

TOASTMASTER MEETING ROLES AND BENEFITS

Role	Benefit	Outside Application
Speaker	<p>You get to prepare and practice a speech from one of your manuals.</p> <p>You get to present this speech in front of the club, and get feedback on different aspects (body language, structure, voice etc.) of it.</p> <p>This is difficult but very rewarding. This gets you out of our comfort zone and gives you invaluable experience and provides you with more confidence for your next speech.</p>	<p>Business Presentation</p> <p>Sales</p> <p>Industry Conference</p> <p>Outside Organization leadership (e.g. Kiwanis, Rotary, Scouts, Church, Homeowner's Association etc.)</p>
Evaluator	<p>You get to present a 2-3 minute review of a speech. You can review the speaker's use of space, body language, voice (tone, dynamics, clarity) as well as the speech's structure and salient points.</p> <p>This affords you the opportunity to engage your active listening skills and to compile and structure your notes in a short span of time.</p> <p>Presenting the feedback also gives you even more practice in ad hoc speaking. You will be challenged to deliver some important feedback in a short timeframe, but you will get better each time you challenge yourself to evaluate your fellow Toastmasters.</p> <p>Give positive feedback to help the speaker know what she is doing well, and give a few pointers so that her next speech will be even better.</p>	<p>Business Meetings</p> <p>Organizational Leadership Meetings</p> <p>Coaching/Mentoring</p> <p>Supervisor</p> <p>Youth Leadership</p>
Table Topics Master	<p>You get to provide a club member with a question to prompt them into a 1-2 minute presentation.</p> <p>While we are accustomed to the Table Topics Master reading questions off of a sheet of paper, you don't have to stop there.</p> <p>Be creative. Follow a theme. Make it into a game. Have fun!</p> <p>This is a mini-Toastmaster role since you are the master of ceremonies for a short while. This provides you with more confidence and gives you some facilitation skills in working with your Table Topics Speakers.</p>	<p>Business Meetings</p> <p>Business Leadership</p> <p>Business Communication</p>

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Table Topics Speaker	<p>What a challenge. You get asked a question for which you have not prepared.</p> <p>Do you run away? Hide under the desk? Scream? Of course not. You rise to the challenge and give a 1-2 minute answer to the question.</p> <p>You benefit because you get stage time, and you get to practice putting together some organized thoughts in a short time.</p> <p>Do you have to answer the question? This is up to you. Try the “dastardly dodge” if you draw a blank – “That’s a great question – it reminds me of the time I went water-skiing in South America....” and off you go!</p>	<p>Business Meetings</p> <p>Organization Meetings, such as Homeowner’s Association, School Board, City Council, and many other types of meetings which require impromptu participation.</p>
General Evaluator	<p>Have you always wanted to criticize EVERYTHING?! Have we got a role for <u>you</u>.</p> <p>It’s not just the criticism part. Here you perform a position that prepares you to be Toastmaster, as you introduce the evaluators as well as introduce to persons who played a role, to allow them to present a short report.</p> <p>Active listening anyone? You will be challenged to review the entire meeting, from start to finish. Take good notes. Prepare salient points to present. And then you get to review the whole meeting for a few minutes. Be sure to provide feedback to the evaluators and most importantly, the Toastmaster.</p> <p>This will stretch your comfort zone but you will grow by fulfilling this important role.</p>	<p>Business Meetings</p> <p>Press Secretary</p> <p>Business Proposals</p> <p>Interviews/Hiring</p>

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Ah-Counter/Grammarians	<p>Do you find it unfulfilling to correct everyone's grammar and diction on social media? Here you can not only record those filler words (um, ah, so, like I said etc.) you get to do more than you first realize.</p> <p>You get to select a word of the day, to challenge everyone to employ it in their speaking. And you get to review not only filler words but also the finer points of language.</p> <p>The benefits here are that you get to employ your active listening skills to record areas where speakers need improvement but also where they excel – praise them when they demonstrate superior usage of words, grammar and diction.</p> <p>And finally you get to present the club with your findings, so you get some stage time to help you grow.</p>	<p>Teacher</p> <p>Mentor</p> <p>Business Communication</p> <p>Education</p>
Timer	<p>A very good role for a newer member of the club, as it gives you structure to follow the timing of the various roles.</p> <p>You will challenge and stretch your active listening skills as you have to be engaged throughout the meeting.</p> <p>And because you present short reports at the beginning and end of the meeting, you get invaluable practice in speaking before the club.</p>	<p>Youth Sports (referee, coach)</p> <p>Organizations which need roles such as recorder, secretary</p>
Toastmaster	<p>The crème-de-la-crème role of the meeting. Here you get a chance to stretch even further. Be comfortable with the discomfort and accept the challenges ahead!</p> <p>The skillset of running an efficient meeting is invaluable. You learn where your “flex” is, if you have to get a meeting back on track or things are going faster than you expected. And you learn how to politely redirect things if they go off the agenda.</p> <p>Thankfully you can alternate between the structure afforded to you by the meeting agenda with some off-the-cuff speaking. The key here is to get comfortable in knowing when and where you can go a little off script to keep things rolling along.</p>	<p>Business Meetings</p> <p>Panel Facilitator</p> <p>Broadcaster</p> <p>MC for a public event</p> <p>Youth Event Chairperson</p>