

Riverside Communicators

Meeting Roles

Our meetings require members to participate in running them. Have a read of the different roles to understand what is involved with each one. Every function has a speaking element, so they are great for improving your speaking skills. Note some require a little preparation before the meeting.

Timer

The timer is essential to ensure the meeting runs on time and finishes when it is supposed to. The role involves timing all meeting activities, and giving timing reports for speeches, table topics and evaluations.

For a hybrid or in-person meeting, a timing device is used with three colours: Green for a speaker's minimum time, amber for an intermediate time, and red for the maximum time. Thirty seconds after the red signal is shown, a bell needs to be rung, telling the speaker they have gone over the total time allowed.

The club will provide the timing lights and bell.

Timing an online meeting is similar, except coloured Zoom backgrounds can be used, downloadable [here](#). The timer will need to find a bell or something audible. It is also helpful for speakers to pin the timer before they start.

You will need a phone with a stopwatch. This role is ideal for new members as a first role, as it has a minimal speaking part yet is crucial for the meeting to succeed.

Grammarian

The Grammarian reports on the language used at the meeting and is excellent for improving your listening skills. You will need to prepare before the meeting by choosing a word of the day. At the start of the session, the Grammarian introduces the word, gives examples of its use and encourages speakers to incorporate it during their speeches.

Additional responsibilities include:

- Noting interesting words, phrases, descriptive language, rhetorical devices and good grammar.
- Providing alternative phrases.
- Monitoring filler words such as ums, ahs.
- Listening out for cliches - overused phrases.
- Count the number of times the word of the day is used.

The Grammarian provides a short report at the end of the meeting, feeding back on what they have heard.

This is a good role for someone new who has completed their first couple of speeches. You can find a printable Grammarian checklist [here](#), with examples of what to look for.

Warm-Up

The Warm-Up Master's job is to give as many members as possible to say something. You will need to prepare a short, concise question; members have around 10 - 15 seconds for their answer.

When doing this role for an online meeting, ensure the Zoommaster unmutes everybody, so the session flows.

The Warm-Up Master role is ideal for a beginner or new member.

Speech Evaluator

Every prepared speech has a formal evaluation lasting two and three minutes.

An evaluation speech has a structure like all speeches - a beginning, middle and end. The middle part is usually divided into a commendation, a recommendation, and a commendation.

Don't waste too much time repeating what the speaker has said. Instead, focus on points such as:

- Pace
- Pauses
- Clarity
- Body Language
- Pitch
- Vocal Variety
- Gestures
- Overall content and structure
- How the speaker engages the audience
- How the speech starts and concludes
- How the speech made you feel

An evaluation is meant to encourage others, not criticise them. When speaking, address the whole room, and refer to the speaker in the third person.

It's always good to ask the speaker before the speech if there are any areas they would like you to focus on.

Make sure you obtain a Pathways Evaluation Form from either the speaker or the resources section of Basecamp, fill it in and return it to the speaker. Speeches cannot be credited without a written and verbal evaluation.

Newer members can start delivering evaluations as part of the Level 1 Pathways project Evaluation and Feedback.

Table Topics Evaluator

The Table Topics Evaluator has a similar role to the Speech Evaluator, except the topics are unknown beforehand. If there are many topic speakers, keep the evaluation short for each. A commendation and recommendation will suffice.

Avoid repeating the topic's contents and waffling, as you may run out of time.

This role is suited for more experienced Toastmasters.

Table Topics Master

The Table Topics Master leads the impromptu speaking part of the evening and is a fun, creative role. Each topic lasts between one and two minutes.

Preparation for this role before the meeting is essential. The session usually has questions based on a theme, such as unusual objects, selling something, and awkward situations.

The role aims to provide a topic that others can talk about without catching anyone out.

The Topics Master introduces the role, keeping it reasonably concise. Repeat each topic question twice if need be to ensure everyone understands it.

Members can put their names down for a topic during the break, especially guests. However, you may wish to randomly pick people out, keeping the audience guessing.

Give guests and newer members more accessible topics, as it can build confidence.

Toastmaster

The Toastmaster leads and oversees the meeting. This is a critical leadership role and does require some preparation before the meeting. Ensure you are familiar with the agenda and assist the Vice President of Education with filling all the meeting roles.

Often, the meeting has a theme set and introduced by the Toastmaster.

Follow the agenda when running the meeting (found on the meeting page in EasySpeak, top right detail button). You may have to swap a speaker or evaluator around on the night, for example, if someone is late arriving. It's helpful to bring a highlighter to cross out as you go, as it's very easy to introduce things in the wrong order.

When introducing prepared speakers, a method is:

Speakers name, speech title
Speech title, speakers name

Ensure you can pronounce the speaker's name correctly. You are the MC of the meeting, so lead with as much enthusiasm as possible, and showcase the participants.

Please note that it is the member's responsibility to prepare for their own roles and get help if needed from their mentor and or VPE.