



# Setting the Stage: Meeting Roles and Responsibilities

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# Features, Benefits, and Value

| FEATURES, BENEFITS AND VALUE      |   | TOASTMASTERS INTERNATIONAL                              |                              |
|-----------------------------------|---|---|------------------------------|
| Features                          | Benefits  | Value to the Individual                                 | Value to the Organization    |
| ▶ A self-paced program            | ▶ Flexibility   | ▶ Unlimited personal growth                             | ▶ Employee goal attainment   |
| ▶ Specific and measurable         | ▶ Participation in meeting roles                        | ▶ Ease in front of a group                              | ▶ Improved leadership skills |
| ▶ Well-structured                 | ▶ Opportunity to conduct meetings                       | ▶ Time management skills<br>▶ Self-confidence and poise | ▶ Effectively lead meetings  |
| ▶ Tabular                         |   |   | ▶ Increased productivity     |
| ▶ Evaluation                      |   |   |                              |
| ▶ Participation in meetings       |   |   |                              |
| ▶ Opportunity to conduct meetings | ▶ Time management skills<br>▶ Self-confidence and poise | ▶ Effectively lead meetings                             | ▶ Increased productivity     |
| ▶ Small groups                    | ▶ A supportive environment                              | ▶ Relationship building                                 | ▶ Better teamwork            |

# Helpful Resources

| Resource | Title  | Author   |
|----------|--|--|
| Article  | Toastmasters Best Practices  | Mike Raffety, DTM<br>( <a href="http://www.mikeraffety.com">www.mikeraffety.com</a> )            |
| Article  | Toastmasters Magazine, “Traditional Meeting Roles in a Hybrid World”   | Bill Brown, DTM  |
| Article  | Toastmasters Magazine, “Maximize your Meeting Role Lineup”   | Kate McClare, DTM  |
| Video    | Toastmasters International, “Successfully Filling Online Meeting Roles”  | Kate Wingrove, Toastmasters International, Director – Training and Development                   |
| Booklet  | Toastmasters International, “A Toastmaster Wears Many Hats”  | Toastmasters International<br>( <a href="http://www.toastmasters.org">www.toastmasters.org</a> ) |
| URL      | TI online meetings webpage<br>( <a href="http://www.toastmasters.org/online-meetings">www.toastmasters.org/online-meetings</a> ) | Toastmasters International<br>( <a href="http://www.toastmasters.org">www.toastmasters.org</a> ) |

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## Role: Ah-Counter

Responsibility

Benefits & Value

Tips & Pointers



## Role: Grammarian

Responsibility

Benefits & Value

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## Role: Timer

Responsibility

Benefits & Value

Tips & Pointers



## Role: Speech Evaluator

Responsibility

Benefits & Value

Tips & Pointers



## Role: Topicsmaster

Responsibility

Benefits & Value

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## Role: Toastmaster

Responsibility

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## Role: General Evaluator

Responsibility

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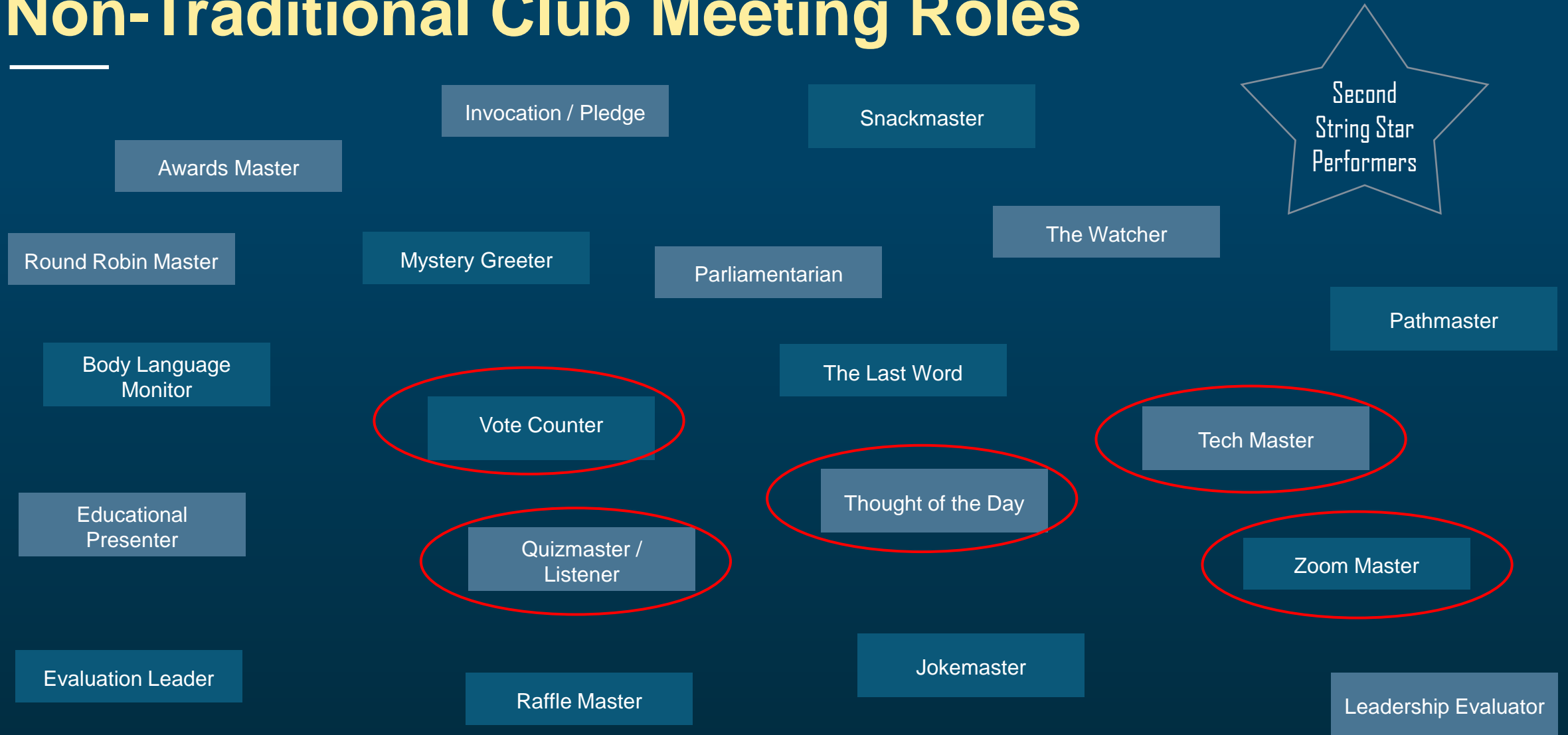
## Role: Prepared Speaker

Responsibility

Benefits & Value

Tips & Pointers

# Non-Traditional Club Meeting Roles



# Madison Achievers Club Meetings

## Meeting Roles and Handoffs

| Role                      | Main Action  | Introduces or Passes to  | Role                     | Main Action  | Introduces or Passes to |
|---------------------------|--|--------------------------|--------------------------|--|-------------------------|
| <b>President</b>          | Conducts business meeting (optional)<br>Reviews key logistics<br>Asks guests for introductions<br>Introduces roles for guests<br>Asks Grammarian for WOD | Toastmaster              | <b>General Evaluator</b> | Speaks about the evaluation half   | Speech Evaluator        |
| <b>Toastmaster</b>        | Speaks about the meeting theme   | Thought of the Day       | <b>Speech Evaluators</b> | Deliver the speech evaluations   | General Evaluator       |
| <b>Thought of the Day</b> | Delivers the Thought of the Day!   | Toastmaster              | <b>General Evaluator</b> | Asks the Timer to give report  | Timer                   |
| <b>Toastmaster</b>        | Introduces prepared speaker  | Speaker                  | <b>Timer</b>             | Gives the timing report  | General Evaluator       |
| <b>Speakers</b>           | Deliver prepared speeches  | Toastmaster              | <b>General Evaluator</b> | Asks the Grammarian to give the report   | Grammarian              |
| <b>Toastmaster</b>        | Leads applause<br>Provides one minute for feedback   | Speaker and Topicsmaster | <b>General Evaluator</b> | Gives an overall evaluation of the meeting   | Quizmaster              |
| <b>Topicsmaster</b>       | Asks Table Topics questions<br>Calls on speakers   | General Evaluator        | <b>Quizmaster</b>        | Tests everyone's listening skills  | President               |
|                           |  |                          | <b>President</b>         | Asks guests for feedback<br>Presents roles, theme for next meeting<br>Closes the meeting |                         |

# FEATURES, BENEFITS AND VALUE



| Features                          | Benefits   | Value to the Individual                            | Value to the Organization                              |
|-----------------------------------|--|--|--|
| ▶ A self-paced program            | ▶ Flexibility  | ▶ Unlimited personal growth                        | ▶ Employee goal achievement                            |
| ▶ Speech writing and presenting   | ▶ Critical thinking<br>▶ Effective presentation delivery | ▶ Clear communication<br>▶ Confidence              | ▶ Effective employee communication<br>▶ Better leaders |
| ▶ Weekly interactive meetings     | ▶ Ongoing experience<br>▶ Overcoming fears               | ▶ Skill reinforcement                              | ▶ Improved morale<br>▶ Enhanced performance            |
| ▶ Table Topics®                   | ▶ Thinking quickly                                       | ▶ Self-confidence                                  | ▶ Better customer communication                        |
| ▶ Evaluations                     | ▶ Keen listening skills<br>▶ Constructive feedback       | ▶ Increased self-awareness<br>▶ Positive mentoring | ▶ More productive teams                                |
| ▶ Participation in meeting roles  | ▶ Ease in front of a group                               | ▶ Improved leadership skills                       | ▶ Effective meetings                                   |
| ▶ Opportunity to conduct meetings | ▶ Time management skills<br>▶ Self-confidence and poise  | ▶ Effectively lead meetings                        | ▶ Increased productivity                               |
| ▶ Small groups                    | ▶ A supportive   | ▶ Relationship building                            | ▶ Better teamwork                                      |



**WHERE LEADERS ARE MADE**