynamic medium to be improved, amended and added to by executive members of the future.

To you we entrust the duty to maintain and improve this Club compendium and ensure each new member is presented with a complementary issue of these notes. Furthermore existing members should receive the updated sheets to keep them abreast of the latest developments in the Club education and references.

Document History

Date	Edition	Author(s)	Remarks
1976		Bob Peirce - President and Brian Westray - VPE	Original version
1995/96		Alan White - President and the executive	Revision
2005/06	9	Greg Harris with contributions from John Colebatch & Alan White	General Updates
25/3/2007	10	Malkit Banwait VPE	<ol style="list-style-type: none">1. Inclusion of missing assignments, Parliamentarian, Read or Recite , Inspirational, Laughmaster, Toast, Speech (guidelines for all speeches), Table Topics Evaluator (guidelines and form)2. Corrections made to timings of some assignments, improvements to layout throughout.
25 Apr 2007	11	Malkit Banwait VPE	Update to Appendix 1,2,3 (Forms for added for assignments). Timers guide and individual assignments times checked and updated.

Note: The Vice President Education will carefully schedule new members through assignments, as they are ready to extend themselves to the each level. At any time, if you feel that you are being advanced through the assignments at a pace, which is not suitable for your specific needs and requirements, then discuss this with the Vice President Education who will review and adjust your pace.

Our goal is to balance the pace so that you are always challenged, but never scared away.

Useful Web Links

Our web site:

District 70 Home page

List of clubs in our district

Elizabeth Wilson's documentation

<http://www.hdtc.org.au/>

<http://www.d70toastmasters.org/>

http://www.d70toastmasters.org/find_a_club.htm

<http://www.parramattatm.org.au/elizabethresources.htm>

Responsibilities

As a member of the Hills District Toastmasters Club you will be assigned various tasks to perform at meetings. This booklet has been produced to help you feel comfortable with your tasks within the Club. Mentors, the Club Committee and your fellow members are all willing to assist you if you have any questions. On behalf of Toastmasters International it is hoped that you achieve the objectives that you set for yourself on joining this Club.

As considerable time is spent in arranging programmes for the meeting, your co-operation is required with the following points:

1. Telephone or email the VP Education **immediately** you know you will be unable to attend a meeting or perform a duty. Even if you are not programmed for a specific duty you have a responsibility to advise the Vice President Education or another Club member if you are unable to attend a meeting. Once notified of your absence the member can then notify an apology on your behalf.
2. Endeavour to complete all assignments allocated to you. If you have difficulties contact your mentor or any other member for assistance.
3. Annual fees are as low as possible. Please pay them promptly to the Treasurer by mid-March and mid-September each year, as funds must be transferred to America by the end of March and September to keep your membership open. Depending on your personal circumstances, the dues may be claimed as a Tax deduction, which makes the fees even cheaper.
4. Be early at meetings. The meetings start at 7.20 pm sharp so allow time to find a seat. (Say 7.00 for 7.20)
5. When speaking in the Business Session keep discussion to pertinent points. The Club attempts to keep this segment of the meeting brief
6. Let the Educational Vice-President know of your goals within Toastmasters.
7. The Committee welcomes queries and comment from all members.

Sergeant-At-Arms

Duration to be advised...

Your job is a very important one. The manner in which you organise and open the meeting will set the mood for the first part of the meeting. It is important that you are friendly, confident and enthusiastic. It is also important that you begin the meeting on time. It is worth considering starting on time and asking for an adjournment if necessary rather than starting late.

RESPONSIBILITIES:

1. Arrange awards at the front of the room before the start of the meeting.
2. Liaise with the venue management to ensure that the room is available and properly set up before the meeting.
3. Call meeting to order and present "housekeeping items", e.g.:
 - Announce meeting number,
 - Availability of Agenda,
 - Advise of visitors book and pass around during the meeting,
 - Introduce Chairman and President.
4. As first speaker the Sergeant-at-Arms should set a friendly but competent mood for the evening.
5. The Sergeant-at-Arms is allocated only two minutes before the meeting to make all announcements. To meet the time constraints it is necessary to be prepared.
6. Organise social events during the year as required/instigated.
7. Maintenance of banner/ribbons as ribbons are awarded.

Chairman

Responsibilities

1. To control the meeting but not add to the meeting, i.e. should be as brief as possible with any communication.
2. To direct the business and conduct the meeting.
3. To maintain order by maintaining control of the meeting.
4. To recognise and secure a hearing for all those who are entitled to speak.
5. To state and put to the vote all motions put before the Chair and to announce the result of the vote,
6. To control discussion on any points and ensure that it is relevant and as brief as possible. Committee reports should be no longer than 3 minutes. Announcements 90 seconds.
7. To decide on points or order promptly and fairly.
8. To remain impartial at all times.
9. To sign the minutes of the previous meeting once accepted by the meeting as a true and correct record. The Chairman validates these minutes. Pass the signed minutes to the club secretary. These minutes are kept as an official record.
10. Take note of the minor assignments in the Chairman's report.

The Chairman should never assume dictatorial powers. He/she is responsible for orderly conduct of the meeting but has no right to dictate what is said or done.

A Chairman's Checklist is attached and should be used as a step-by-step guide for conducting the meeting.

You are encouraged to be familiar with the business session "bible" known as "Rentons" Volume 2, Guide for Meetings: N.E. Renton. 8th Edition, 2005.

Note: The Vice President Education will not typically schedule a new member to the chairman's role for the first 12 months, but if you wish to take on this role sooner, discuss this with the Vice President Education.

Some Notes on Motions:

The proper presentation and disposition of a motion requires eight separate steps:

1. A member rises and addresses the Chair.
2. The Chair recognises the member.
3. The member puts the motion to the meeting verbally, and if other than a routine motion must also present the motion in writing.
4. Another member seconds the motion and speaks for the motion or reserves their right of reply.
5. The meeting debates the motion, if applicable, moving from the negative to the positive consecutively.
6. The mover of the motion has final right of reply just prior to the motion being put.
7. The Chairman takes a vote on the motion.
8. The Chairman announces the result of the vote.

Points of order take precedence over all other motions before the chair and must be handled before resuming other business.

Chairman's Cheat Sheet¹

1. Quorum

Establish that there is a quorum present, being a majority of the active members of the Club.

2. Apologies for Non Attendance

- a. Motion - "That the apologies be accepted."
- b. Seconder
- c. Discussion
- d. Vote by members

Advance apologies for non-attendance at the next meeting. (This is merely used as a convenient method or time of tendering apologies and thus no motion should be taken for acceptance.)

3. Minutes Of Previous Meeting

- a. Motion - "That the minutes be confirmed."
- b. Seconder
- c. Amendments or alterations to minutes as read
- d. Vote by members

Business arising from minutes. It is important that the Chairman is familiar with any matter, which may arise.

4. Correspondence Inwards

- a. Motion - "That the correspondence be received."
- b. Seconder
- c. Vote by members

Discussion is not necessary, except possibly an amendment not to receive a particular item. Business arising from the correspondence. This can include a motion proposing some action as a result of a letter.

5. Correspondence Outwards

No motion is normally required, although if it is desired to approve the sending of letters then the appropriate motion is "That the correspondence be endorsed".

6. Reports

Before the meeting, ascertain which Officers will present reports and call upon them accordingly, e.g. President, Vice President Education, Vice President Membership, Vice President Public Relations, Treasurer, Secretary, Sgt. at Arms.

- a. Motion - "That reports be received."
- b. Seconder
- c. Discussion on content of report
- d. Vote by members

7. General Business

While it is preferable for motions and amendments to be submitted in writing to the Chairman, this is not essential. Motions may be accepted directly from a speaker.

Note. The following is the method of obtaining a decision on a motion:

CHAIRMAN:

- I will now put the motion "That....."
- "All those in favour say Aye"
- Those against say No"
- "I believe the Ayes/Nos have it (Pause in case someone disagrees and requests a show of hands) and I declare the motion/amendment carried/lost."

¹ Based on http://www.d70toastmasters.org/pdfs/Chair_Agenda.pdf

Parliamentarian

Duration 3 Minutes

Lights: **Green** 2:00, **Amber** 2:30, **Red** 3:00, **Buzzer** 3:30

Purpose	<input checked="" type="checkbox"/>	The basic functions of the Parliamentarian are: a) To act as consultant to Chairman when he or she requests advice or information relative to the procedures to be adopted when difficulty or indecision arises. b) To evaluate the conduct of the business session. This evaluation will make reference to the Chairman's manner and the application of the principles of meeting procedure by the Chairman and participating members.
	<input type="checkbox"/>	
When preparing	<input checked="" type="checkbox"/>	The performance of this responsibility demands a thorough working knowledge of: a) The Club Constitution and the Standard Bylaws for Clubs of Toastmasters International (Code 210-C). b) The specific Continuing Motions of HDTC , which supersede the Standard Club Bylaws. c) Guide for Meetings, by N. E. Renton, Law Book Co d) The Chairman's Typical Agenda (also known as the Cheat Sheet). e) The Chairman's Assignment Guide
	<input type="checkbox"/>	
What to do during your assignment	<input checked="" type="checkbox"/>	Evaluate most importantly how the Chairman conducted him/herself according to the basic criteria: Impartial, firm, tactful, use of common sense.
	<input checked="" type="checkbox"/>	Discuss the Chairman's knowledge of procedures and how well the agenda was followed.
	<input checked="" type="checkbox"/>	Evaluate also the person giving the motion, in terms of how well the motion was constructed, and their contribution to the debate.
	<input checked="" type="checkbox"/>	Provide a general evaluation of other participants (officers giving reports, debate participants) if it is instructive to do so.
	<input checked="" type="checkbox"/>	You then hand back to the person who introduced you, usually the General Evaluator.
	<input type="checkbox"/>	That is the end of the first part of your assignment.

Laughmaster

Duration 2 Minutes

Lights: **Green** 1:00, **Amber** 1:30, **Red** 2:00, **Buzzer** 2:30

Purpose	<input checked="" type="checkbox"/>	The object is to make people LAUGH, with short CLEAN jokes, humorous anecdotes or stories. Do not use material that some people may find offensive.
	<input checked="" type="checkbox"/>	The idea of telling jokes or stories is to allow you to relax about the content and concentrate on the delivery. The assignment works best when the material is very familiar to you. Then when you're up there, you are casually talking, not reading from notes.
	<input type="checkbox"/>	
When preparing	<input checked="" type="checkbox"/>	Prepare the jokes or stories. The best idea is to use material you have used before in other circumstances. You already know it and you can concentrate on delivery.
	<input checked="" type="checkbox"/>	It is sometimes better to try for 3 quick laughs than to use 1 long story that may not have as big an impact as you would like.
	<input checked="" type="checkbox"/>	As with all assignments, prepare and rehearse to ensure correct timing.
	<input checked="" type="checkbox"/>	If you must use notes, ensure that they are brief and in large print.
	<input type="checkbox"/>	
Before the meeting begins	<input checked="" type="checkbox"/>	Inform the Chairman who is scheduled to introduce you if there is any special way you would like to be introduced.
	<input type="checkbox"/>	
What to do during your assignment	<input checked="" type="checkbox"/>	Deliver the material, remembering people laugh when they are relaxed. This won't happen unless you also are relaxed.
	<input checked="" type="checkbox"/>	When you are finished, hand back to Chairman.
	<input type="checkbox"/>	That is the end of your assignment. You will be evaluated by the General Evaluator

The Toast

Duration 1 Minutes Lights: **Green** 0:30, **Amber** 0:45, **Red** 1:00, **Buzzer** 1:15

Purpose	<input checked="" type="checkbox"/>	To give you experience proposing a formal toast such as at a wedding or other occasion.
	<input type="checkbox"/>	
When preparing	<input checked="" type="checkbox"/>	Construct it like a mini speech, with an opening, body and conclusion.
	<input checked="" type="checkbox"/>	Select an appropriate person or cause for your toast, remembering that it is not usual to toast things. Remember to give a concise proposal as to why the cause deserves to be toasted.
	<input checked="" type="checkbox"/>	As with all assignments, prepare and rehearse to ensure correct timing.
	<input type="checkbox"/>	
Before the meeting begins	<input checked="" type="checkbox"/>	Check with the Sergeant at Arms that there are sufficient glasses and available water and/or refreshments for all attendees at the meeting.
	<input type="checkbox"/>	
What to do during your assignment	<input checked="" type="checkbox"/>	Ask people to ensure they have something in their glass, avoiding hackneyed clichés like 'charge your glasses'. Pause while people attend to this.
	<input checked="" type="checkbox"/>	Put your glass down on a table nearby. Give your address with your hands free. You will also avoid the risk of dampening the people sitting near you in a moment of enthusiasm.
	<input checked="" type="checkbox"/>	As you near the end of your address, pick up your glass and ask people to rise, avoiding hackneyed clichés like 'be upstanding'. Rather say something like "please take your glasses and stand with me"
	<input checked="" type="checkbox"/>	State the object of your toast in no more than 5 words.
	<input checked="" type="checkbox"/>	Allow people to repeat the toast. This is why it is important to be succinct.
	<input checked="" type="checkbox"/>	Lead the audience in taking a small sip from your glass.
	<input checked="" type="checkbox"/>	Allow time for people to take a drink and then conclude with "Please be seated". Hand back to Chairman.
	<input type="checkbox"/>	That is the end of your assignment. You will be evaluated by the General Evaluator

The Inspirational

Duration 2 Minutes

Lights: **Green** 1:00, **Amber** 1:30, **Red** 2:00, **Buzzer** 2:30

Purpose	<input checked="" type="checkbox"/>	The object is to 'inspire' by leaving everyone with something to think about, to bring the audience to a realisation of a truth or to create within each person a deep-seated acceptance of your thoughts and the desire to live out the principle(s) you place before them.
	<input type="checkbox"/>	
When preparing	<input checked="" type="checkbox"/>	Devise a mini-speech that develops an introduction to capture interest, a body that establishes and consolidates your message, and a conclusion that reaffirms this.
	<input checked="" type="checkbox"/>	Source material can be from anywhere, perhaps your own experiences or maybe things you've read, the life of someone famous or of someone you know, a fable or piece of received wisdom.
	<input checked="" type="checkbox"/>	As with all assignments, prepare and rehearse to ensure correct timing.
	<input type="checkbox"/>	
Before the meeting begins	<input checked="" type="checkbox"/>	Inform Chairman of your title, and how you would like him/her to introduce you.
	<input type="checkbox"/>	
What to do during your assignment	<input checked="" type="checkbox"/>	This assignment enjoys maximum impact when done with minimal use of notes, which signals greater internal conviction in what you are saying. This implies significant preparation.
	<input checked="" type="checkbox"/>	Deliver the mini speech with due regard to pausing for impact, and to give people a chance to dwell on the significance of what you have said.
	<input checked="" type="checkbox"/>	When you are finished, hand back to Chairman.
	<input type="checkbox"/>	That is the end of your assignment. You will be evaluated by the General Evaluator

Speech

Purpose	<input checked="" type="checkbox"/>	Giving prepared speeches is one of the highlights of your contributions at a meeting. It is where you put in the most effort, receive the most detailed feedback, and where you reap the most substantial rewards.
	<input checked="" type="checkbox"/>	The purpose of each speech is given in the manual that you are working from. You should endeavour to make every speech a manual speech.
	<input type="checkbox"/>	
When preparing	<input checked="" type="checkbox"/>	Consult first the manual, and establish what are the objectives of the speech. This is fundamental.
	<input checked="" type="checkbox"/>	Do not be overly concerned with content. You do not need to "wow" the audience with learned brilliance or scintillating wit. Concentrate on putting together a well structured speech that you feel confident in delivering. The emphasis is on delivery, not content.
	<input checked="" type="checkbox"/>	Source material can be from anywhere, perhaps your own experiences or maybe things you've read, an opinion you have, advice you've been given....
	<input checked="" type="checkbox"/>	If you need special equipment such as an overhead projector or whiteboard, markers and eraser, advise the Sergeant at Arms and the Toastmaster a few days in advance.
	<input checked="" type="checkbox"/>	As with all assignments, prepare and rehearse to ensure correct timing. Typically, an unrehearsed speech will go over time.
	<input type="checkbox"/>	
Before the meeting begins	<input checked="" type="checkbox"/>	Discuss with your evaluator any points that you would like him/her to watch out for, over and above the written objectives for the speech.
	<input checked="" type="checkbox"/>	Advise the Toastmaster of your title, speech number etc, and any special requirements or introduction you have.
	<input type="checkbox"/>	
What to do during your assignment	<input checked="" type="checkbox"/>	Before the speech, take a few deep breaths, and remember to relax! Stand, adjust your clothing and move to the side ready to walk on at the conclusion of your introduction.
	<input checked="" type="checkbox"/>	Acknowledge the Toastmaster and audience, then deliver your material.
	<input checked="" type="checkbox"/>	When finished, hand back to the Toastmaster.
	<input type="checkbox"/>	That is the end of your assignment. You will be evaluated later in the evening.
After the meeting	<input checked="" type="checkbox"/>	At the end of the meeting, have the Evaluator sign your speech manual.

Read or Recite

Duration 2 Minutes

Lights: **Green** 1:00, **Amber** 1:30, **Red** 2:00, **Buzzer** 2:30

Purpose	<input checked="" type="checkbox"/>	To provide you with an opportunity to exercise vocal variety and body language in the delivery of a piece written by someone else. Children's stories and excerpts from famous speeches are examples of such material.
	<input type="checkbox"/>	
When preparing	<input checked="" type="checkbox"/>	Choose a piece of poetry or prose and decide whether your objective will be to read or recite.
	<input checked="" type="checkbox"/>	If you are going to read from a book, make a photocopy with enlarged print. This will help you follow the text more easily and enable you to look up and maintain some level of eye contact.
	<input checked="" type="checkbox"/>	As with all assignments, prepare and rehearse to ensure correct timing. Readings seem to be particularly prone to going over time.
	<input type="checkbox"/>	
Before the meeting begins	<input checked="" type="checkbox"/>	Inform Chairman of your title, and how you would like him/her to introduce you.
	<input type="checkbox"/>	
What to do during your assignment	<input checked="" type="checkbox"/>	Keep any introduction short, maximum of 15-20 seconds.
	<input checked="" type="checkbox"/>	Allow yourself to concentrate on your delivery: voice, pace, pausing, gestures.... The whole idea is to relieve you of the burden of worrying about <i>what to say</i> .
	<input checked="" type="checkbox"/>	When you are finished, hand back to Chairman.
	<input type="checkbox"/>	
	<input type="checkbox"/>	That is the end of your assignment. You will be evaluated by the General Evaluator

Table Topics Evaluator

Duration 3 Minutes Lights: **Green** 2:00, **Amber** 2:30, **Red** 3:00, **Buzzer** 3:30

Purpose	<input checked="" type="checkbox"/>	To provide quick feedback on how well each speaker was able to present their table topic.
	<input checked="" type="checkbox"/>	You have to be concise and precise in what you report. Too many Table Topic Evaluators are guilty of exceeding the time imposed.
	<input type="checkbox"/>	
Before the meeting begins	<input checked="" type="checkbox"/>	The Table Topic Master should have given you a list of questions that will be asked.
	<input type="checkbox"/>	
What to do during your assignment	<input checked="" type="checkbox"/>	As with all evaluations, your presentation should be positive, upbeat, instructive and basically congratulatory.
	<input checked="" type="checkbox"/>	2-3 minutes is not long. It gives you enough time for a few general comments, then 20-30 seconds per speaker.
	<input checked="" type="checkbox"/>	Do not comment on or embellish what the speaker said. Rather, evaluate the degree of effectiveness achieved in achieving a sound structure, and in procuring audience reaction, especially to the acceptance of a point of view.
	<input checked="" type="checkbox"/>	Offer ONE Commendation, ONE recommendation and ONE Commendation. You will not really have time for much more. Try making your notes using the form in Appendix 2. Be sure to finish on a Positive Note!
	<input checked="" type="checkbox"/>	<p>Discuss trends amongst the speakers and limit your remarks on individuals to those to whom you can give helpful advice. In order to keep in your time limit, don't discuss the good answers at length. They can be mentioned in passing so that you can devote your remarks to the areas and people where they can do the most good</p> <p style="text-align: center;"><u>Things to look for:</u></p> <ul style="list-style-type: none"> • Structure: Opening, body and close. • Eye contact (with all in the room). • Hand gestures & Body language • Addressing the topic – it is not a requirement, but it is preferred. • Vocal strength and variety, Pace of delivery: speed, pauses. • Use of humour.
	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Do not comment on the time taken by the speaker. The TIMER should point this out. Just concentrate on the presentation. • Don't repeat the question, just concentrate on the presentation – you are evaluating the <u>way</u> the speaker responded.
	<input checked="" type="checkbox"/>	Hand back to the Table Topic Master.
	<input type="checkbox"/>	That is the end of your assignment. You will be evaluated by the General Evaluator

Minutes

It is your duty to take accurate minutes of the meeting. Obtain a Minutes Template Sheet before the meeting begins. It is important that all the relevant information is recorded. Not only is this a record of our meeting, it is also a historical record.

If substantive motions are moved they should be put in writing by the mover. This will assist you to record the motion accurately. If this does not happen, you should stand on a point of order and request that it be put in writing.

Do not hesitate to ask for details to be repeated if you do not hear something or do not keep up.

It is your responsibility to have the minutes typed and emailed in good time prior to the next meeting. A draft is to be emailed within one week of the meeting end and final version at least 3 days before the next meeting. **If you have problems with typing or copying contact the Club Secretary.**

Visitors Welcome

Duration 2 Minutes	Lights: Green 1:00, Amber 1:30, Red 2:00, Buzzer 2:30
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This is an extremely important task of the evening. Guests should be made to feel welcome so they may relax, enjoy the evening and hopefully visit the club again. If you are assigned this task you should be at the meeting early to assist in greeting guests and ensuring they have a companion for the evening. By introducing yourself to the guests before your segment you will be more genuine in your welcome.

Take a seat as near to the door as possible to receive late visitors.

The welcome should incorporate the aims and objectives of Toastmasters. If you like you may say how long you have been a member and why you joined, what you hope to achieve etc. Indicate what the guests can expect to hear and learn, and how they may contribute to the meeting.

Be warm and friendly to make them feel welcome. Sincerity is essential. As guests introduce themselves write down their names and refer to them by name during your welcome. This adds a personal touch.

Ensure that new guests have received a Toastmasters brochure, an Agenda, and a guide to the night (available from Vice President Membership).

My Word

Duration 1 Minutes

Lights: **Green** 0:30, **Amber** 0:45, **Red** 1:00, **Buzzer** 1:15

This segment is designed to increase our vocabulary. As Word master you may choose a word that is interesting and useful but it may be:

- not in common use.
- often mispronounced.
- overused or misused.

You may care to say where the word was derived from and you should use the word in its proper context. The challenge will then be there for other club members to use the word during the evening.

Prepare a sign for the lectern stating your word for the evening. The word should be printed in large letters and in thick pen so that it can be read from the back of the room. A large sheet of paper or manila folder may be used to write the word. Bring along some tape or blue tack to attach the sign to the lectern at the beginning of your segment and leave the sign on show until the end of the meeting. Alternatively, you can use the white board; however make sure it will be there on the evening.

Timer's Guide and Report

Purpose	<input checked="" type="checkbox"/>	The timer helps people speak to their allotted time slot, and so keeps the meeting moving at a snappy pace. It ensures the meeting finishes on time, and that everyone gets a chance to speak.																																														
		During the meeting, it is suggested that you select a seat near the Chairman, or at least in a position where the lights can be easily seen by all speakers.																																														
Before the meeting begins	<input checked="" type="checkbox"/>	Ensure the timer works correctly. If it does not (eg flat batteries or broken bulb) organise a substitute with the Sergeant at Arms, perhaps coloured cardboard or ribbons.																																														
	<input checked="" type="checkbox"/>	Familiarise yourself with the timing requirements of the various speeches, and how to use the stop watch.																																														
What to do during your assignment	<input checked="" type="checkbox"/>	Work the lights according to the list below. Apart from Table Topics, the usual pattern involves green and orange warning lights as the time limit approaches, and the red light on the time limit. Once the red light goes on, it stays on until the speaker finishes. Sound the buzzer to signal 30 seconds overtime. Do not be afraid to use the buzzer for overtime.																																														
	<input checked="" type="checkbox"/>	When the time for the business session has elapsed, stand up to attract the attention of the Chairman. When recognised, announce that the time has elapsed.																																														
	<input checked="" type="checkbox"/>	Keep a record of people's times.																																														
	<input checked="" type="checkbox"/>	When presenting a report at the end of the night, avoid reading out all the times on your list. You won't have time! Make it an exception report, noting chief offenders or very good performers. It is customary to read out the times of all prepared speeches.																																														
	<input checked="" type="checkbox"/>	Other times not shown below are as instructed by the toastmaster on the evening,																																														
Times		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Table Topics</th> <th>2 min</th> <th>3 min</th> <th>4 min</th> <th>5 min</th> <th>4-6 min</th> <th>5-7 min</th> <th>10-12min</th> </tr> </thead> <tbody> <tr> <td style="background-color: #008000; width: 20px;"></td> <td>Green</td> <td>1:00</td> <td>2:00</td> <td>3:00</td> <td>3:30</td> <td>4:00</td> <td>5:00</td> <td>10:00</td> </tr> <tr> <td style="background-color: #FF8C00; width: 20px;"></td> <td>Orange</td> <td>1:30</td> <td>2:30</td> <td>3:30</td> <td>4:30</td> <td>5:00</td> <td>6:00</td> <td>11:00</td> </tr> <tr> <td style="background-color: #FF0000; width: 20px;"></td> <td>Red</td> <td>2:00</td> <td>3:00</td> <td>4:00</td> <td>5:00</td> <td>6:00</td> <td>7:00</td> <td>12:00</td> </tr> <tr> <td style="width: 20px;">)))</td> <td>Buzzer</td> <td>60 sec</td> <td>2:30</td> <td>3:30</td> <td>4:30</td> <td>5:30</td> <td>6:30</td> <td>7:30</td> <td>12:30</td> </tr> </tbody> </table>		Table Topics	2 min	3 min	4 min	5 min	4-6 min	5-7 min	10-12min		Green	1:00	2:00	3:00	3:30	4:00	5:00	10:00		Orange	1:30	2:30	3:30	4:30	5:00	6:00	11:00		Red	2:00	3:00	4:00	5:00	6:00	7:00	12:00)))	Buzzer	60 sec	2:30	3:30	4:30	5:30	6:30	7:30	12:30
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)))	Buzzer	60 sec	2:30	3:30	4:30	5:30	6:30	7:30	12:30																																							

Table Topic Master

Duration 20 Minutes

Lights: **Green** 18:00, **Amber** 19:00, **Red** 20:00, **Buzzer** 21:00

The purpose of the Table Topics is for members to gain experience in impromptu speaking and to give every member who does not have another assignment for the evening, the opportunity to participate in the meeting.

Prior to the meeting, the Table Topics Master should:

1. Choose an overall topic, the topic should be something mildly controversial which the audience will be familiar.
2. Write up 12 numbered questions, make three copies (one for you and one each for the two evaluators)
3. Keep the questions as short and clear as possible. (The entire segment should be completed within 20 minutes. Requiring you to keep each topic brief, which also means the members can take it in and remember it more easily.)

During the meeting, the Table Topics Master should:

1. Briefly explain the roll
2. Quickly introduce the evaluators and hand them the question list
3. Ask the timekeeper to give each speaker a short buzz at 1 minute
4. If there are enough members present DO NOT ask the Table Topics evaluators or the Timer a question
5. When the last topic is answered introduce the Evaluators.

Guide for the Table Topics Evaluators

1. Time management:
 - Timing – you have 3 minutes to present your evaluation of 6 speakers. That gives you ONLY 30 seconds per speaker. If you give some general comments first up this would reduce the time. Generally 20 seconds per speaker is a good rule of thumb.
 - Comment on only a couple of points no more. You may give other recommendations privately after the meeting.
 - Do NOT repeat the question (takes more time) concentrate on the presentation
 - Do NOT spend too much time on the first topic and then run out of time for the rest
2. Style, always:
 - Commend, recommend, commend then summarise for each person
 - Always give a recommendation, even for an experienced speaker. There will always be something no matter how small that we can improve on.
 - Address the audience as a whole, NOT just the speaker.
 - An example:

John rose to his feet quickly and confidently answering the question, He had a good clear voice. However I feel his answer would have had a lot more impact with stronger gestures and more vocal variety. John's structure was clear and well organised. In summary with some more vocal variety and gestures I believe John will have a even stronger presentation in the future

Toastmaster of the Evening

Prior to the Meeting

- a) Three to four days before the meeting telephone and/or email all members giving speeches on the programme to see that they are attending the meeting and are prepared for their session.

When speaking to members who are giving speeches, so that you may properly introduce the speaker, ask them for:

- The title of their speech
- Assignment book/number
- Objectives
- Special requirements: Lights, Overhead projector, Lectern (other)
- Duration, and
- Remind them to bring their manual for the Evaluator to write in his/her evaluation.

When speaking to speech Evaluators remind them of their responsibility to discuss with the speaker before the meeting to see if there is a particular aspect that they want to be evaluated on (refer to Evaluator's Guide).

- b) If programmed members signify that they will not be attending the meeting ask them to contact the Vice President Education for a replacement. It is everyone's responsibility to ensure that if they have been allocated a task that they perform that task.
- c) Prepare introductions for each segment of the programme. Introductions must be brief, and state the purpose of the session. For manual speeches the objectives of the assignment should be read. You may also refer to the experience of the member, particularly if the person is very new to Toastmasters or very experienced. Guard against repetition or clichés as far as possible.

At the Meeting

1. Advise the timekeepers of what you expect from them.
2. Remain standing at the lectern after introducing any speaker until he/she has reached the lectern & shaken hand, then sit down. Choose a seat as close as possible to the lectern so that you may resume your position quickly after the speaker has finished.
3. Always lead the applause following your introductions.
4. A brief comment after each session can be comforting for the speakers but any such comments should be brief and sincere.
5. Use jokes and/or impromptus to "Break up" the segments.
6. Be prepared. You will set the tone for the evening so it is important that you appear confident, interested and flexible.

REMEMBER: It is your responsibility to ensure the speaking session runs smoothly and is satisfying to all present.

Speech Evaluator

Duration 3 Minutes

Lights: **Green** 2:00, **Amber** 2:30, **Red** 3:00, **Buzzer** 3:30

The purpose of speech evaluation is to help the speaker improve. The evaluation has two facets:

- a) For the Evaluator it is an exercise in logical and analytical examination of the speech.
- b) For the speaker it is an insight into how his/her efforts were seen by fellow Club members and how the performance may have been improved.

Before the meeting the speech Evaluator should contact the speaker to see if there is a specific area that he/she wants considered. The speaker may be trying to improve on one specific area and want meaningful feedback on his/her progress to date. The Evaluator should also establish which manual assignment is being presented and familiarise him/herself with the objectives of the assignment. The Evaluator should also read previous evaluations to see what kind of recommendations have been given before. It may be appropriate to commend on the improvement to date.

As starting point the Evaluator can start with three basic questions:

- what was good about the speech?
- what was wrong with the speech²?
- how can the speaker improve?

Some points to consider are:

- Did the speech have a good opening;
- Was it logically constructed;
- Was humour used;
- Were word pictures used;
- Did the ending tie the rest of the speech together;
- Was the topic relevant to the audience;
- Was good eye contact maintained;
- Was the speaker easily heard and understood;
- Was the speaker well-prepared.

A good evaluation will commend the speaker on what was done well and recommend some way of improving the presentation so that the speaker may continue to improve. The plan of the evaluation should be:

- Commend
- Recommend
- Commend.

Any speakers may improve in some way, but don't overwhelm new speakers by giving too much detail at once. Pick only one or two areas in which the speaker may improve and as the experience level of the speaker increases the evaluations should become more detailed. Everyone should be striving to improve a little at a time. Give your opinion as to whether the objectives of the speech assignment were met by the speaker.

Address your comments to the whole audience rather than "pinning down" the speaker. To encourage a speaker it is imperative that the evaluations are constructive. We all want some encouragement.

The speaker should receive a written evaluation in their manual as well as an oral evaluation at the meeting.

Notes:

- See Appendix 1 for an Evaluation Form (also Elizabeth Wilson's Evaluation Worksheet)
- There are also other training manuals and regular workshops that are run to help people become better evaluators.

² ***Be very sensitive on how you say this in the evaluation, use words like: "What would I like to see done differently next time I heard that speech".***

Grammarian

Duration 2 Minutes

Lights: **Green** 1:00, **Amber** 1:30, **Red** 2:00, **Buzzer** 2:30

The task of grammarian can be interesting but is not easy. The grammarian should listen for words which are mispronounced or misused as well as words which are slurred or word-endings which are dropped. It may also be appropriate to look for clichés or words and expressions, which are overused during a meeting.

It is also important to give praise where it is due for good word usage, an elegant turn of phrase or clear enunciation.

If you find that the Club members are frequently saying "um" you may care to mention this, but usually leave the Ah/Um's to the Ah/Um counter.

Keep the session brief and fast moving. Be careful to not commit errors in word usage and pronunciation while criticising others for the same thing.

This session is usually better received by the audience if you keep it light hearted and friendly. Avoid embarrassing individual members, particularly if they are still new to public speaking. Too much criticism may frighten away potentially good speakers.

When introduced by the Chairman be prepared to briefly explain the role of the Grammarian and what you looked for.

Ah/Um Counter

Duration 2 Minute

Lights: **Green** 1:00, **Amber** 1:30, **Red** 2:00, **Buzzer** 2:30

The purpose of the AH/UM counter is to note words and sounds used as a crutch or pause filler by anyone who speaks during the meeting.

Words may be inappropriate interjections, such as, "and", "well", "so", speaker repeats a word unnecessarily. When introduced by the Chairman briefly explain the role.

Keep a tally of "infringements" and give a brief report when called on towards the end of the meeting.

Did You Listen

Duration 2 Minutes

Lights: **Green** 1:00, **Amber** 1:30, **Red** 2:00, **Buzzer** 2:30

The art of listening is essential to speech development. As the Listening Critic your task is to listen to events during the evening and develop questions based around these events to test the listening skills of the audience.

Have a question for each member of the audience. Guests may be excluded. Try to make the questions interesting and varied. Questions may relate to reports in Business session, Comments made in speeches or Table Topics, statements made by Evaluators or anything else you can think of

General Evaluator

Duration 5 Minutes

Lights: **Green** 3:30, **Amber** 4:30, **Red** 5:00, **Buzzer** 5:30

The General Evaluator has the task of evaluating the Chairman, the Toastmaster, other Evaluators and the shorter sessions, which have not already been evaluated. The following points should be considered as far as practical but this list is not exhaustive. Be prepared to follow your instincts. You don't need to specifically mention each of these people, these are merely some ideas.

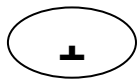
1. **Sergeant-at-Arms:**
 - Did the meeting begin on time?
 - Was the Sgt-at-Arms informative and friendly?
 - Was the speaker easily heard?
2. **Chairman:**
 - Was the Chairman in control? Did the session run smoothly?
 - Was correct Parliamentary procedure adhered to?
 - Was the Chairman courteous and tactful?
3. **Welcome to Guests:**
 - Was it sincere?
 - Was the purpose of Toast-masters explained?
 - Were the guests made to feel welcome?
4. **Toastmaster:**
 - Were the introductions of speakers relevant and varied?
 - Were the speakers helped by good, friendly introductions?
 - Were speech titles and objectives clearly given?
 - Was the purpose of other sessions explained for the benefit of guests?
 - Did the Toastmaster remain at the lectern until the new speaker took over?
 - Did he/she lead the applause?
 - This job takes a lot of preparation to do well, so commend the Toastmaster if the job was well done.
5. **My Word.**
 - Was the word appropriate?
 - Was it used during the evening?
 - Was the meaning demonstrated clearly?
 - Could the word be seen on the lectern throughout the meeting?
6. **Speech Evaluators:**
 - Were the speeches evaluated fairly, frankly and pleasantly?
 - Did the Evaluator state whether or not the objectives were met?
 - Were constructive suggestions for improvement given?
 - Were comments addressed to the whole audience or just to the speaker?
7. **Grammarian:**
 - Was this session a constructive evaluation of the meeting?
 - Were the criticisms relevant?
 - Were individuals made to feel threatened?
 - Did the Grammarian practice what he/she preached?
8. **Did you listen:**
 - Was it a light-hearted session?
 - Were the observations during the meeting sharp?
 - Did the session move quickly and keep to time?
9. **Timer:**
 - Were times announced clearly and concisely?
 - Were times available when requested.
 - Were the timekeepers obtrusive? (This job is a busy one. Be sure to commend them if the job was done well).
10. Be sure to also include any **other sessions** that may not be regular sessions and are therefore not listed in this Guide.
11. Make a **general comment** on the "**tone**" of the meeting.
 - Was it lively?
 - Orderly?
 - Too serious?
 - Too frivolous?
 - Or just plain enjoyable?
12. Throughout the evaluation be sure to be **constructive and fair**. Remember that your comments are only your opinion so don't be too dogmatic. Encourage members as far as possible.

Appendix 1: Speech Evaluation Guide & Form

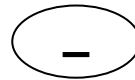
HDTC - SPEECH EVALUATION GUIDE

Name: _____
 Title: _____
 Purpose: *To Inform/ Entertain/ Persuade/ Motivate/ Inspire (Determine the Purpose)*
 Message: *What was the message?*
 Audience Reaction: _____

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- SELECT **TWO** AREAS
- TELL US **WHY**
- PROVIDE EXAMPLES



- SELECT **ONE** AREA
- DEMONSTRATE **HOW** TO IMPROVE



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- SELECT **TWO** AREAS
SPEAKER DID WELL
- TELL US **WHY**
- PROVIDE EXAMPLES



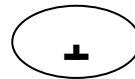
- SELECT **ONE** AREA
- DEMONSTRATE **HOW** TO IMPROVE



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- SUMMARISE (**BRIEF**)
- REINFORCE 2 AREAS TO IMPROVE

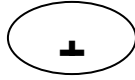


- SUMMARISE (**BRIEF**)
- HIGHLIGHT 4 AREAS
SPEAKER EXCELLED IN
- **FINISHING ON A HIGH
NOTE**

HDTC - SPEECH EVALUATION FORM

Name:
Title:
Purpose:
Message:
Audience Reaction:

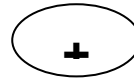
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Appendix 2: Table Topics Evaluation Form

IMPORTANT GUIDELINES

1. Provide at least one ONE Commendation, ONE Recommendation and ONE Commendation. Finish on a Positive Note!
2. Concentrate on the presentation; do not repeat the question. This only wastes valuable time.
3. The important criteria is how the answer was presented, not what the subject or question was.
4. Avoid repeating anything the speaker says unless specifically appropriate to giving an example of an improvement; thus saving valuable time.
5. Do not comment on the time taken by the speaker. The TIMER should point this out. Just concentrate on the presentation.
6. Remember you have ONLY 3 minutes or 180 seconds to present your evaluation of 6 speakers; i.e. 30 seconds per speaker. However, after allowing for a few comments up front, you have only about 20 seconds per speaker!!

NAME	COMMEND	RECOMMEND	COMMEND
1.			
2.			

NAME	COMMEND	RECOMMEND	COMMEND
3.			
4.			
5.			
6.			

Appendix 4: The Grammarian Form



Grammarian...

The Word Reviewer

Your assignment is to listen to everything that is being said and, at the end of the meeting, give a report on the *Use of Language* . . .

Particularly note any *Misuse of words*

Incorrect pronunciation

Cliches

Poor sentence construction

Exciting use of language . . .

You are encouraged to identify speakers so that they are recognised for praise or appropriate supportive help for improvement.

Single Words that impressed me . . .

Word/s _____ Spoken by _____

Word/s _____ Spoken by _____

Word/s _____ Spoken by _____

Word/s _____ Spoken by _____

Word/s _____ Spoken by _____

Mispronounced words I heard . . .

Word/s _____ Spoken by _____

Word/s _____ Spoken by _____

Word/s _____ Spoken by _____

Phrases or sentences that excited me . . .

1. _____ Spoken by _____

2. _____ Spoken by _____

3. _____ Spoken by _____

4. _____ Spoken by _____

General Comments _____

Appendix 5: Elizabeth Wilson's Evaluation Worksheet³

THE PLUS AND MINUS METHOD OF EVALUATION

An evaluator has two primary goals. They are to help a fellow member reach his or her goals and to make sure they return to speak again.

Speech preparation takes some time, but so does evaluation preparation. Prior to presenting an evaluation a member should endeavour to:

- Speak to the speaker beforehand
- Find out which manual speech the speaker will be presenting
- Ask the speaker if they have any personal objectives for the speech
- Read through the speech outline as in the manual
- Be conversant with what the manual requires you to look for in the written evaluation
- Look through the speaker's previous evaluations for clues for your evaluation

As you evaluate, divide your note paper into two columns headed + and - and list under the plus and minus signs that which was good about the presentation and that which could be improved.

Here is an example of what you might write...

+	-
Good use of notes Good use of words, list some Strong organisation of speech, with logical outline Explained what activities were involved and why Very sincere Belief in your cause showed Etc	Very even voice Minimum gestures Flat opening statement did not gain interest Conclusion had excellent call to action Lacked any passion or enthusiasm Repetition of "so" on occasions etc

At the conclusion of the speech prepare your oral evaluation by selecting two, **and only two areas** to comment on from the pluses and two from the minuses. In our example above you might comment on:

PLUS	The speech had a logical outline, emphasizing what activities were involved and why. (Give an illustration from speech.)
MINUS	The opening was just a flat statement of what you had done. I felt it would have been better to start with a rhetorical question (give an example) to grab the audience's attention.
MINUS	The speech as delivered was very even in vocal style with minimum body language. Yet the subject demanded passion, so the goal in future speeches is to show the passion and enthusiasm felt about the subject. To be enthusiastic, try acting enthusiastic.
PLUS	Your obvious sincerity showed through and the best part of the speech was your call to action at the end, asking everyone to get behind you in your cause.

What you have effectively prepared is a + - - + evaluation.

If possible aim to present your evaluation without notes since you only have four points to discuss. This gives you more contact and rapport with the speaker and your club.

Write up the written evaluation and always speak to the speaker afterwards.

The following sheet is a useful aid for evaluators, giving clues to what to look for in a speech before making relevant notes in the + and - columns.

Elizabeth Wilson, DTM

Website www.elizabethwilson.id.au Email Elizabeth@ElizabethWilson.id.au

³ This was taken from the site: <http://www.parramattatm.org.au/ElizabethPDF>, if you can attend one of Elizabeth Wilson's Evaluation Workshops, it is strongly recommended.

Speakers Name		Evaluator	
Speech Title		Date	
Manual assignment			
The manual objectives for the speech are			
The speaker's additional personal objectives are			

Areas to consider in evaluation of speech

Overall effectiveness

Preparation

(Research, rehearsal, good use of time)

Speech value

(Original, interesting, clear message)

Audience reception

(Relevance, understanding, response)

Manual assignment

(Met project objectives)

Personal objectives

(Achieved aims)

Content

Opening

(Clearly defined, attention getting, led into topic)

Body of speech

(Logical flow, easy to follow, structured organisation)

Support material

(Facts, examples, illustrations, humour used to enhance speech)

Transitions

(Natural, easy to follow)

Conclusion

(Effective)

Presentation

Voice

(Volume, variety)

Language

(Appropriate to topic and audience, grammar)

Appearance

(Appropriate for occasion and audience)

Manner

(Confidence, assurance, sincerity, enthusiasm)

Physical

(Gestures, body movements, eye contact, facial expressions)

+	-

Appendix 6: Speech Contests

The Toastmasters speech contest has three purposes:

1. To provide an opportunity for proficient speakers and those Toastmasters who are interested in competitive speaking to gain contest experience.
2. To provide an interesting educational program for Toastmasters and the general public.
3. To provide an opportunity to those Toastmasters who are not participating in the contest to learn by observing proficient speakers.

Manuals

The manuals required if performing a task at a speech contest are the Speech Contest Manual and the Speech Contest Rule book. These are available from the Vice President Education.

Procedures

As each speech contest is a public event, it should be planned carefully and conducted professionally.

Contest Chairman

As Contest Chairman it is your responsibility to ensure each speaker is eligible to compete and is familiar with the contest rules, that visual equipment is working, the Judges, Timers and Counters are briefed on their duties, that ballots are counted carefully and that the awards are presented to the winners in a ceremony that will make them proud.

To help you carry out these responsibilities, below is a checklist for you to follow. By completing each item on the list, you ensure a fair speech contest and an enjoyable event for everyone.

Contest Chairman Checklist

- Preparation
- Ensure that certificates will be available on the evening.
- Ensure that each speaker is eligible under the contest rules and notify speakers of disqualification if necessary (see Speech Contest Rule book)
- Obtain the title of each contestant's speech prior to the contest evening, any special requirements and enough information about the speaker to conduct a brief interview at conclusion of the contest.
- Pre-contest Briefings
- Verify the presence of all contestants and pronunciation of their name.
- Draw for speaking positions.
- Have the Chief Judge meet with judges, timekeepers and tally counters.
- Instruct judges to sit close to the contest area in case of an outside disturbance or malfunctioning of technical systems.
- Acquaint contestants with the exact speaking area, such as:
 - Lectern,
 - Tables,
 - Lighting,
 - Microphone etc.
 - All contestants shall have the opportunity to test any amplifying equipment before the contest.

Contest

- Open the contest with a brief introduction. Inform the audience:
 - That the rules have been reviewed with the chief judge and contestants, and
 - That all speakers know their speaking positions and the location of the timing lights.
- Introduce each contest speaker

- Do not make preliminary remarks about any speakers or the subject, nor mention the name or location of the speaker's club or place of residence.
- Announce each contestant's name and speech title twice, slowly and clearly.
- Allow a one minute interval during which no remarks are to be made, between speeches to permit judges to complete their voting.
- Do not comment on the speeches or any of the contestants.
- Upon completion of the speeches, ask judges to complete their ballots.
- Have tally counters collect the ballots and the time keeping sheets and leave the room with the Chief Judge to tabulate the results.
- Interview each speaker at the conclusion of the contest and while the results are being tabulated.
- Collect the contest results from the Chief Judge
- Upon receipt of the results from the Chief Judge notify the contestant of a disqualification regarding originality and receive his/her agreement, or resolve a protest by a majority vote of the judges.
- Disqualification for reasons of time may be announced although the contestant's name will not be announced.
- Announce the
 - Third place winner,
 - Second place winner and
 - First place winner
 - Then give certificates of participation.
- In closing thank all who helped make the contest a success.
- Hand control back to the Toastmaster for the evening

Chief Judge

As Chief Judge of a contest it is your responsibility to ensure each judge is familiar with the contest rules, judging criteria and code of ethics, appoint a tie breaker judge (which is only known to the chief judge), meet with the timekeepers and Tally counters prior to the contest and provide for judges, timekeeper and tally counters the relevant documents to be completed throughout the contest.

To help you carry out these responsibilities, below is a checklist for you to follow. By completing each item on the list, you ensure a fair speech contest and an enjoyable event for everyone.

Chief Judge Check List

- Preparation
- Appoint a tie breaker judge
- Clarify if your Chief Judges role is to be voting judge
- Obtain the various judging forms, timing sheets, counting sheets and contest rules from Educational Vice President and ensure you have enough copies for all relevant persons.
- Pre-contest Briefings
- Distribute an information package to each contest judge before the contest. This package consists of:
 - List of contestants
 - Judging criteria and code of ethics
 - Judging guide and
 - ballot - Contest rules
- Distribute an information package to each timekeeper before the contest. This package consists of:
 - Time record sheet
 - Instruction for timers
- Distribute an information package to a tally counter before the contest. This package consists of
 - Counter's tally sheet

- Provide all of the above persons with a brief pre-contest orientation to their information packages and reinforce that the Judge's guide and Ballots, Counters Tally form and Time record sheets are considered confidential.
- Ensure that each Timekeeper has a working stop watch.
- Check that the Speech contestant will be able to see the timing lights.
- Post-Contest Tally results
- Ensure all the Judges Ballot sheets and timing records have been collected by the Tally Counters
- Tally Counter posts each speaker's points on the counter's Tally sheet.(Counters will count all ballots twice to ensure accuracy)
- Check Timing Record sheet and disqualify any speaker who went over contest speakers.
- Select a first, second and third place winner from the remaining eligible contest speakers.
- In the event of a tie in any of the three places
 - The contestant who ranks higher on the Tie breaker Judge's Ballot will be awarded the contested place;
 - the other tying contestant will be awarded the next lower place, if any.
 - No place higher than the tying position will be affected. (For example, if the tie occurs in second place, the tying contestant ranking higher on the Tie breaking Judge's ballot will be awarded second place. The other tying contestant will be awarded third place, first place is unaffected)
- Notify Contest chairman of any disqualifications
- Provide the name of the first, second and third place winners to the contest chairman
- Ensure all documents remain confidential and are disposed of

Appendix 7: Guide for Visitors

Hello,

This is a brief explanation of what you can expect from our fortnightly meetings. Come along and see it for yourself. You will not make any obligation to return and you will witness people who have (had) a fear of speaking in public and/or wish to improve their presentation skills, show how they are improving.

We are all proud of the contribution we make to the club and the very real benefits we have and are continuing to receive from our membership. Please feel free to ask any of us any questions during the break or after the meeting if you come along to have a look. Our meetings start promptly at 7:20PM and we aim to finish by 10:00PM.

7.20pm	Sergeant at Arms calls meeting to order
Chairman's opening comment	The Chairmanship of our meetings is rotated amongst those members who have completed all other assignments while being a member and now feel ready to take on this sometimes challenging task.
Apologies	Not all members can attend each and every meeting. However, The Hills District Toastmasters Club is a strong club and enjoys regular attendance from most of its members.
Program Opportunities	The Vice President Education, who manages the club training and development program and the meeting agenda, "fills" any gaps in the night's program caused by last minute apologies.
Visitors Welcome	A Toastmaster will formally welcome you and other visitors on the night.
My Word	Designed to encourage members to learn new words or to learn the true meaning and origin of the member's favorite word.
Laughmaster	This develops the member's skills in getting people to laugh. It can be a joke, series of jokes or a funny story.
Toast	The member can Toast a subject of his or her choice.
Table Topics	The session we love to hate!! The Table Topics Master delivers 12 topics to unsuspecting members (relax – not visitors) who have 1 minute to respond to the topic in a manner of their choosing. In their response, they try to build a structured impromptu response that includes an Opening, Body and Close – the structure of any good speech.
Table Topics Evaluation (odd questions)	These are the first of many evaluations you will see tonight. Another Toastmaster evaluates every presentation and assignment – probably the most important contribution a member can make to another member's continuing personal development. Each evaluation should contain Commendations and Recommendations, <i>in the opinion of the evaluator</i> . No one has to agree with the evaluator, as the evaluator is expressing a personal opinion. The evaluator <i>does not</i> comment on the subject matter of the Table Topic (or Speech in the second half of the meeting), only on the delivery.
Table Topics Evaluation (even questions)	
Read or Recite	Reading from text is one of the hardest things to do well. Members can read from a prepared script or recite poetry – another difficult task for most of us.
Business Session	This is the part of the meeting most of our visitors dislike the most, but it is very important for the following reasons. This is where we deal with the business of the club. Perhaps equally importantly, this is a valuable training session in the correct running of <i>any</i> meeting – not just a Toastmasters meeting. We follow formal meeting rules and you may see a number of members try to unsettle the Chairman on the night.
Parliamentarian	A member now formally evaluates the Chairman's running of the Business Session.
General Evaluation	The General Evaluator now evaluates every assignment that has not been evaluated so far. This includes the three evaluations we have heard so far (Table Topics and Parliamentarian).
Chairman	The Chairman will now close the meeting for a 15 minute break.

15 min Recess	Time for a chat, coffee, wine or whatever. Ask any member any question you like.
	Sergeant at Arms resumes meeting
Toastmaster	The Toastmaster will introduce members who will be presenting prepared speeches from the different Toastmasters manuals. You may see members present their “Ice Breaker” speech, their first speech to the club; through to experienced members presenting speeches from some of the challenging Advanced Manuals available to us as members of Toastmasters International.
Speaker #1	
Speaker #2	
Speaker #3	
Speaker #4	
Evaluator #1	As with all assignments, each speech is evaluated by another Toastmaster. Take note of the different evaluators’ styles and please remember, we can all disagree with parts of any evaluation, as the evaluator is presenting <i>his or her opinion</i> on the delivery of the speech. Again, the evaluator offers no comment on the subject of the speech unless the evaluator considers the speech subject matter to be inappropriate for the audience.
Evaluator #2	
Evaluator #3	
Evaluator #4	
Did You Listen?	Communication involves listening. See if you can answer the questions put to the members in this session!
Inspirational	Different things inspire us all. A member has the opportunity in this session to present or discuss who or what, has or does inspire him or her.
Ah/Um counter	Have we been using “filler” words or saying too many “ahs” and “ums”? See who wins the (not) coveted award tonight!
Grammarian	A member has the opportunity to comment on the use of incorrect grammar, words or sayings. Some members use this to identify phrases or word pictures they like – or don’t like! It is an assignment designed to encourage us to think about what we say and how we can improve the words we use to say it.
Timer	If we want to get home before dawn, we need to exercise strict control over how we meet the time constraints of the agenda. The Timer has “prodded” us with coloured lights and the dreaded buzzer during the course of the meeting and now delivers a report on who transgressed – too short or too long. Importantly, the Timer will advise the speakers as to how long their speeches took, as the speakers will have rehearsed their speeches to ensure they meet the timing guidelines in their manuals.
General Evaluation	The meeting is nearly over. The General Evaluator now offers his or her evaluation on the assignments and evaluations in this second half.
Awards	A tough task. One member now has to select who wins the awards for: <ul style="list-style-type: none"> <input type="checkbox"/> The Best Speech <input type="checkbox"/> The Best Assignment <input type="checkbox"/> The Best Evaluation <input type="checkbox"/> The Best Table Topic <input type="checkbox"/> The Encouragement Award.
Visitors Comments	Your chance to say something. <u>You don’t have to say anything if you choose not to.</u> But if you would like to tell us what you thought of our club and meeting tonight, we would love to hear what you have to say.
Chairman	The Chairman now summarises his or her thoughts on the meeting and awards the Stirrers Spoon, before handing control of the meeting to the Club President.
President Closes the Meeting	The Club President offers comment on the meeting and closes the meeting. Good night, please feel free to join or visit us again, you are welcome.

Appendix 8: Continuing Motions

1. That the Secretary record continuing motions and circulate in July each year.
2. That it be noted that the “Most Improved Toastmaster” trophy be awarded annually to the most improved Toastmaster at the President’s discretion.
3. That this club resume its normal meeting no later than the third week in each New Year.
4. That this club adopt as a continuing motion the following limits to operate during the business session:
 - a) . Officer reports - 2 minutes
 - b) . Motion movers - 2 minutes
 - c) . Motion seconders - 1 minutes
 - d) . Motion speakers - 30 seconds
5. That the winners of annual club contests be awarded individual trophies to keep.
6. That the Chairman signs the amended copy of the minutes after they have been accepted by the club and that the minute taker’s name be recorded in the minutes.
7. That all meetings commence at 7.20pm.
8. That the Magna Chatter Editor includes his/her name prominently in the Magna Chatter.
9. That all HDTC members be current financial members of the Castle Hill RSL & Community Club.
10. That the Club Membership Officer be required to maintain a register of members to ensure that all members of the Hills district toastmasters Club are financial members of the Castle Hill RSL & Community Club as at 30 June each year and that this be presented to the first or second club meeting in the following month of July.
11. That the timer be instructed to sound the timing buzzer for all speeches when they exceed the allotted time by 30 seconds and again 30 seconds later when the Chairman must rise and politely ask the speaker to finish immediately. If the Chairman fails to do this then it becomes the responsibility of the President or that person who may be standing in for the President at the meeting.

Appendix 9: Odd Spots⁴

Duration 2 Minutes

Lights: Green 1:00, Amber 1:30, Red 2:00, Buzzer 2:30

This segment is designed to lighten the mood of the meeting. It is scheduled after the business session and before prepared speeches. Therefore a light hearted or entertaining segment is preferred. I will usually appear on the agenda as an 'Odd Spot', however you may decide which of the following items you wish to present.

Table Tonic:

Table Tonic is a funny story of some kind. It may be a joke, original or not, or it may be a story of something amusing or unusual that has happened to you. Your imagination is the limit, and it doesn't matter whether your "story" is true or not.

Poet's Corner:

Poet's Corner offers an opportunity to share your favourite poetry with your club members. It may be original or not. If you are reading a poem that is not your own be sure to announce who wrote the poem and, if you want, you may say something about the poet, or about why you choose that poem. You are not expected to memorise the poem. If you can, that is good, but if not at least rehearse it enough so that you can raise your eyes and look at the audience occasionally.

Jester' Corner:

Jesters Corner is a short session where a light-hearted incident or joke is shared with the audience. Select only one joke/incident and if possible memorise it. If this is not possible, be sure to hold the paper you read from high enough to allow you to talk to the audience rather than the table. Be sure that your joke/incident is of good taste and will not offend anyone in the audience.

Bring and Tell

This segment allows you to bring along an object to show the Club and provides you with a topic to talk about. The topic may be anything you wish but make sure that the object is big enough for the audience at the back of the room to see. You may choose to share an experience from your past by bringing a souvenir or you may talk about a hobby, interest or even your job.

Or why not try a Book Review

⁴ *We no longer do this assignment in our club; it has been left in as an appendix in case we bring these assignments back in the future.*