Vox Populi Toastmaster Role Guide

# Prior to meeting

* Have a meeting theme and use this when introducing members who are doing roles/speaking. Eg Halloween – “What is your go-to Halloween costume?”
* Contact the VPE for list of speakers/role and their email addresses
* Confirm with speakers and request some information related to the meeting theme
* Get Word of the Day from Grammarian and put on Agenda
* Prepare the Agenda and print circa 25 copies
* Ensure speakers/role holders have your contact details in case they have to cancel or are running late.
* Bring 3 “prizes”. Usually c. €5 worth of confectionary, but can be anything that *you* think makes a suitable prize! Bring receipt to Treasurer for reimbursement.

# During meeting

* Try and fill any last-minute roles if necessary
* Start meeting on time
* Open meeting, ask people to turn off mobiles
* Ask President to address meeting
* Give short summary of meeting structure for benefit of guests
* Introduce role holders to explain their role. (Use theme related info during Introduction. Eg “Our Timer today is John and he likes to get out his French Maid costume every year” 😊
  + Timer
  + Grammarian
  + Ah Counter
  + General Evaluator
* Hand meeting over to Topics Master
  + Length of Topics session will depend on number of speeches in 2nd half of meeting
* 10 minute break
* Introduce each evaluator to outline objects of speech
* Introduce speaker
* Allow 1 minute after speech for people to fill evaluations
* Ask the Timer for the time for the speech
* Introduce evaluators to provide speech evaluations
* Ask the Timer for time of evaluation
* Get reports from Ah Counter, Grammarian
* Call General Evaluator to provide report
* Present prizes.
  + The Topics Master chooses best topic,
  + GE chooses best evaluation
  + You choose the Toastmasters prize – can be anyone.

# Notes

* Lead applause after each speaker, topic, evaluator, etc.