



**TOASTMASTERS**  
INTERNATIONAL



**WHERE LEADERS  
ARE MADE**

# MEETING ROLES AND RESPONSIBILITIES

The Successful Club Series

**TOASTMASTERS**  
INTERNATIONAL®



## MEETING ROLES AND **RESPONSIBILITIES**

The Successful Club Series

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Rev. 8/2017 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
- ▶ CD of a PowerPoint presentation to be viewed along with your speech

### ***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. You are encouraged to use them. If you plan to use the PowerPoint slides for this presentation as visual aids, you will need a data projector, a laptop computer, a table to support them, and a screen for viewing. 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 show is a title slide and is not included in this numbering system.

If you cannot arrange for projection equipment but still would like to use visuals, you may copy the material on the visuals onto a flipchart. Do this before the presentation. Use a heavy marking pen that does not seep through the paper, and write on every third or fourth page so succeeding visuals will not show through. Also, make your letters large and heavy with plenty of space between them.

Follow these tips when using visual aids:

- ▶ Set them up and test them before the meeting begins. Place them so they are easily visible to listeners. Place your projector so it projects a large, high, undistorted image on the screen. Focus the image.
- ▶ Bring spare equipment, including a projector bulb, extension cord, extra marking pens, etc.
- ▶ Display your visuals only when they are needed. If you are using a flipchart, flip the page back out of view when you are finished with it.
- ▶ Remember not to stand between the screen or flipchart and your audience or you will block their view.
- ▶ Maintain eye contact with your listeners. Do not talk to the screen or flipchart. 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.

## EVALUATION AND ADVANCED AWARDS

Because this is an outlined presentation, for presenting it you will not receive credit toward completing a manual speech project, but you may receive credit toward your Advanced Leader Bronze (ALB) or Advanced Communicator Silver (ACS) award. Ask your vice president education to assign an evaluator for your presentation.

Conducting any two presentations from *The Successful Club Series* and/or *The Leadership Excellence Series* is one component of qualification for ALB recognition. Conducting any two presentations from *The Better Speaker Series* and/or *The Successful Club Series* is one component of qualification for ACS recognition. For further details, please view the Toastmasters International website: [www.toastmasters.org/membereducation](http://www.toastmasters.org/membereducation).

# 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* (Item 1167E) 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 manual 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 manual 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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