

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

Ground Rules:

Nanjing No.1 Toastmasters is an English only Club, so please speak English when you arrive.

Please bring your CC or CL manual to the meeting!

Please switch off your mobile phone or turn your mobile phone silent.

When you leave the room, please take your personal belongings and trash out.

Don't forget finding Adeel to sign on the attendance form.

Prepared speakers----give your CC manual to your IE before the meeting.

Other role takers ----give your CL manual to a fellow member before the meeting.

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.



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 (voting for the best Table Topics Speaker).

***If you notice anything unusual (such as the member lists are out of date, or some guests saying that they cannot receive our agenda) or need improvement, please let EVP know.**

Make sure members get name tag.

Ask guests to write down their names on blank name tag.

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

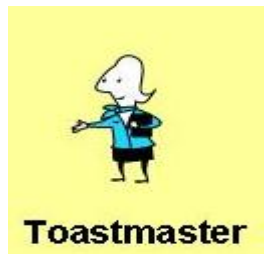
Main Responsibility:

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.

Good beginning is half successful..



Toastmaster

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 speakers or role takers by highlighting their accomplishments, achievements or strengths

Tips:

You may use **POETS** to Introduce your prepared speakers, which means **P**osition (e.g. CC, ACB, CL,DTM) , **S**peech **O**bjective , His/her **E**valuator ,**T**ime, **S**peech title

Introduce other role takers by their thoughts/opinions on the meeting theme.

Always **lead** the applause before & after the speaker starts/finishes.

Remain standing near the lectern after the introduction till the speaker has acknowledged you and assumed control of the meeting, then be seated.

First back to the lectern, then **shake hands**.



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.

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''

At the end of the meeting, give a detailed report.

For example: Jerel 7'35'' Disqualified
Terrance 5'15'' Qualified

Timer's Sample Script:

Toastmaster of the Evening, fellow members & most welcome guests: Good evening! I am the timer tonight, who is going to help you finish your speech on time. To help you get better on time management.

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

Gender Confusion/Ah Counter' Sample Script

Toastmaster of the Evening, fellow members and most welcome guests: Good evening! I'm pleased to be the Gender Confusion and Ah-Counter of tonight's meeting. My job is to help you cure your bad speaking habits. They are sounds like "ah", "en" and "um" or words like "well", "and", "but", "so", and "you know" etc. These

annoying sounds and words are the so-called “ahs”.

I will also watch out the confusion of “he” and “she”, “him” and “her”.

Eliminating these distractions will improve the quality of your presentation. I will count the number of the “ahs” and gender confusion I hear you make. At the end of the meeting, I will make a report for you.



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

Usually-----

Ask question first

Invite senior member first

Invite members without roles

Invite more members than guests

***First time Table Topics master: Please send your questions to EVP for a review at least one day before the meeting.**

Tips: Use KISS rules —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.

Table Topic Master’s Sample Script:

Toastmaster of the Evening, fellow members & most welcome guests: good evening! I am the Table Topics Master tonight. Table Topics is to help members think on their feet. Tonight the theme of the meeting is<see agenda>, I will ask questions based around this theme. After I have read out the questions, I will choose a member or guest to come up and give a 1-2 minute speech to answer this question. So listen carefully.

After the session you will be asked to vote on the Best Table Topics speaker. Please write down your choice on the voting slips provided and return to me during the intermission. Thank you.



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
- When give 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.

Project	Objectives	Check lists
C1 the ice breaker	a. To begin speaking before an audience. b. To discover speaking skills you already have and skills that need some attention.	Introduce yourself Opening/body/conclusion
C2 organize your speech	a. Select an appropriate outline which allows listeners to easily follow and understand your speech. b. Make your message clear, with supporting material directly contributing to that message. c. Use appropriate transitions when moving from one idea to another. d. Create a strong opening and conclusion	Outline Opening Body Conclusion Transitions
C3 get to the point	a. Select a speech topic and determine its general and specific purposes. b. Organize the speech in a manner that best achieves those purposes. c. Ensure the beginning; body and conclusion reinforce the purposes. d. Project sincerity and conviction and control any nervousness you may feel.	General purpose inform Persuade Entertain inspire Specific purpose Confidence
C4 how to say it	a. Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly. b. Use rhetorical devices to enhance and emphasize ideas. c. Eliminate jargon and unnecessary words. Use correct grammar.	Simple words Use rhetorical devices no jargon Grammar/pronunciation
C5 your body speaks	a. Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose. b. Make your body language smooth and natural.	Stance/movement/gesture facial expression/eye contact
C6 vocal variety	a. Use voice volume, pitch, rate and quality to reflect and add meaning and interest to your message. b. Use pauses to enhance your message. c. Use vocal variety smoothly and naturally.	Volume/pitch/rate Quality/pause
C7 research your topic	a. Collect information about your topic from numerous sources. b. Carefully support your points and opinions with specific facts, examples and illustrations gathered through research.	Numerous sources facts examples
C8 get comfortable with visual aids	a. Select visual aids that are appropriate for your message and the audience. b. Use visual aids correctly with ease and confidence.	Select/design/delivery
C9 persuade with power	a. Persuade listeners to adopt your viewpoint or ideas or to take some action b. Appeal to the audience's interests c. Use logic and emotion to support your position	Influence or call to action Logic Strong emotion
C10 inspire the audience	a. To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement. b. Appeal to the audience's needs and emotions, using stories,	Inspire or motivate audience to change their mindsets and views

Competent Leadership Program

Developing leadership skills is an important part of the Toastmasters program. The reason is, that the club is yours and you need these skills to achieve your club and life goals. Also, communication skills are essential for leadership and are required to build the cooperative spirit needed to sustain your club.

Important notes:

- 1) For the member doing a project task; read the “Note” in the last section of each project.
- 2) For the person evaluating the task (*role*); read the “Note to the Evaluator” in each CL project.
- 3) Only one role (*task*) in one project can be evaluated at the one meeting.

Project 1: Listening and Leadership.	R	Project 6: Organizing and Delegating.	R
Time to complete: 3 meetings		Time to complete: Non specific	
Requirements: Serve in any 3 of 4 roles		Requirements: Serve in any 1 of 6 roles	
Roles: 1. Ah-Counter		Roles:	
2. Table Topics speaker		1. Help organize a club speech contest	
(<i>your response/answers to topics questions</i>)		2. Help organize a club special event	
3. Grammarian		3. Help organize a club membership campaign	
4. Speech (Individual) Evaluator		or contest	
		4. Help organize a public relations campaign	
		5. Help produce the club newsletter	
		6. Assist the club's Webmaster	
Project 2: Critical Thinking.		Project 7: Developing Your Facilitation skills.	
Time to complete: 2 meetings		Time to complete: 2 meetings	
Requirements: Serve in any 2 of the 3 roles		Requirements: Serve in any 2 of the 4 roles	
Roles: 1. Grammarian		Roles: 1. General Evaluator	
2. Individual Evaluator		2. Toastmaster	
3. General Evaluator		3. Table Topics Master	
		4. Befriend a guest at a club meeting	
Project 3: Giving Feedback.		Project 8: Motivating People.	
Time to complete: 3 meetings		Time to complete: 2 Meetings plus a Project	
Requirements: Serve in all 3 roles		Requirements: Serve in 3 of the roles listed below,	
Roles: 1. Grammarian		at least one of which must be chairman of a club	
2. Individual Evaluator		membership campaign or contest or chairman of a	
3. General Evaluator		club public relations campaign.	
		Roles: 1. Membership Campaign or	
		Contest Chairman	
		2. Public Relations Campaign	
		Chairman	
		3. Toastmaster	
		4. Individual Evaluator	
Project 4: Time Management.			
Time to complete: 3 meetings			
Requirements: Serve as Timer and any 1 of the remaining roles			
Roles: 1. Timer			
2. Grammarian			
3. Speaker			
4. Table Topics Master			

5. Toastmaster	<input type="checkbox"/>	5. General Evaluator	<input type="checkbox"/>
Project 5: Planning and Implementation.	<input type="checkbox"/>	Project 9: Mentoring:	<input type="checkbox"/>
Time to complete: 3 meetings	<input type="checkbox"/>	Time to complete: project - non-specified period	<input type="checkbox"/>
Requirements: any Serve in 3 of the 4 roles	<input type="checkbox"/>	Requirements: Serve in any 1 of the 3 roles	<input type="checkbox"/>
Roles: 1. Speaker	<input type="checkbox"/>	Roles: 1. Mentor a new member	<input type="checkbox"/>
2. General evaluator	<input type="checkbox"/>	2. Mentor an existing member	<input type="checkbox"/>
3. Toastmaster	<input type="checkbox"/>	3. Guidance committee member for	<input type="checkbox"/>
4. Table Topics Master	<input type="checkbox"/>	HPL project	<input type="checkbox"/>
Project 10: Team Building.	Time to complete: Roles 1&2: 2 meetings Roles 3-8: non specific period		R
Requirements: Serve in both roles 1 and 2 or serve in one of roles 3 - 8.			
Roles: 1. Toastmaster	<input type="checkbox"/>	5. Club Speech Contest Chairman	<input type="checkbox"/>
2. General evaluator	<input type="checkbox"/>	6. Club Special Event Chairman	<input type="checkbox"/>
3. Club Membership Campaign or Contest Chairman	<input type="checkbox"/>	7. Club Newsletter Editor	<input type="checkbox"/>
4. Club Public Relations Campaign Chairman	<input type="checkbox"/>	8. Club Webmaster	<input type="checkbox"/>

Your personal achievement record (Also see the back of your CL book):

Good Resources to Learn to Prepare a Better Speech

Six minutes: many good examples to follow <http://sixminutes.dlugan.com/>

Toastmaster Magazines: we have online format where you can see the past issues <http://www.toastmasters.org/ToastmastersMagazine/ToastmasterArchive.aspx>

Toastmaster Podcast: you can download those podcast to ur mp3 to listen and learn <http://www.toastmasterspodcast.com/members/toastmasters>

TED : many good speeches and ideas to watch and learn <http://www.ted.com/>

Apart from all these materials, you can find thousands of videos by using **YouTube**.

Actually, many links in our **Nanjing toastmasters' website** are also very good. If you have time, you can go there to have a go.

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. It's already have the first FOUR speeches

You are the one who make our meeting better! You are going to shine!

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