



# Nanjing No.1 Toastmasters

## Meeting Guidelines

Let's evaluate to motivate! Everyone is meant to shine!

This is a draft version, if you have any suggestions, please email to me: [tinali.219@gmail.com](mailto:tinali.219@gmail.com)

### Ground Rules:

- Ø Nanjing No.1 Toastmasters is an NGO, so no business here!
- Ø Nanjing No.1 Toastmasters is an English only Club, so please be considerate and speak in English as much as possible so that all club members will feel included, before – during - and after the meetings.
- Ø Please bring your CC or CL manual to the meeting.
- Ø Club members should never send or read text messages during the meeting, and should never accept any calls
- Ø When you leave the room, please take your personal belongings and trash out.
- Ø Upon arrival at the meeting, be sure to sign in on the attendance form provided by the Sergeant At Arms and have any guests you bring sign the Guest Attendance form as well.
- Ø Prepared speakers----give your CC manual to your IE before the meeting.
- Ø Other role takers ----give your CL manual to a fellow member before the meeting.



### Who Do You Want to Become?

——enjoy public speaking, enjoy your life!

**Secretary:** Members and guests sign in & collect entrance fee/distribute agenda & voting slips.

**SAA:** Arrange meeting facilities & welcome guests

**President:** Meeting opening & closing

**Toastmaster:** Ensure the meeting begins and ends on time

**Timer:** Time Each Session accurately from the beginning to the end of the meeting

**Ah-counter:** Count gender confusions and Ahs

**Table Topics:** Host the Table Topics session

**Prepared Speaker:** Deliver speech based on the manual

**Individual Evaluator:** Give evaluation to the prepared speaker based on the manual,

**General Evaluator:** Give an overall evaluation.

Below are brief introductions to the officer and meeting roles we usually take. [Please find More Materials of Meeting Roles by clicking here.](#)

Secretary



Special Assistant/Secretary

### Main Responsibility:

- ✚ Arrive no later than **18:50**
- ✚ Sign In : **Members, Guests & New guests**( write down email address clearly).
- ✚ Distribute agenda and a piece of post-it.

\*If you notice anything unusual (such as the member lists are out of date, or some guests saying that they cannot receive our agenda) or need improvement, please let EVP know.

Sergeant At Arms



Chief Officer in Administration

### Main Responsibility:

- ✚ Arrive no later than 18:45
- ✚ Arrange the seats, Banner, clean the blackboard, and test the pen (or chalks:-D)
- ✚ Welcome guests at the door
- ✚ When you host the let guest talk session, speak less, so we can have more guests to speak
- ✚ Be sure to provide the booklet for guests

President



CEO/General Manager/President

### Main Responsibility:

- ✚ Control your time.
- ✚ Set the tone of friendly, energetic atmosphere.
- ✚ Opening is the soul of the meeting, and it's better to add some background of Toastmasters, such as what is Toastmasters? What's the background of Nanjing No.1 Toastmaster? How does it work?
- ✚ Lead by example, and pay attention to the time control.
- ✚ A good beginning gets the meeting off with success.

### Main Responsibility:

- ✚ Arrive early enough to confirm role takers.
- ✚ Greeting guests and inform audience about changes on the agenda at the beginning of meeting.
- ✚ Take full control of the meeting, especially when speakers go over time.
- ✚ Shake hands properly with all role takers
- ✚ Prepared proper transitions
- ✚ Try to build up role takers by highlighting their accomplishments, achievements or strengths



Toastmaster

- ü You may use **POETS** to Introduce your prepared speakers, which means **P**osition (e.g. CC, ACB, CL, DTM) , **S**peech **O**bjective , **H**is/her **E**valuator ,**T**ime, **S**peech title
- ü **I**ntroduce other role takers by their thoughts/opinions on the meeting theme.
- ü Always **lead** the applause before & after the speaker starts/finishes.
- ü **R**emain standing near the lectern after the introduction till the speaker has acknowledged you and assumed control of the meeting, then be seated.



**Main Responsibility:**

- Meeting should begin and end on time; you have the right to shorten some sessions to ensure that.
- Explain the rule clearly.
- Every role taker has extra 30", when time is up, ring the bell, if one keeps on talking, you can keep on ringing the bell or do others things to make the time killer stop.
- At the end of the meeting, give a detailed report.

For example: Jerel 7'35" Disqualified  
 Wenbin 5'15" Qualified

Timing Rule	GREEN	YELLOW	RED	
	Minimum	Midpoint	Maximum	Extra
Gender Confusion/Ah Counter	30"	45"	1	1' 30"
Table Topics Speaker	1	1' 30"	2	2' 30"
Prepared Speaker	5	6	7	7' 30"
Individual Evaluator	2	2' 30"	3	3' 30"

When the red flag is held up, please conclude your speech within 30 seconds. All the role takers, when you hear the bell, you must stop!



**Main Responsibility:**

- Explain the rule clearly
- At the end of the meeting, give a detailed report
- For example: Tina 7Ahs 4 Ums 10 Wells  
 Rex No Ah, 2 Gender Confusions



**Main Responsibility:**

- Speaks less, invite more participants to speak.
- Questions should be clear and short, and relate to the theme
- Write down the speakers names on whiteboard
- Invite audience to vote for the best Table Topics speaker

**Attention:** Invite non-speaking members or those who without roles first, then Invite more members than guests.

- "KISS" —Keep the questions short and simple
- Get people think: good table topics questions can get people to think.
- Pay attention to the time, you have 10 minutes to hold the session, so you can decide how many questions to ask, instead of too few or too less.

\*First time please send your questions to EVP for a review at least one day before the meeting.



**Main Responsibility:**

- Read manual carefully
- Prepare the speech well (content and objectives)
- Rehearsal
- Finish on time
- Get feedback from others and evaluate yourself

## Main Responsibility:

- ✚ Read manual carefully (both the project and evaluation guide)
- ✚ Get manual from speaker before the meeting
- ✚ While giving the oral evaluation, point out strength, weakness, and give specific suggestion to improve
- ✚ Finish the written evaluation and return manual back to speaker.

\*First time evaluator: please read the detailed instruction of an evaluator at the end of your CL manual (p67 and p68). Please also read "Effective Evaluation" which is included in your new member kit.



## Main Responsibility:

- ✚ Introduce Individual Evaluator (IEs)
- ✚ Do not evaluate people already been evaluated
- ✚ Evaluation Priority is: IEs, role takers, meeting setting
- ✚ After the meeting, please write a report for improvement
- ✚ Email to EVP before Friday. This report will be added in next meeting's agenda

## Let's Learn to Prepare a Better Speech !



[Nanjing Toastmasters' website](#): It has many useful links you may find, and being active there can help you know more about what's happening in Nanjing No.1 Toastmaster!

[International Toastmasters' website](#): We have a link on our own website, and it has all materials you may need.

[Six Minutes](#) : A toastmaster's member's blog, highly recommend you to read this series.

[Toastmaster Magazines](#): We have online format where you can see the past issues.

[Toastmaster Podcast](#): You can download those podcast to your Mp3 to listen and learn.

[TED](#) : Many good speeches and ideas to watch and learn.

Apart from all these materials, you can find thousands of videos by using [YouTube](#).

**PS: Six minutes** is the best resources blog for Toastmasters. In the archives, you can find [Toastmasters Speech Series](#) your guide to the 10 speeches of the Toastmasters Competent Communicator Program. If you're a new member, I highly recommend you to read this series.

**Please Remember: "You are the one who make our meeting better!"**

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