



# HAWAII KAI TOASTMASTERS

WHERE LEADERS ARE MADE

## Hawaii Kai Toastmasters

Club #4716

Area 2 Division A

District 49

### Agenda/Timing

President: Call To Order

- Welcome Guests

- Business Meeting

Toastmaster of the Day

- Speakers

(Typical speech)

4:30 (qualified)

5:00 (green light)

6:00 (yellow light)

7:00 (red light)

7:31 (disqualified)

- Table Topics

1:00 (green light)

1:30 (yellow light)

2:00 (red light)

2:31 (disqualified)

General Evaluator

- Evaluators

1:30 (qualified)

2:00 (green light)

2:30 (yellow light)

3:00 (red light)

3:31 (disqualified)

- Timer's Report

- Ah-Counter's

- Grammarian/Word of the Day Reports

Toastmaster of the Day

- Wrap Up

President: Closing

- Guest Comments

- Adjourn

## Toastmasters Meeting Roles

**Toastmaster** - The main duty of the Toastmaster is to act as a genial host and conduct the day's program, including introducing the participants. The Toastmaster creates an atmosphere of interest, expectation, and receptivity.

**Speaker** - A major portion of each Toastmasters meeting is centered on one or more Speakers who prepare their speeches based on Pathways project objectives. These speeches last 4-6 minutes for the Icebreaker, 5-7 minutes for most projects in the Pathways Learning Program, and different times for projects in the Electives.

**Table Topics Master** - The purpose of Table Topics is to have members practice listening, "thinking and speaking on their feet" by responding extemporaneously for 1-2 minutes on a topic chosen by the Topics Master. The Topics Master typically calls on club members who do not have an assigned role in the meeting providing an opportunity for everyone to speak.

**Evaluator** - Every prepared speech receives an evaluation. Evaluators provide an oral and written evaluation using the project manual as a guide. The purpose of the evaluation is to help the speaker become less self-conscious and a better communicator. Ideally, the Evaluator should take into account the speaker's skill level, habits, mannerisms and progress to date, to give positive and constructive feedback.

**General Evaluator** - The General Evaluator evaluates everything that takes place throughout the meeting, especially the Evaluators. The General Evaluator is responsible for calling the Ah-Counter's, Grammarian/Word of the Day's and Timer's Reports.

**Timer** - One of the lessons in Toastmasters is how to express a thought within a specific time. The Timer is responsible for keeping track of the time for each segment and participant in the meeting. The Timer signals the participant with a green, yellow, or red light as indicated in the left-hand column, and typically indicates when the participant has gone overtime.

**Ah-Counter/ Grammarian/ Word of the Day** - The Ah Counter/ Grammarian/ Word of the Day. Ah Counter notes the use of sounds and words used as a "crutch" or "pause filler" by anyone who speaks during the meeting. Inappropriate words may include "ah", "um", and "you know". As the Grammarian, point out incorrect grammar or inappropriate words. Word of the Day introduces new words to members by presenting a "Word of the Day" to incorporate into everyday conversation.