

## Meeting Roles

Toastmaster: This person leads the meeting, and is the President or Vice President.

Quiz Master: Write down 20 questions from various parts of the meeting. Ask these questions to test the listening skills of the audience when called to do so.

General Evaluator: Fill in the general evaluation form with your thoughts about how the meeting ran. Include points for improvement as well as what you thought went well. Provide an oral (spoken) report at the end of the meeting.

Ah Counter: Everyone taps their pen when someone says "ah" or "um" You keep track of the "ahs" or "ums" that NOBODY tapped and tell us at the end of the meeting how we did.

Grammarian: Bring a word to the meeting to share with everyone. You will share the word, and it's definition, at the beginning of the meeting. Everyone knocks on the table when someone uses the word, keep track of who said the word and tell us at the end of the meeting who said the word.

Timer: Note the actual start time for each meeting segment. Time how long each prepared speaker and impromptu speaker speaks. Provide an oral (spoken) report at the end of the meeting. You can use a cellphone as a stopwatch.

Table Topics Master: Prepare 10-15 questions to use in the impromptu speaking segment of the meeting.

Final Thought or Joke: Provide an inspirational story or joke at the end of the meeting, about 1 minute.

Read Minutes: The secretary reads the minutes at the start of each meeting.

Room set up / take down: The Sergeant at Arms helps set up the room and put chairs away at the end.

## 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.