

Toastmasters Youth Leadership Executive Roles:

President:

You will preside over the entire meeting, introduce speakers or other meeting roles, and shake hands when speakers come up. Lead the applause enthusiastically when the speaker is done! You will be emailed the script and agenda a few days before the session. Print out 20 copies of the agenda (double sided), and ONE copy of the script and bring it with you. Read the script enough times so you are familiar with how the meeting will run.

Vice President:

You will be the backup for the President in case the President cannot make the meeting. Contact the President the day before the next meeting to check if the President is still able to come. If not, you will have to perform the role of President as noted above. On the last session in your term (either session 4 or 8), if you have not had a chance to fill in for the President you will do so on that day.

Secretary:

You will keep attendance records in signup sheets. You will document who actually spoke and fulfilled the meeting roles. You will provide an oral report at the start of each meeting.

Sergeant-at-Arms:

You will help set up the meeting room and distributed meeting agendas/handouts. Make sure everyone has their name card. Greet people as they come in – shake their hand and say hi. Turn on/off the lights if directed to do so. Make sure latecomers have a seat/name card and usher them in. Help clean up at the end of the meeting.