



# How Club Meeting Roles Build

# REAL-WORLD SKILLS

**Learn how your club role  
matters more than you think.**



# Toastmaster of the Day

**As the Toastmaster of the Day, you're the showrunner of the meeting, guiding the energy, pacing, and flow.**

## What You'll Do

- Receive the agenda from a club officer to start filling meeting roles
- Coordinate with the Vice President Education or General Evaluator to make sure everyone knows their role and is set up for success
- Once the meeting begins, you'll take the lead—introducing the theme and each functionary role for the day
- Keep the energy up by guiding smooth, engaging transitions throughout the meeting
- Close the meeting by thanking participants and guests

## Real-World Skills

- Organization
- Meeting management and facilitation
- Time management
- Preparation and communication
- Public speaking
- Flexibility, adaptability, and logistics management
  - Adapting the meeting to what is happening in the room
  - Adjusting to missing roles



# General Evaluator

**Want to be the one who watches the whole club meeting and gives helpful feedback at the end? Try the General Evaluator role!**

## What You'll Do

- Lead the evaluation portion of the meeting
- Oversee the evaluation team
- Confirm roles and responsibilities with each evaluator
- Observe the meeting and take notes on:
  - Timeliness
  - Preparation
  - Organization
  - Enthusiasm
  - Execution of roles
- Deliver a verbal report evaluating the overall meeting

## Real-World Skills

- Critical thinking and observation
- Active listening
- Meeting management
- Time awareness
- Clear, constructive feedback delivery
- Ability to identify and communicate key insights



# Speaker

**The Speaker shares a prepared speech with the club, bringing stories and ideas to life while sharpening their public speaking skills.**

## What You'll Do

- Deliver a prepared speech during a club meeting
- Rehearse and refine your message to make it impactful
- Coordinate with your evaluator to align on goals and get meaningful feedback
- Arrive early to check mic, lighting, and setup

## Real-World Skills

- Craft clear, effective speech structure
- Strengthen storytelling and persuasion skills
- Manage time and pacing with precision
- Boost confidence and self-awareness
- Receive and apply constructive feedback
- Develop core public speaking skills



# Speech Evaluator

**The Speech Evaluator role is about evaluating, not judging.**

## What You'll Do

- Connect with the speaker to understand their goals
- Review the Pathways project criteria
- Prepare notes or an evaluation form
- Listen actively to the speech, taking notes on strengths and areas for improvement
- Consider key elements like structure, delivery, content, vocal variety, gestures, eye contact, and use of time
- Give a 2–3-minute evaluation
- Start with encouragement, highlighting what the speaker did well
- Offer specific, actionable suggestions for improvement
- End on a positive note, reinforcing the speaker's progress and potential

## Real-World Skills

- Critical thinking
- Preparation
- Active listening
- Observation
- Deliver honest, constructive, and actionable feedback
- Identify and clearly articulate specific areas for improvement
- Tailor your messages to specific audiences
- Write thoughtful, reflective evaluations



# Timer

**The Timer keeps track of time for every speaker and meeting segment.**

## What You'll Do

- Know the time limits for each type of speaker at the meeting
- Be ready to explain timing rules and show how the time signals work
- Listen closely during the meeting and signal each speaker on time
- When asked, report each speaker's name and time

## Real-World Skills

- Timekeeping and meeting management
- Greater awareness of timing and pacing while speaking
- Multitasking and situational awareness
- Supporting others with confidence and clarity
- Delivering clear, concise reports based on observations



# Ah-Counter

The Ah-Counter listens for filler words/phrases like “um,” “ah,” or “you know” that sneak into speeches and keep us from sounding our best.

## What You'll Do

- Ask the Toastmaster or a club officer for the Ah-Counter log, or be ready to take your own notes
- When introduced, briefly explain your role as the Ah-Counter
- Track filler words, overused phrases, and long pauses—for example: *and, but, so, you know, ah, um*
- Share your observations during the evaluation section of the meeting

## Real-World Skills

- Active listening
- Professional communication
- Clear and confident speaking
- Give constructive feedback
- Focus and attention to detail in fast-paced environments



# Grammarian

The Grammarian encourages club members to expand their vocabulary and speak more thoughtfully.

## What You'll Do

- Introduce the *Word of the Day* and challenge members to use it during the meeting
- Listen for how language and grammar are used, including incomplete sentences, grammar errors, and word mix-ups (e.g., saying “Each of the members have a role” instead of “Each of the members has a role”)
- Take notes on each speaker’s language to share helpful feedback
- Present your full report on language and grammar when called upon at the end of the meeting

## Real-World Skills

- Improved vocabulary
- Critical thinking
- Explain new concepts clearly
- Observation and listening
- Give clear, constructive feedback



# Topicsmaster

The Topicsmaster leads the Table Topics® session, helping members practice thinking and speaking on their feet in an impromptu setting.

## What You'll Do

- Choose topics ahead of the meeting
- Before asking questions, explain that the role of Table Topics® is to help members improve their impromptu speaking skills and that responses should be 1-2 minutes long
- Invite members and guests from the audience to volunteer to answer a question

## Real-World Skills

- Plan creatively, considering the club's atmosphere, experience levels, and overall tone
- Deliver an engaging presentation that encourages participation
- Demonstrate emotional intelligence by reading the room and selecting participants appropriately
- Apply strong facilitation skills to guide the session smoothly
- Practice active listening and effectively synthesize responses

### Pro tip:

Volunteer to answer a Table Topics® question. It's a great way to strengthen your improvisational skills, boost critical thinking and creativity, and step outside your comfort zone.

**Sign up for a meeting role  
at your next club meeting.**

[toastmasters.org/About](https://toastmasters.org/About)