



The Hills District Toastmasters Club

Club 3180 District 70

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To our welcome visitor. This is a brief explanation of our agenda for a typical club meeting. Please feel free ask any member questions about the agenda or the club in general. We are all proud of the contribution we make to the club and the real benefits we have and are receiving from our continued membership.

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.
Mission Statement	A member reads the Toastmasters mission statement
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 favourite 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 too 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)	
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.
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.
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.

