



Toast of Jax Toastmasters

Guest Information Sheet

Role of Participants

Position	Responsibilities
Invocator	According to Club protocol, the Invocator should deliver a non-denominational prayer to inspire and motivate meeting participants. Also leads Pledge of Allegiance and reading of the Club's mission statement.
Club Host	The Club Host introduces each guest to a member so that the member can elicit information sufficient to provide an introduction when requested to do so by the Presiding Officer.
Toastmaster	Responsible for producing and directing the meeting. Contacts the Topics Master, Evalumaster, Joke Meister and Speakers beforehand to confirm attendance. Requests information on speech times so that schedule changes can be made if necessary. The Toastmaster's objective is to keep the meeting flowing smoothly and on time.
Table Topics Master	Calls on meeting participants, preferably those without an assigned role, and presents questions or topics that require an extemporaneous answer or comments. Total allotted time for Table Topics is 15 minutes (unless adjusted by the Toastmaster to accommodate Advanced Manual speeches), which allows for up to five participants in a regular meeting.
Speaker	Prior to the meeting, each Speaker prepares and practices a speech, provides the Toastmaster with an introduction and advises ASAP the time required so that schedule adjustments may be made if necessary.
Educational Speaker	The allotted time for an Educational Speech is three minutes. The topic may be anything related to Toastmasters or to speaking skills generally.
Evalumaster	Contacts Evaluators, Grammarian, Vote Counter, Ah Counter, Timer, Money Collector, and the Club Host beforehand to confirm attendance. Leads evaluation portion of the meeting and provides a brief evaluation of the meeting overall.
Evaluator	Discusses, prior to the speech, areas of particular concern to the Speaker, if any. Evaluators provide constructive feedback based upon specific goals and a Speaker's overall progress in the program, to help the Speaker further enhance his/her skills.
Grammarian	The Grammarian listens attentively during the meeting for proper sentence structure and grammar, particularly creative use of words and poor language usage.
Vote Counter	The Vote Counter tallies votes in each category (Best Table Topics, Evaluator, and Speaker) and casts the deciding vote in case of a tie. Winners are announced without comment upon whether it was a "close race" or a "landslide."
Ah Counter	The Ah Counter listens for use of "ahs," "ums," double clutches or other verbal crutches where silence may have been a more effective alternative.
Joke Meister	The Joke Meister's researches a joke during the week, practices delivery (and timing), and makes the audience laugh when called upon at the end of the meeting. Jokes are kept clean and an attempt is made to deliver the type of humor that would be appropriate at a dinner party or at the office.
Timer	Times Table Topics (1:00, 1:30 and 2:00), Evaluations (2:00, 2:30 and 3:00) and Speeches (usually 5:00, 6:00 and 7:00). If other than a 5-to-7 minute speech, lights are illuminated at each minute within the span (e.g. for an 8-to-10 minute speech, the green light is lit at 8 minutes, yellow at 9 minutes and red at 10 minutes).
Money Collector	Collects money to compensate the hotel for breakfasts, prepares a Money Collector's report and turns funds and the report over to the Club Treasurer.
Stand-by	Comes prepared with a hip-pocket speech, a Word of the Day and table topics, in case of unexpected need to fill the role of Speaker, Toastmaster or Topics Master.