

Wokingham Speakers

Roles and Responsibilities

As clubs often have a different manner of introductions, and responsibilities on the evening, especially noting the differences in area 21 and area 14, we have set out a protocol for Wokingham Speakers below.

Explaining Roles and Giving Speech Objectives

Invitations to explain a role, or a speaker's objectives, are not a speech, and do not signify someone taking control of the stage from the Toastmaster (TME), hence no applause is required.

Timer

The timer may be asked to explain their role (they usually stay at the back). This should be kept brief, to approximately 30-45 seconds. They have not taken control of the stage from the Toastmaster and do not receive applause at this point.

Grammarian

When the Grammarian is asked to explain their role, they may stand to the side, or come to the front, and explain their role. Keep it brief. They have not taken control of the stage from the Toastmaster and do not receive applause at this point. That comes when they give their Grammarians report

Evaluators

The speech evaluators are asked to explain the objectives of the speech they are evaluating. They may be invited to stand at the side, or come to the front, whichever allows the audience to see them and keeps the pace up. The evaluator has not taken control from the Toastmaster and do not receive applause at this point. That comes when they stand and give their formal evaluation.

Summary of the roles at Wokingham Speakers

Toastmaster of the Evening (TME)

Before the night

- Take over the scheduled programme from the VP Education and organise the whole programme
- Plan the programme timing, with Sergeant at Arms opening the meeting at 7:30 and handing back to President as close to 9:30 as feasible (depends on number of speakers).
- TME can choose to have a 'theme' for the evening, eg. 'Challenge', then use this as a hook for the speaker introductions, asking them to tell you about the biggest challenge they have had to face and what they learnt from it. (Note: if the agenda is very busy there is limited time for introductions or for the TME to hold the stage)
- Confirm speakers and ask them for a short introduction
- Confirm Timer, Grammarian, Topics Master, General Evaluator & Evaluators
- Decide speaker order and match evaluator to speaker – take guidance from VPE as needed. Note: we usually have the Icebreakers first, to minimise the risk of the new speakers getting nervous.
- Email agenda to all members (google group) as a reminder of the meeting at least a day before
- Print out about 24 copies of the agenda to put on the seats for the audience on the night (if you don't have a printer, ask President or VPE to do this)

On the night

Responsible for the smooth running of the programme. They are the Emcee or chair of the meeting and run the main programme. (Note other clubs may have the GE run the evaluation part of the programme, at WS the TME runs the whole programme.)

Responsibilities include: -

- Introduce Agenda for the evening
- Explain Protocols – can use HATS mnemonic – **H**andshake when speaker takes over stage; **A**ppause to encourage the speaker; **T**iming to control the agenda and to qualify speakers for prizes (we usually ask the Timer to explain this point); **S**lips for feedback comments and for voting (we ask you to keep the voting slips together until we have done all 3 then the S@A will collect them).
- Keep the energy/applause up in the room – to help the speakers feel welcome and the audience engaged

As per agenda:

- Invite the timer, grammarian and GE to explain the roles briefly
- Invite evaluators to explain objectives of speech they are evaluating
- Introduce each speaker and their speech titles and lead applause as they take the stage
- Check with timer that all speeches were in time and invite audience to vote for best speaker
- Announce the break and the start time for the second part, encourage people to move quickly to get their drinks
- Introduce the topics master to take the stage
- Introduce each evaluator to take the stage
- Check with the timer that all evaluations were in time and invite audience to vote for best and ask S@A to collect all the voting slips
- Introduce the General Evaluator to take the stage and give their report
- Introduce the grammarian to take the stage and give their report
- Close the main part of the programme and invite the President to present awards and close the evening

After

The TME writes up the evening in a blog for the website and send to Paul Gardner, before the end of the week. This can be a summary of the main programme or more of a story or highlights and should give a flavour of what the club is like to visitors.

Table Topics Master (TTM)

The TTM designs and leads the impromptu speaking section of the evening. This is a valuable section as we all have to learn how to think on our feet and communicate our messages clearly in order to influence others. The TTM should select a theme and topics that is widely relevant so that anyone could speak on any topic asked. Avoid asking questions that could have closed answers as speakers may find it difficult to speak for over a minute.

- Plan the theme and topics in advance – ensure they are topics that do not demand specific knowledge
- Check the agenda against the signing-in sheet to identify who does not have an assigned role and ensure you invite these members up to speak
- If you have space, check with visitors to see if they would like to participate and if so include them
- Check with the TME how much time you have for Table Topics and ensure you manage to that time
- Introduce Table Topics, how the session will run and the timing for Table Topics speeches

- At the end ask the timer for a report on times and invite the audience to vote for the person they thought was the best speaker. Repeat the speakers' names and their topics to remind the audience.

Evaluators

Before the meeting starts

Talk with the speaker about their project and what they would like you to pay particular attention to. Read through the project and familiarise yourself with what they are aiming to achieve. If possible check through past projects so you can see what kind of comments they have had – you may notice that they have made progress against these comments and give them feedback on this.

Giving speech objectives

Stand at the side of the room or go quickly to the front – where the audience can see and hear you – and read out the objectives of the speech project. This is NOT a speaking role at this stage.

Giving their speech evaluation

After the speeches, they will take the stage and give their 2-3 minute evaluation. This is a mini speech; it should have structure as well as provide helpful feedback to the speaker and the audience. Evaluators do take control of the stage and we applaud them.

After

Hand the completed manual back to the speaker and ask if they would like any further clarification, or add comments you may not have said in your speech.

Topics Evaluator

Gives short evaluation of the Topics speakers. Timing typically allows about 30 seconds per speaker, so highlight one commendation and one recommendation each. If possible draw all topics together for general comments about the topics speakers' techniques.

Timer

Set up the timing lights and get a copy of the agenda and a pen. Note down the timing for each speaking slot (Green, Amber, Red). Check the lights work. Prepare a brief explanation of the timing role and what the lights mean.

At the beginning of meeting The TME invites the timer to give a very brief (30 second) explanation of the role of the timer. This is NOT a speech and they do not take the stage or receive applause.

The Timer is asked to report on the times at each stage of the evening and will do this from a seated position at the back of the room. If the meeting is not rushed, the timer can give the actual time for each speaker, if it is, then simply name the speakers who were in time and name those who were not (ie no more than 30 seconds after the official time allowed).

Grammarian

Before the meeting, read the information on the role in the Competent Communicator manual. If you decide to offer a 'Word of the Day', identify a suitable word and prepare a definition and typical example of the word in use. Write the word large on a piece of paper and put it where everyone can see it.

Prepare a brief explanation of the role.

At the beginning of meeting The TME invites the Grammarian to give a very brief (30-60 second) explanation of the role of the Grammarian. Stand to the side, or come to the front but this is not a speech at this point and they do not take the stage or receive applause.

At the end of the meeting, The Grammarian is invited to come to the front and take the stage, to give their report. The report involves naming each speaker and identifying their use of filler words/sounds and any excellent use of English, as well as use of the word of the day. Timing is 2-3 minutes.

General Evaluator (GE)

The GE observes everything that happens during the evening with a view to providing helpful comment to ensure club members know how to create entertaining and educational evenings. This includes non-agenda items such as how visitors are welcomed, the atmosphere of the club, how well organised people are, etc, as well as any preparation before the meeting. Before the meeting read the information in the CC manual, to help you prepare. Bring paper and pens for your notes.

The GE is introduced and invited to take the stage by the Toastmaster right at the end of the programme. The GE then evaluates the evening as a whole, and any speaker who has not been formally evaluated. (ie – S@A, Toastmaster, Topicsmaster, evaluators, and comment on the topics speakers, if there was no topics evaluator).

Note that there are no 'musts' in the way the meeting is run, role-holders can choose to vary from what you may have seen before. Conduct your evaluation to give feedback on your experience and whether the approach worked, rather than giving a judgment on 'right' or 'wrong' methods. As always we want the evaluation to be a motivating experience for the audience.