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INTERNATIONAL



**WHERE LEADERS
ARE MADE**

MEETING ROLES AND RESPONSIBILITIES

The Successful Club Series

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Item 295A



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THE SUCCESSFUL CLUB SERIES

Toastmasters International's *The Successful Club Series* is a set of presentations addressing the subject of quality club meetings. Members will learn about the skills and standards they must strive to achieve for their club to be successful.

Most presentations in *The Successful Club Series* may be offered by any club member and require 10 to 15 minutes to present.

CONDUCTING THE PROGRAM

"Meeting Roles and Responsibilities" provides an overview of club meeting roles and identifies the ways that Toastmasters can influence and enhance the quality of club meetings. This product consists of four parts:

- ▶ Definition and explanation of the presentation
- ▶ Guidelines for your introduction to the audience
- ▶ Outline for the development of your speech
- ▶ PowerPoint presentation

In Your Own Words

The outline is not a script and should not be read word-for-word. Instead, use the document as a guide for presenting the material in your own words and with your own narrative style. The outline is a structure on which to build your presentation. Use the points of the outline to develop your speech, but be the author of your own oration.

Here are some tips on using this outline to develop and deliver your presentation:

- ▶ Study the outline in this manual carefully. Familiarize yourself with the general structure. Preparation is the key to a successful presentation.
- ▶ Use the outline to build your own speech using your own words. Prepare a set of notes indicating where you wish to pause, gesture, or add special verbal emphasis. Highlight key words or sentences to help you present the material most effectively.
- ▶ When delivering your speech, be expressive. Use all of the presentation skills you have learned as a Toastmaster, including vocal variety and gestures.

USING VISUAL AIDS EFFECTIVELY

Visual aids add interest to any presentation and help your audience retain information. If you plan to use the PowerPoint slides for this presentation as visual aids, make sure you have the equipment and technology needed to share the slides with your audience. It is recommended that you test your technology and equipment in advance. In the outline, there are indications for placement of the PowerPoint slides. Each is numbered. For example, V 1 refers to the first visual.

Please note that the first slide in the PowerPoint is a title slide and is not included in this numbering system.

If your presentation is taking place in a fully in-person format but you do not have the equipment needed to share the PowerPoint, you could create a flip chart using the visuals from the slides.

Follow these tips when using visual aids in an in-person setting:

- ▶ Set them up and test them before the meeting begins. Place them so they are easily visible to listeners.
- ▶ Bring backup equipment in case your technology fails.
- ▶ Display your visuals only when they are needed. If you are using a flip chart, flip the page back out of view when you are finished with it.
- ▶ Remember not to stand between the screen or flip chart and your audience or you will block their view.
- ▶ Maintain eye contact with your listeners. If you must turn your back to point out something, pause as you point it out, and then resume speaking only after you are once again facing your audience.

Follow these tips when using visuals in the online or hybrid setting:

- ▶ Share your screen. Be sure your PowerPoint presentation is visible in the room and on the screens of those members participating from another location.
- ▶ Consider having someone else share the visuals so you can maintain eye contact with the camera.
- ▶ Consider an online whiteboard when sharing information, as it will be visible to both members in the room and those participating online.
- ▶ Consider enlisting the assistance of a partner to join the meeting on their computer in the room with you so that they can facilitate the remote attendees and monitor what is happening online. This is a good practice for all hybrid meetings.
- ▶ Test your online platform and technology before the meeting begins. Have an online participant confirm they can see everything as expected.
- ▶ Forgo visual aids altogether if you cannot be sure they will work for everyone in attendance.
- ▶ Share any handouts or other documents you use as part of your presentation with all attendees in advance or via the chat function of your meeting app so that all participants have access to them at the same time.

BENEFITS AND OPPORTUNITIES

By giving this presentation, you will be helping your club build excellence and move toward the possibility of becoming a Distinguished club--or reaching an even greater Distinguished status.

While this is an outlined presentation, it still provides a good opportunity for you to further practice speaking and build your presentation skills.

MEETING ROLES AND RESPONSIBILITIES

Introducing The Presenter

TIPS FOR THE PRESENTER: WRITE YOUR INTRODUCTION

All prepared speeches in Toastmasters require an introduction. A proper introduction of you and your speech is important to the success of your presentation. Use the following as a guide in writing your introduction:

- ▶ Include the purpose of *The Successful Club Series*.
- ▶ Explain why “Meeting Roles and Responsibilities” is important for a Toastmasters club, stating the purpose and one or more objectives of your presentation.
- ▶ Incorporate some background about yourself.
- ▶ Read *When You’re the Introducer* in *A Toastmasters Wears Many Hats* (Item 1167D) for further details on giving a proper introduction.
- ▶ Give your finished introduction to the person who will be introducing you.

TIPS FOR THE INTRODUCER

- ▶ Ask the presenter any clarifying questions.
- ▶ Rehearse the introduction.

MEETING ROLES AND RESPONSIBILITIES

Presenter:

This presentation provides only an overview of meeting roles and responsibilities. You may wish to supplement your presentation with information from A Toastmaster Wears Many Hats (Item 1167D) and Master Your Meetings (Item 1312).

Outline

INTRODUCTION:

Toastmasters who take on specific meeting roles – to start the meeting, keep it running, maintain momentum, and conclude on time – are fundamental to a meeting's success. All of the participants, regardless of their role, must work together to present entertaining, dynamic meetings.

Presenter:

Ask audience members to comment on some of the roles and responsibilities of selected meeting participants.

ASSIGNED MEETING ROLES

Every meeting needs a full roster of participants to ensure the meeting proceeds smoothly. This roster includes:

- ▶ The Toastmaster
 - Reviews the agenda
 - Talks with meeting participants to create interesting introductions
- ▶ The Topicsmaster
 - Ensures every member at a meeting has an opportunity to participate
 - Checks the meeting agenda to give priority to those without assigned roles
 - Invites guests to participate in Table Topics®. If they agree, the Topicsmaster ensures they have an opportunity to speak.
- ▶ Speakers
 - Dedicate time and energy planning and practicing project speeches

V1

- ▶ The General Evaluator oversees and coordinates the evaluation segments of club meetings:
 - Introducing speech evaluators
 - Calling for reports from the timer
 - Ah-Counter and grammarian
 - Evaluating the meeting itself.
- ▶ Speech evaluators help speakers by providing evaluations through:
 - The speaker's project evaluation form
 - Verbally reviewing the speaker's strengths and areas for improvement
- ▶ The timer helps speakers learn to convey their message within a specific time limit.
- ▶ The grammarian and Ah-Counter help speakers and other meeting participants to be aware of and polish their language usage.

Some clubs feature additional meeting roles to provide more varied participation opportunities such as:

Presenter:

If your club has additional roles not mentioned here, mention them now and provide a brief description of duties.

V2

- ▶ Presenter of Invocation
- ▶ Jokemaster
- ▶ Vote Counter
- ▶ Parliamentarian

V3

CLUB OFFICERS' MEETING ROLES

Club officers' contributions to meetings are not always as obvious as the meeting participants', but the officers' support is just as vital to a club meeting's success.

Sergeant at Arms

- ▶ Confirms meeting location
- ▶ Arranges room and equipment
- ▶ Greets attendees
- ▶ Returns the room to its original state

President

- ▶ Provides leadership and sets the meeting's mood
- ▶ Prior to the meeting, consults with other officers about the meeting agenda
- ▶ Opens and closes the meeting, introduces the Toastmaster and makes announcements

Vice President Education (VPE)

- ▶ Plans each meeting
- ▶ Schedules meeting assignments
- ▶ Charts members' accomplishments
- ▶ Addresses members' needs and guests' questions after a meeting

Vice President Public Relations (VPPR)

- ▶ Generates publicity to attract guests
- ▶ Greets guests and answers their questions
- ▶ Prepares and distributes a newsletter and maintains a website

Vice President Membership (VPM)

- ▶ Brings new members to the club
- ▶ Reports on membership-building activities
- ▶ Coordinates induction ceremonies for new members
- ▶ Greets guests and answers their questions

Secretary

- ▶ Keeps meeting minutes
- ▶ Circulates an attendance sheet

Treasurer

- ▶ Transacts and reports on all financial matters
- ▶ Collects dues
- ▶ Issues checks to World Headquarters for supply orders
- ▶ Presents financial reports as required

CONCLUSION

Teamwork is essential to the success of a Toastmasters club and to its members. When members understand their responsibilities and strive for individual and team excellence everyone benefits.

"Coming together is a beginning. Keeping together is progress. Working together is success."

– Henry Ford, American industrialist;
pioneer of the assembly-line production method

V4

Evaluation Guide

Evaluator's Name _____

Presentation Title _____ Date _____

- ▶ How effective was the speaker's introduction in helping the audience understand the purpose of *The Successful Club Series* and the presentation itself?
- ▶ Was the presenter adequately prepared? How heavily did the presenter rely on notes?
- ▶ How did the speaker use vocal variety to enhance this presentation?
- ▶ What other techniques did the speaker use to personalize and augment the presentation? Were they effective? How?
- ▶ Did the speaker display the visuals smoothly and at the appropriate times? How could the speaker improve?
- ▶ What aspect of the speaker's presentation style did you find unique? Why?
- ▶ Did the speaker present the material clearly and simply so audience members could easily use the information to improve their own skills?
- ▶ What could the speaker have done differently to make the presentation more effective?
- ▶ What did you like about the presentation?



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