

Visitor's information sheet on meetings

This document briefly describes most of the assignments that are delivered by the members during a meeting.

Call to order: The Sergeant-at-arms calls the meeting to order. He usually briefs the audience on the meeting etiquette and the available amenities at the venue.

Opening: The meeting is opened by the President who may talk to the theme or on activities within the Club

Programme Changes: The Vice President – Education announces the last minute changes to the programme (You will find a printed agenda on the table)

Chairman 1: The Chairman 1 controls the first half of the meeting introducing the speakers during that half.

There are various 2-minute small assignments during the first half of the programme. Some of them are:

Welcome: A member welcomes the visitors and introduces them to the audience – visitors are asked to stand as their name is called, but do not need to speak.

Toast: A member proposes a toast in honour of someone or something

Inspirational: A short speech to inspire the audience

Point of view: A short speech on a topic that concerns the speaker

Read or Recite: Reading out aloud or reciting a poem by a member

Weak Word: A member highlights a word or phrase that is misused

Book/Movie Review: A member talks on a book or movie

Table Topics: This is a session of impromptu speaking. Table Topic Master prepares 10 topics. He assigns each topic to a member without prior notice. Once 10 topics are completed, two members evaluate the performance of the speakers (Odd numbered speakers evaluator & even numbered speakers evaluator)

Chairman 2: The rest of the meeting is conducted by Chairman 2. He also conducts the ***business session*** – correct procedure in a business meeting is practised.

Motion: A member puts forward a frivolous motion – members have fun – Chairman 2 and members learn how to control a meeting

General Evaluator: A Member evaluates the meeting overall as well as all the other assignments that are not evaluated. The General Evaluator also introduces all speech evaluators and subsequent minor assignments.

Parliamentarian: Chairman 2 can consult the parliamentarian while conducting the business session. Parliamentarian evaluates the way the business session was conducted

Break: There will be a break of 10 minutes after which the Sergeant-at-Arms calls the meeting to order

Larfmaster (Parramatta Toastmasters' spelling for Laugh master): A member tells a non-offensive funny joke / incident / anything to make the members laugh.

Toastmaster: The Toastmaster is the MC for the formal speaking part of the meeting.

Speeches: Prepared speech assignments, usually for five members and generally run for 5-7 minutes. Some are scheduled to go for longer. These speeches are based on assignments from various speaking manuals

Evaluations: A separate member is formally assigned to evaluate each speech.

Quizmaster: The listening skills of the members are tested by the quizmaster.

Um / Ah counter: A member gives an account during the Ums, Ahs, doubles, etc used by all speakers of the meeting.

Timer: A member times each assignment and gives a feedback at the end of the meeting.

Awards: The members vote on the Best table topic, Best evaluator and the Best speaker of the night. Sergeant-at-Arms presents these awards. Chairman 2 presents the Stirrer's Spoon to a member whom he estimates to have caused most trouble or challenge during the business session.

Meeting Close: The President while closing the meeting asks selected visitors for their comments on the meeting. The Visitor stands and gives a comment for 20-30 seconds