

SEC ROUGHRIDERS HANDBOOK

Revised July 2005

Dear SEC Roughriders,

July 2005

There are 17 roles at every meeting - 12 Speaking Roles and 5 Supporting Roles. These roles are one way for you to become involved with the Club and Toastmasters International. The back of the CTM manual provides information about the meeting roles and responsibilities of each. This SEC Roughriders Handbook puts this information into a checklist format so that it can be easily taken to a meeting when you have a role. Save this handbook on your computer and simply print the sheet you need for your role and bring it to the meeting. Voila! You can use the sheet at the lectern as a guide for your role.

Coming to meetings, observing the speakers, doing your own evaluations, taking notes on what might work for you and most of all talking to guests, new members and each other... these are the components of a friendly, powerful, and successful Club.

Thank you for being active in the Club, and welcome.

--- Your Executive Board

SEC ROUGHRIDERS EXECUTIVE BOARD

President:	Katina Demetra
Immediate Past President:	Nick Sialmas
Vice President of Education:	Sal Fichera
Vice President of Membership:	Craig Fabricant
Vice President of Public Relations:	Anna Lieber
Secretary:	Louise Heikes
Treasurer:	Ben Wolff
Sergeant at Arms:	Norma Siciliano
Member At Large:	Jan Jasper

PRESIDING OFFICER

(Only past and current officers are eligible for this role.)

Several days before the meeting:

- Get Toastmaster's intro from him or her.
- Prepare your one-minute educational speech or relevant brief comments. (Suggested topics: an article in the Toastmaster magazine; comment on club protocol, procedures, or goals).

At the meeting:

- Arrive early; assist Sergeant at Arms if needed.
- Briefly speak to guests, get their names, and ask them to sign the guest book at the fee collector's table. (Also ask fee collector's help with this.)
- Place the ribbons near the lectern.
- Take a chair at the front of the room, next to the lectern.
- Open the meeting by sounding the gavel promptly at 12:30. Introduce yourself and greet the audience: "Welcome to the weekly meeting of the SEC Roughriders Toastmasters Club"
- Remind everyone to turn off their cell phones and remain seated during the meeting. Clarify that everyone pays \$15 for the lunch and room fee.
- Welcome guests by name and say "In 30 seconds, tell us your name and what brings you here."
- Deliver your one-minute educational speech.
- Introduce the Toastmaster and, with a handshake, transfer control of meeting to him or her. Now you remain seated until the end of the meeting, but you must still ensure that the meeting stays on schedule and finishes on time.
- Signal to TableTopics leader when there's time for only 1 more question.
- Be ready to preside when the lectern is returned to you by the Master Evaluator.
- Take the lectern and call a brief business meeting, inviting board or committee members to make announcements.
- Announce today's winners, and present awards (give ribbon with left hand, use right hand for the handshake)
- If there are any members who did not speak during the meeting, ask them for brief comments.
- If time permits, ask a couple of guests for their comments "in 30 seconds." (If a guest starts a filibuster, interject a firm "Thank you." If all else fails, begin to clap them down.
- Ask fee collector if the head count matches fees collected. If fee collector says there's a discrepancy, remind the group that everyone must pay the \$15 fee.
- Remind guests to sign the guest sign up sheet, if they haven't already.
- With a brief closing comment, sound the gavel to adjourn meeting at 2:00 pm.

After the meeting:

- Give the Fee Collector Roster, along with cash and check receipts, to the treasurer.
- Make sure the VP Education has copies of the awards list and that day's meeting agenda.

TOASTMASTER

10-12 days before meeting

- Contact speakers to confirm. From each speaker, get their introduction, their speech title, speech number from manual, objective according to manual, and length of speech.
- Contact Table Topics leader. Get their introduction and the theme of topics for the agenda, which you'll prepare.
- Contact Master Evaluator and get their introduction. Also give them names of all speakers and evaluators so they can make assignments.

Two days before the meeting

- Fill supporting roles (Timer, Grammarian, etc.) if possible.
- Send your introduction to the Presiding Officer.
- Prepare the introductions for each speaker, the Topics Leader, and Master Evaluator.
- Prepare agenda, with least experienced speakers going on first and most experienced, last. Sequence of evaluators should match sequence of speakers. (Agenda must reflect this timing: Table topics should start by 12:35. The first speech should begin by 12:56 at the latest. Master Evaluator must be introduced by 1:32. The agenda template has the correct times built-in. You only need change it if someone is giving a longer, advanced speech.) Complete the agenda and make 35 copies.

Day of meeting, prior to meeting's start:

- Arrive by 12 noon at the latest.
- Place agendas on fee collector's table at the door.
- Enlist people for supporting roles such as Timer, Um-Grammarian, and Ballot Counter, etc. and distribute the materials to each.
- Check that all speakers have arrived; if necessary appoint a "hot seat" speaker to fill in.
- Inform TableTopics leader how many questions there is time to ask (based on number and length of speeches on today's Agenda).
- Ask each speaker, the Table Topics leader, and Master Evaluator if they want the lectern. (Enlist Sergeant at Arm's help in moving the lectern, if necessary, between speakers.)

During the meeting

- Sit at head of the table, right next to the lectern.
- Be ready for Presiding Officer to introduce you. Take lectern with a handshake, then welcome the audience.
- Instruct audience to turn off beepers, pay the meeting fee to the fee collector, and to remain seated during meeting out of respect for our speakers.
- Acknowledge any new members.
- Briefly explain structure of the meeting and the different roles, and acknowledge today's participants. Have Timekeeper explain the cards.
- Introduce Table Topics Master and turn lectern over to him or her. On the back of the Agenda, list everyone who participates in Table Topics. Return to the lectern after Table Topics are finished.
- Ask timer for report, then direct everyone to vote for the Best Table Topics speaker.
- Introduce each speaker and shake their hand before, then again after their speech.
- After each speech, ask audience to write constructive comments, sign their names & pass feedback slips to the ballot counter. Allow 2 minutes, then introduce next speaker.
- After the last prepared speech, ask for timer's report, then call for Best Speaker vote. (The Toastmaster does not comment on the speeches.)
- Ask the audience to fill out a feedback slip for the Toastmaster -- you!
- Introduce the Master Evaluator, shake their hand as you turn the lectern over to them, then return to your seat. (This concludes your responsibilities at the lectern, but you're still responsible to wrap up the meeting at 2:00 p.m.)

After the meeting:

- Note any last-minute role changes or substitutions, including who filled the supporting roles, on the agenda. Make sure you've listed all Table Topics participants. Note which speakers won ribbons. File this complete and updated agenda in the club briefcase for our records.

TABLE TOPICS MASTER

5-7 days before the meeting:

- Confer with Toastmaster and send a short introduction
- Prepare a brief introduction to your topic. Keep in mind that your job as Table Topics Master is to create opportunities for all members to speak at every meeting- not for you to make a speech
- Prepare 12 short, clear questions (you might not use them all).
- Prepare a brief closing remark.

At the meeting:

- Check with Toastmaster regarding number of questions to ask. (If there are 4 speeches, you may only have time for 7 questions.)
- Read agenda to see who has speaking roles – these should not be called on for Table Topics.
- Ask guests if they would like to speak.
- In the following order, make a list of everyone who is eligible to participate in Tabletopics: First, those in support roles (timer, ballot counter, host/fee collector, Sergeant at Arms), next, members without speaking roles, then guests, and lastly Grammarian/Um Counter, Presiding Officer, and Toastmaster. (These 3 are only to be called on if everyone else has been called on and time permits.)

During the meeting:

- Thank Toastmaster and greet the audience
- Remind audience that they are to give a 1-2 minute response to questions.
- Present your topic and ask each question slowly, clearly, and with sufficient volume
- Insure extemporaneous response by inserting the person's name at the end of the question
- Call on people in the order described above.
- Presiding Officer or Toastmaster will signal you when there's only time for one more question.
- Make appropriate closing statement.
- Return lectern to Toastmaster with a handshake.

After the meeting:

- Put your list of Table Topics questions into the briefcase. (We collect these to use just in case the scheduled Topics Leader doesn't arrive at a meeting.)

MASTER EVALUATOR

8-10 days before the meeting:

- Contact the Toastmaster to confirm speakers and evaluators
- Contact evaluators and assign experienced evaluators to experienced speakers
- Remind evaluators to call speakers 7 days before the meeting to discuss goals and objectives
- Call the Toastmaster to give him/her the evaluator assignments for the Agenda preparation.
- Forward your 3 – 5 line introduction to the Toastmaster

At the meeting:

- Arrive early (12:00)
- Make sure all speakers and evaluators are present (assign a “last minute” evaluator if necessary). Inform each evaluator they have 3 minutes for their evaluation.
- Be seated near the front - you will return to the lectern after each evaluator.

During the meeting:

- Take notes on everything that happens (or doesn't, but should) during the meeting, including: timing, room set up, appearances, organization, flow of meeting, Presiding Officer, Toastmaster, Table Topics Master. Give particular attention to the Evaluators
- The Toastmaster will introduce you after the last prepared speech
 - Greet the audience, explain you will first introduce the evaluators, and after their evaluations you will evaluate the entire meeting
 - Introduce each evaluator as follows: “Now to evaluate Mary Smith, please welcome Joe Silver.”
 - Return to the lectern after each evaluator.
 - Ask for Timer's report, tell audience to vote for best evaluation and pass the ballots

Master Evaluation (6 minutes maximum):

- Give your general evaluation of the meeting, evaluating all roles beginning with the fee collector
- Give specific evaluations of the evaluators
 - It is not appropriate to direct any of your evaluation towards the prepared speakers. The prepared speeches have already been evaluated in-depth. If an evaluator missed any significant element of a prepared speech, all comments in that regard should be directed to the evaluator, and not the prepared speaker
- If the meeting is running late, save some remarks for individual consultation afterwards.
- Call for UM Counter/Grammarian's report
- Return lectern to Presiding Officer

EVALUATOR

5- 7 days before the meeting:

- Master Evaluator will call to tell who you are evaluating
- Contact speaker and discuss his/her objectives and personal goals
 - Help the speaker to determine if the speech topic is appropriate for the group and for the goals of the speech
- Remind speaker to bring the manual for the written evaluation
- Read about the speech requirements in the manual and guidelines to evaluator

At the meeting:

- Get the speaker's manual and confirm the goals for the speech

During the meeting:

- Look and listen for:
 - VOICE - enunciation, modulation, pitch, tone, volume, variety, pace, pauses, speech patterns
 - BODY LANGUAGE - posture, gesture, facial expression, eye contact, distractions, mannerisms
 - ORGANIZATION - objectives, opening, closing, body, emphasis on key points, clarity, summary, content, appropriate language
 - AUDIENCE RAPPORT - enthusiasm, sincerity, emotional investment
- Be at the front of the room when Master Evaluator is about to introduce you
- Shake hands with Master Evaluator before and after your evaluation

Evaluation (2 – 3 minutes):

1. Greet Master Evaluator and audience and acknowledge the speaker. Address the audience in general, not only the speaker
2. Your goal is to give feedback in a way that leaves the speaker feeling encouraged.
3. State objectives of speech and comment on what the speaker did to meet those objectives.
4. Comment on things the speaker did well (i.e., organization, gestures and movement, voice, etc.)
5. Be honest, but not negative. Your suggestions for improvement should be delivered in a positive, encouraging manner. Blunt criticism is not an effective teacher or motivator for most people.
6. End with positive statement.
7. Personalize your language: "I believe," "Bob, I suggest," "Mary uses gestures well," etc. - avoid "should," and "don't"
 - Comment on speech content as it relates to the appropriateness to the audience. You may comment on what might have helped the message (inclusion of personal stories, less or more detail, different organization) using language that demonstrates you are expressing your own opinion
8. Fill out written evaluation form in the manual and return manual to speaker

UM COUNTER / GRAMMARIAN

Serving as Um Counter- Grammarian is a great opportunity for growth as well as a tremendous service to members. Listening closely to others' speech habits will help you identify your own. It is only through awareness that it is possible to improve.

During the meeting:

- Pay close attention to every introduction, table topic, speech, evaluation, and comment.
- Listen for and tally verbal fillers or crutches, including sounds such as “ah,” “er,” “um,” and filler words such as “like” or “you know.”
- Listen for and tally grammatical errors, mispronounced words, misused words, incorrect plurals, redundancies, etc.
- Listen for and note words used creatively and phrases that are especially effective.
- Note words or phrases about which you are unsure.

When you are called upon to give your report:

- State the number and nature of verbal fillers uttered by each club member (but not guests). (*Example:* “Sue -- Three ‘ums’ and one ‘you know.’”)
- Report grammatical errors, mispronounced words, misused words, incorrect plurals, redundancies, etc. and identify speaker when necessary for clarity.
- Mention words used creatively and phrases that are especially effective.
- Comment on words or phrases of which you are unsure and, if time, permits, ask for input.
- If the meeting is running late, comment only on the most egregious gaffes (*Example:* “John said “um” 17 times, everyone else, fewer than 5.)

SERGEANT AT ARMS

The briefcase, banner and lectern should already be in the room when we arrive. If assistance is needed in setting up the room, ask the Presiding Officer.

Briefcase contents:

Folders with rubber bands around rarely need to be opened.

The dark gray folder (without rubber bands) holds most of what we need for the meetings.

Place on Fee Collector table:

- Red guest sign-in book
- Latest fee collector roster
- Fresh envelope to collect money
- Receipt book
- Blank name tags & markers
- Pens
- Ballots/feedback sheets

Place at front of room:

- Lectern & gavel
- Put banners on wall
- 2 sets of prize ribbons (1 set isn't enough – we might have a tie.)

After meeting ends:

Put everything away and leave the briefcase in the room for staff to store until next week.

FEE COLLECTOR

Before the meeting:

- Bring your checkbook plus \$5 bills to make change, if possible

At the meeting:

- Arrive early (11:45)
- Assist Sergeant at Arms in setting up the entry table
- Complete the top section of the membership roster (date and sign)
- As members arrive, collect fee and mark amount received by each name, noting paid by cash or check
 - Sergeant at Arms pays \$5, everyone else pays \$15
- As guests arrive, ask them to sign the guest book. (Also write list of guests' names to give to Presiding Officer.)
- Record guest names on the roster and record the amount paid.
 - Indicate if the guest has been referred by a club member.
- Checks should be made payable to "SEC Roughriders." Give receipts if necessary.
- If someone forgets to pay, indicate that on the roster.
- After all fees have been collected, tally receipts and reconcile with roster.
- If the Treasurer is present, hand him or her the money and roster.
- If the Treasurer is not present, write a check equal to the cash amount and send it along with the other checks and the roster to the Treasurer using the pre-addressed envelopes.
- Put all the materials in the plastic envelopes and return to the Sergeant at Arms or place in the briefcase.
- Put a copy of today's agenda in the "for the record" folder, which is kept in the briefcase with club materials.

TIMER

Please do not report individual times.
Only report whether or not the speech was within time.

TABLE TOPICS (1 – 2 minutes):

Green card at 1 minute, Yellow card at 1 ½ minutes, Red card at 2 minutes.
30 seconds after red card, applaud to indicate that the time has expired.

NAME	TIME
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

PREPARED SPEECHES (Please check agenda to confirm allotted times):

Green card with 2 minutes left, Yellow card with 1 minute left, Red card as time expires.

30 seconds after red card, applaud to indicate that the time has expired.

An "Ice Breaker" speech may go over allotted time but then is not eligible for a ribbon.

NAME	ALLOTTED	ACTUAL
1.		
2.		
3.		
4.		

EVALUATIONS (2 – 3 minutes):

Green card at 2 minutes, Yellow card at 2 ½ minutes, Red card as 3 minutes.

30 seconds after red card, applaud to indicate that the time has expired.

NAME	TIME
1.	
2.	
3.	
4.	

MASTER EVALUATOR (5-6 minutes)

Green card at 4 minutes, Yellow card at 5 minutes, Red card at 6 minutes.

30 seconds the red card, applaud to indicate that the time has expired

NAME	TIME

BALLOT COUNTER

At the meeting:

- Set up plastic cups – one for each prepared speaker's comment slips
- Set up three cups for votes – Best Table Topics, Best Speaker, and Best Evaluator
- Tally votes. Write the winners' names and the bottom of this sheet and give to Presiding Officer
Keep in mind that the Presiding Officer will speak immediately after the Master Evaluator and will need winners' names ahead of time
- **VERY IMPORTANT** - Give comment slips to speakers after the meeting

Date: _____

Best Table Topics: _____

(Tie:) _____

(Tie:) _____

Best Evaluator: _____

(Tie:) _____

(Tie:) _____

Best Speaker: _____

(Tie:) _____

(Tie:) _____

SEC Roughriders Meeting Agenda

Thursday, October 2, 2003

12:00	Lunch and Registration	Roxanne Hoffman <i>Host & Fee Collector</i>
12:30	Call to Order Opening Remarks	Sal Fichera <i>Presiding Officer</i>
12:33	Introduction to the Meeting	Jan Jasper <i>Toastmaster</i>
12:35	Table Topics (1-2.5 min. each) <i>Television</i>	Nell Hanks <i>Table Topics Master</i>
12:54	Timer's Report & Best Table Topics Speaker Vote	
12:55	Prepared Speeches <i>Look, Listen & Wonder...Why</i> (CTM Speech # 3 "Organize Your Speech" 5-7 min.) <i>Growing Up Is Hard to Do</i> (CTM Speech # 3 "Organize Your Speech" 5-7 min.) <i>Whose Village Do You Live In?</i> (CTM Speech #7: "Apply Your Skills" 5-7 min.) <i>Die Healthy</i> (Speech #1 -ATM manual "The Effective Sales Person" 6-8 min.)	SPEAKERS Kevin Barhydt Lynn Berger Maralyn Jabour Alex Lubarsky
1:30	Timer's Report & Best Speaker Vote	
1:32	Evaluations	David Burton <i>Master Evaluator</i>
1:33	Individual Evaluations (2-3 min. each)	EVALUATORS Christian Walter <i>for Kevin Barhydt</i> Tom Rosenberg <i>for Lynn Berger</i> Katina Demetra <i>for Maralyn Jabour</i> Jeff Altman <i>for Alex Lubarsky</i>
1:47	Timer's Report & Best Evaluator Vote	
1:49	General Evaluation of Meeting	David Burton <i>Master Evaluator</i>
1:56	Grammarian & Um Counter's Report	
1:57	Business Meeting Awards Remarks from Guests	Sal Fichera <i>Presiding Officer</i>
2:00	Adjournment	
	SUPPORTING ROLES <i>Time Keeper</i> <i>Grammarian & Um Counter</i> <i>Ballot Counter</i> Hot Seat	SUPPORTING CAST Anna Lieber

Business Attire Requested