## Typical XXX Club Meeting - Agenda Breakdown

A typical **XXX Toastmasters** Meeting Agenda has the following segments that are aligned with the Toastmaster Educational and Leadership Programs and Pathways. The Meeting Agenda is prepared by the VP Education (VPE) who consults with all members to provide opportunities to participate in the various meeting roles, speeches and leadership tasks. Roles are rotated (with exception of the Sergeant at Arms) to allow everyone to practice the different tasks.

**The Sergeant at Arms**

Welcomes and opens the meeting. Gives house-keeping rules & introduces the Toastmaster.

**Toastmaster:**

Conducts the meeting. Their role is to introduce and welcome speakers to the floor. The Toastmaster prior to the day coordinates the final agenda and prints copies for the meeting.

**Inspirational:**

Is a 2-3 minute speech with a topic to inspire the audience and sets the mood for the meeting.

**Grammarian:**

Grammarian selects the ‘word of the day’ (not slang or jargon/ usually an adjective). This exercise is to increase members’ vocabulary and word usage. Grammarian captures good and poor use of grammar/filler words and provides a report at the end of the meeting. This section also highlights interesting phrases captured during the various meeting activities.

**Table Topics:**

A Table Topics Master will select audience members, at random, to deliver an impromptu speech in

1-2 minutes (this segment is designed to have members “think and speak on their feet”). Visitors are invited to join in (but can decline) and new members are encouraged to participate.

**Project Speeches:**

Pre-prepared speeches are delivered with the material based on a project speech from the Pathways program (time usually 5-7minutes).

**Evaluations:**

A member evaluates each speaker using a CRC method. He/she commends what the speaker did well, provides recommendations on how the speaker may improve the presentation, then finishes with further commendations. Evaluation is of the speech presentation & delivery and elements of effective public speaking e.g. use of gestures, structure, voice.

**Timing Report:**

Each segment of the meeting is timed. A series of coloured lights indicate the time each speaker has left of the allocated time. Timing keeps the meeting on track to ensure all items are delivered.

**General Evaluation:** Every item in a Toastmaster meeting is evaluated (CRC method) to ensure all members receive feedback. The General Evaluator also evaluates the overall standard of a meeting.

**Other roles …….. Hark Master/Ahhhh Counter:**