

Here are the typical roles in a Toastmasters club meeting. A club can vary these roles as they see fit.

Ah Counter - Counts verbal pauses, such as: ah, um, so, er, you know, well, and, but

Applauders - You will hear lots of applause and see many handshakes

General Evaluator - Leads the evaluation portion of the meeting

Grammarian - Counts grammatical errors

Hot Seat - Someone prepared to fill any meeting role that has a vacancy

Joke Master - Adds some levity to the meeting via humor

Prepared Speaker - Gives a speech using one of the manual projects

Presiding Officer - Usually the club President, runs the business meeting

Quiz Master - Tests listening skills via questions of today's meeting

Sergeant-at-Arms - Prepares the room and usually opens the meeting

Speech Evaluator - Evaluates a prepared speech using the manual evaluation page

Table Topics Master - Leads the impromptu portion of the meeting

Table Topics Speaker - Responds impromptly to questions from the Topics Master

Timer - Times prepared speeches, table topics and evaluators

Toastmaster - The emcee or host of the meeting, runs the main meeting

Toastmaster Minute - Gives a brief lesson in something Toastmasters related

Vote Counter - Tallies ballots for best speaker, evaluator and table topics

Word Master - Presents the 'word of the day' and counts uses of the word

How it Works

In a normal Toastmasters club meeting, it takes a number of roles to make it run smoothly. Everyone takes turns serving the various roles each meeting. That way, the members get valuable experience serving in each of the meeting roles. In fact, by using their latest copy of the Competent Leader (CL) manual, they can receive feedback on how they did serving each role.

The roles in a meeting can vary from simply tallying the votes to giving a prepared speech to running the meeting. A goal of each Toastmaster club should be to have every member serve every meeting role at least once every six months. That way, everyone is thoroughly familiar with all meeting roles. Of course, the newest members may need some time before serving as a Speech Evaluator.

Instead of always doing the “same ol’, same ol’ meeting, a club should “shake things up” once in a while. Do something such as a training session or Table Topics or Speech Evaluations or even a club speech contest. For a really fun challenge, a club could have a Backwards Meeting. In that meeting, all meeting roles are done as they would normally be done. The difference is that the order of the roles is done in reverse order of the norm.

For More Information



Roles in a Typical Club Meeting