



How Club Meeting Roles Build

REAL-WORLD SKILLS

**Learn how your club role
matters more than you think.**



Toastmaster of the Day

As the Toastmaster of the Day, you're the showrunner of the meeting, guiding the energy, pacing, and flow.

What You'll Do

- Receive the agenda from a club officer to start filling meeting roles
- Coordinate with the Vice President Education or General Evaluator to make sure everyone knows their role and is set up for success
- Once the meeting begins, you'll take the lead—introducing the theme and each functionary role for the day
- Keep the energy up by guiding smooth, engaging transitions throughout the meeting
- Close the meeting by thanking participants and guests

Real-World Skills

- Organization
- Meeting management and facilitation
- Time management
- Preparation and communication
- Public speaking
- Flexibility, adaptability, and logistics management
 - Adapting the meeting to what is happening in the room
 - Adjusting to missing roles



General Evaluator

Want to be the one who watches the whole club meeting and gives helpful feedback at the end? Try the General Evaluator role!

What You'll Do

- Lead the evaluation portion of the meeting
- Oversee the evaluation team
- Confirm roles and responsibilities with each evaluator
- Observe the meeting and take notes on:
 - Timeliness
 - Preparation
 - Organization
 - Enthusiasm
 - Execution of roles
- Deliver a verbal report evaluating the overall meeting

Real-World Skills

- Critical thinking and observation
- Active listening
- Meeting management
- Time awareness
- Clear, constructive feedback delivery
- Ability to identify and communicate key insights



Speaker

The Speaker shares a prepared speech with the club, bringing stories and ideas to life while sharpening their public speaking skills.

What You'll Do

- Deliver a prepared speech during a club meeting
- Rehearse and refine your message to make it impactful
- Coordinate with your evaluator to align on goals and get meaningful feedback
- Arrive early to check mic, lighting, and setup

Real-World Skills

- Craft clear, effective speech structure
- Strengthen storytelling and persuasion skills
- Manage time and pacing with precision
- Boost confidence and self-awareness
- Receive and apply constructive feedback
- Develop core public speaking skills



Speech Evaluator

The Speech Evaluator role is about evaluating, not judging.

What You'll Do

- Connect with the speaker to understand their goals
- Review the Pathways project criteria
- Prepare notes or an evaluation form
- Listen actively to the speech, taking notes on strengths and areas for improvement
- Consider key elements like structure, delivery, content, vocal variety, gestures, eye contact, and use of time
- Give a 2–3-minute evaluation
- Start with encouragement, highlighting what the speaker did well
- Offer specific, actionable suggestions for improvement
- End on a positive note, reinforcing the speaker's progress and potential

Real-World Skills

- Critical thinking
- Preparation
- Active listening
- Observation
- Deliver honest, constructive, and actionable feedback
- Identify and clearly articulate specific areas for improvement
- Tailor your messages to specific audiences
- Write thoughtful, reflective evaluations



Timer

The Timer keeps track of time for every speaker and meeting segment.

What You'll Do

- Know the time limits for each type of speaker at the meeting
- Be ready to explain timing rules and show how the time signals work
- Listen closely during the meeting and signal each speaker on time
- When asked, report each speaker's name and time

Real-World Skills

- Timekeeping and meeting management
- Greater awareness of timing and pacing while speaking
- Multitasking and situational awareness
- Supporting others with confidence and clarity
- Delivering clear, concise reports based on observations



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Ah-Counter

The Ah-Counter listens for filler words/phrases like “um,” “ah,” or “you know” that sneak into speeches and keep us from sounding our best.

What You'll Do

- Ask the Toastmaster or a club officer for the Ah-Counter log, or be ready to take your own notes
- When introduced, briefly explain your role as the Ah-Counter
- Track filler words, overused phrases, and long pauses—for example: *and, but, so, you know, ah, um*
- Share your observations during the evaluation section of the meeting

Real-World Skills

- Active listening
- Professional communication
- Clear and confident speaking
- Give constructive feedback
- Focus and attention to detail in fast-paced environments



Grammarian

The Grammarian encourages club members to expand their vocabulary and speak more thoughtfully.

What You'll Do

- Introduce the *Word of the Day* and challenge members to use it during the meeting
- Listen for how language and grammar are used, including incomplete sentences, grammar errors, and word mix-ups (e.g., saying “Each of the members have a role” instead of “Each of the members has a role”)
- Take notes on each speaker’s language to share helpful feedback
- Present your full report on language and grammar when called upon at the end of the meeting

Real-World Skills

- Improved vocabulary
- Critical thinking
- Explain new concepts clearly
- Observation and listening
- Give clear, constructive feedback



• Topicsmaster

The Topicsmaster leads the Table Topics® session, helping members practice thinking and speaking on their feet in an impromptu setting.

What You'll Do

- Choose topics ahead of the meeting
- Before asking questions, explain that the role of Table Topics® is to help members improve their impromptu speaking skills and that responses should be 1-2 minutes long
- Invite members and guests from the audience to volunteer to answer a question

Real-World Skills

- Plan creatively, considering the club's atmosphere, experience levels, and overall tone
- Deliver an engaging presentation that encourages participation
- Demonstrate emotional intelligence by reading the room and selecting participants appropriately
- Apply strong facilitation skills to guide the session smoothly
- Practice active listening and effectively synthesize responses

Pro tip:

Volunteer to answer a Table Topics® question. It's a great way to strengthen your improvisational skills, boost critical thinking and creativity, and step outside your comfort zone.

**Sign up for a meeting role
at your next club meeting.**

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