



Minor Meeting Roles

Minor Meeting Roles - the meeting can be held without them.

Major Meeting Roles - the meeting can not be held without them.

- It is the responsibility of the **Chairperson** to ensure that all roles are filled (by asking the present members to fill in missing roles, focusing on major roles).
- In the case that there are no Formal Speakers & Evaluators, the meeting can be held with extended Table Topics.

Minor Meeting Roles	Page in this document	Major Meeting Roles
Invocation	P 2-3	Chairperson
Toast	P 4	Toastmaster
Grammarian	P 5	Table Topic Master
Ah Counter	P 6	Table Topic Evaluator
Ballot Counter	P 7	General Evaluator
Quizmaster	P 7	Timer
Joke Master	P 7	Formal Speaker(s)
		Evaluator(s)



CALGARY PACE SETTERS TOASTMASTERS CLUB #8170

The **INVOCATION** Role

Role Description:

The **Invocation** role is meant to uplift and motivate the audience; to invite participants to set an intention for self improvement for the meeting.

At the Meeting:

- Share inspiring words and/or quotes that relate to the theme of the meeting, to leadership, communication or public speaking.
- Use quotes posted on the social media platforms of our club and our District 42.
- Use quotes and invocations from the examples hereunder.

Examples of Quotes
“The courage to be vulnerable is not about winning or losing, it’s about the courage to show up when you can’t predict or control the outcome.” - Brene Brown
“Alone we can do so little; together we can do so much.” - Helen Keller
“Leadership is not about being in the center of attention. It is about being in the epicenter of action.” - Richard E. Peck, TM International President



CALGARY PACE SETTERS TOASTMASTERS CLUB #8170

Examples of Invocations

Emily Dickenson once said, "*I dwell in Possibility.*" By joining Toastmasters and coming here each Tuesday night we are choosing to dwell in Possibility. May we acknowledge the courage that it has taken each one of us to show up to realize all of the potential that life has for us. Let us continue to dwell in our possibilities with enthusiastic and passionate resolve.

Albert Einstein said, "*Learn from yesterday, live for today, hope for tomorrow.*" May we learn from yesterday's mistakes and challenges. Tonight may we live in the moment, taking joy in our meeting. And may we increase in hope for our speeches of tomorrow through the helpful support and learning that we receive tonight.

Let's reflect on the words of Peggy Noonan: "*A speech is poetry: cadence, rhythm, imagery, sweep! A speech reminds us that words, like children, have the power to make dance the dullest beanbag of a heart.*"

Hansell B. Duckett said, "*What this country needs is more free speech worth listening to.*" Tonight let us learn to think, listen and speak so that our speech will not only be worth listening to, but it will move the hearts, minds and souls of those listening.

Dale Carnegie said, "*There are always three speeches, for every one you actually give. The one you practiced, the one you gave, and the one you wish you gave.*" We've come to Toastmasters tonight to grow our skills so that our given speech grows ever closer to our wishes for speech.

On this evening, may we warm our hearts and minds with the company of our fellow Toastmasters. Let us put our best foot forward so that we may encourage and help our new Toastmasters become better communicators and leaders. As always, let us learn from each other as each of us brings something unique to the Toastmasters' table.

The strength of Toastmasters is its members. It isn't strength in numbers, but strength in our actions. In this meeting tonight, may each one here give and receive supportive coaching so that we continue to develop and grow our leadership and communication skills.



CALGARY PACE SETTERS TOASTMASTERS CLUB #8170

The **TOAST** Role

Role Description:

The **Toast** role is designed to celebrate someone (supportive members, friendly audience, mentors, family, leaders, etc) or something (friendship, open communication, constructive feedback, diversity of our club, inclusivity, etc).

When absent, the Toastmaster takes on this role.

Before the Meeting:

- Prepare the toast: a short statement to express your good wishes towards someone or something.
- Keep it to the point; include humour, yet avoid embarrassing anecdotes.
- Rehearse the toast and practice projecting your voice.

At the Meeting:

- Deliver the toast when called upon by the Chairperson.
- At the end of the toast, invite the audience to raise their glasses "To(your chosen topic)" and add "And to the Queen!"



CALGARY PACE SETTERS TOASTMASTERS CLUB #8170

The **GRAMMARIAN** Role

Role Description:

The **Grammarian** is responsible for introducing the **Word Of the Day (WOD)** to the audience, discussing the use of the language throughout the meeting and offering examples of good grammar and remarkable vocabulary.

At the Meeting:

- Present the **WOD** when called by the Chairperson before the Introductions; give the definition and spelling and an example on how to use the **WOD** in a sentence. For online meetings, share the information with all participants in the chat or by sharing the screen. For in-person meetings write the information clearly on a board or pre-prepared visual aid.
- Encourage all participants to use the **WOD** every time they get to speak.
- Listen to the language used during the meeting and note grammatical mistakes, awkward or misused language, and creative vocabulary; keep track of how many times the **WOD** was used and who used it the most.
- Give your report in 2-3 minutes, when called by the **General Evaluator**.

The **GRAMMARIAN** Report

WOD:	Definition:	Example(s):
Mistakes:		
Creative vocabulary:		



CALGARY PACE SETTERS TOASTMASTERS CLUB #8170

The AH COUNTER Role

Role Description:

The **Ah Counter**'s job is to listen for crutch words (ex. Ah, so, and, amm, hmmm, because) and repetitions throughout the meeting and fill in their report accordingly. By sharing their findings, the Ah Counter helps all participants to watch out for their mistakes and improve their speaking. .

When the Ah Counter is absent, the Chairperson could take on this role.

At the Meeting:

- When called by the **General Evaluator**, give your report.
- Name participants with no/the least clutch words
- Name the participant who had the most clutch words - receiver of the Green Monkey.

The AH COUNTER Report

Name																	
Ah																	
So																	
And																	
Ahmm																	
Because																	
Total																	



CALGARY PACE SETTERS TOASTMASTERS CLUB #8170

The **BALLOT COUNTER** Role

Role Description:

The **Ballot Counter** is responsible to gather the votes from all participants for the **Best Speaker, Best Table Topics** and **Best Evaluator** during the meeting. Once the voting is done, the Ballot Counter compounds and presents the results to the Toastmaster who is going to award the winners of the evening.

When Ballot Counter is absent, the Toastmaster takes on this role.

At the Meeting:

- For online meetings, the votes will be gathered via a poll or direct messaging to the Ballot Counter.
- For in-person meetings, the Ballot Counter has to offer each participant a paper for voting at the beginning of the meeting and gather all papers after voting is over.

The **QUIZMASTER** Role

Role Description:

The Quizmaster's job is to test the audience's listening skills. They have to make note of various facts and figures mentioned throughout the meeting and prepare 3-5 questions; the questions should vary in difficulty: 1-2 easy, 1-2 moderately challenging, 1 stumper.

When the Quizmaster is absent, the Chairperson could take on this role, if time allows it.

At the Meeting:

- When called by the **General Evaluator**, provide a brief quiz by asking one question at a time and allowing the participants to answer. You should give the correct answer if no one gets it right.
- When finished, return the gavel/control to the **General Evaluator**.

The **JOKE MASTER** Role

Role Description:

The **Joke Master**'s role is to tell a joke when called by the **Chairperson**, in the beginning of the meeting. At Toastmasters International we follow the rules of ethical and respectful communication.