

## WHO'S WHO

The success of a club is determined by the members who speak and fulfill meeting roles as well as the club officers who make the meetings happen.

## MEETING ROLES

At club meetings you take on meeting roles. Each one adds value to your learning experience and helps you improve your communication and leadership skills. Below are brief descriptions of each to familiarize you with who does what at a meeting. If you are fulfilling a role at an upcoming meeting, read *A Toastmaster Wears Many Hats* (Item 1167DT) or visit [www.toastmasters.org/meetingroles](http://www.toastmasters.org/meetingroles) for more detailed information.

**Speaker:** Each speaker prepares and presents a speech based on a project assignment from their learning path in Pathways.

**Evaluator:** The evaluator observes a speaker's presentation and gives constructive comments in a brief evaluation speech. In addition to a verbal evaluation, the evaluator gives a written evaluation using a specific resource.

**Timer:** The timer helps to keep the meeting on schedule and times each speech. When you're the timer, you will use a stopwatch, timing lights or other device provided by your club to keep track of time. At the end of the meeting, you share timing records with club members.

**Table Topicsmaster:** The Table Topicsmaster facilitates Table Topics—the meeting segment in which members deliver brief, impromptu speeches. The Table Topicsmaster prepares and introduces the topics and determines the speaking order.

**General Evaluator:** The General Evaluator evaluates everything that takes place and gives feedback to improve future meetings. When you serve as General Evaluator, you are responsible for pointing out what worked well and what could be better next time.

**Toastmaster:** The Toastmaster hosts and conducts the meeting. When you're the Toastmaster, you introduce speakers and keep the meeting moving along. This role is generally reserved for experienced members who are familiar with the club and its procedures.

**Grammarian:** The grammarian introduces new words to members, listens to the way members speak and presents a verbal report at the end of the meeting. The grammarian provides feedback to help Toastmasters improve their language skills and stretch their vocabularies.

**Ah-Counter:** The Ah-Counter helps speakers keep track of the filler words and sounds they use and gives a report at the end of the meeting. Words may be inappropriate interjections such as *and, well, but, so, you know*. Sounds may be *ah, um, er*.

**Optional meeting participants:** Your club may have other meeting participants, such as Joke Master, parliamentarian and Word Master. Ask your club officers if your club includes additional meeting participants and how to fulfill those roles.