

# Kapolei Toastmasters Club – Meeting Roles



Club # 01152419, Area 15, District 49

## Club Officers 2010-11

<u>Club Officers 2010-11</u>	<u>Phone</u>
<b>President</b> Kimberly Okamura	282-7158
<b>VP Education</b> James Fu	692-7613
<b>VP Membership</b> Barney Asato	222-0457
<b>VP Public Relations</b> Bryan Toda	358-9976
<b>Secretary/Treasurer</b> Jennifer Sonson	330-9315
<b>Sergeant at Arms</b> Jerome Ababa	768-3255

## TIMING for Speakers

### *Ice Breaker Speech #1*

3:30	Qualified
4:00	Green
5:00	Yellow
6:00	Red

### *Basic Manual Speech #2-9*

4:30	Qualified
5:00	Green
6:00	Yellow
7:00	Red
7:31	Disqualified (for Speech Contests only)

### **Table Topics**

1:00	Qualified	Green
1:30		Yellow
2:00		Red
2:31	Disqualified (for Speech Contests only)	

### **Evaluators**

1:30	Qualified
2:00	Green
2:30	Yellow
3:00	Red
3:31	Disqualified (for Speech Contests only)

## MEETING ROLES

**Toastmaster of the Day-** The emcee for the day’s educational program. The TMOD serves as a genial host who fosters a welcoming and supportive meeting environment for our members and guests.

**Featured Speakers-** The highlight of every Toastmasters meeting are the featured speakers. All speeches are prepared from projects that focus on specific aspects of oral communication. Members advance through a series of Toastmasters manuals, each containing 5 to 10 speech projects. A featured speaker receives both oral and written pointers for improvement by an Evaluator.

**Evaluator-** Every Featured Speaker receives immediate feedback at the meeting to help them improve. The Evaluator takes into account the speaker’s skill level, habits, mannerisms and progress to date, to give positive and constructive feedback.

**Table Topics Master-** Extemporaneous or “off the cuff” speaking is a skill that is highly valued by Toastmasters. The Table Topics Master introduces a subject or question, and calls on a Table Topics Speaker to address the topic for 1 to 2 minutes. This can be challenging for new members learning to feel comfortable speaking in front of an audience and “thinking on their feet.” After a while, many Toastmasters look forward to Table Topics and have fun with it!

**Timekeeper-** Good speakers have the ability to deliver their message within a specified time interval. The Timekeeper signals a speaker with a green card when the qualifying time has been reached, a yellow card at the mid-point, and a red card when 30 seconds remain.

**Ah Counter-** The “ah counter” notes the use of words and sounds used as a “crutch” or “pause filler” by anyone who speaks during the meeting. Words may be inappropriate interjections such as “and, well, but, so, you know;” and sounds may be “ah, uh, um, er,” or other non-words used by the speaker.

**Grammarian-** The Grammarian comments on the proper use of language during the course of the meeting and introduces a new word to members by presenting a “Word of the Day” - a word that meeting participants can incorporate in their everyday conversations but is different from the way they usually express themselves.

**General Evaluator-** The General Evaluator evaluates anything and everything that happens at the meeting. Are members prepared for their roles? Is the meeting well organized? Are we fostering an environment conducive to learning and growth? We use this feedback to continuously improve our educational programming.

*Get a written evaluation to receive credit for your meeting role and advance toward your Competent Leadership award!*