

# CAREER BUILDERS TOASTMASTERS CLUB #5223

## MEETING AGENDA



### 6:00 PM Call-to-Attention by the Sergeant at Arms

Introduces Presiding Officer (President)

#### PRESIDENT

Calls for Thought of the Day  
 Calls for Mission Statement  
 Guest Introductions  
 Testimonials  
 Introduces the Toastmaster

### 6:06 TOASTMASTER

Theme (1-2 minutes)  
 Reviews agenda & functionalities  
 Introduces functionalities:  
     Ah Counter  
     Timer  
     Grammarian  
     Vote Counter  
 Introduces the Table Topics Master

### 6:13 TABLE TOPICS MASTER

1-Minute Introduction: Why Table Topics?	<u>Green</u>	<u>Yellow</u>	<u>Red</u>	<u>Grace</u>
Introduces tonight's Table Topics	0:45	1:00	1:15	+0:15
Speaker 1				
Speaker 2				
Speaker 3				
Speaker 4 (if less than 3 Manual Speeches)				

### 6:20 Grammarian's Report (on the use of the Word of the Day during Table Topics)

Timer's Report  
 Vote  
 Returns control of the lectern to the Toastmaster

### 6:22 TOASTMASTER: Calls for 5-minute break

Reconvenes meeting

6:27	1-Minute Introduction of Manual Speeches	<u>Green</u>	<u>Yellow</u>	<u>Red</u>	<u>Grace</u>
	Speaker 1	<i>Icebreaker</i>	4:00	5:00	6:00
	Speaker 2	<i>Speeches #2-9</i>	5:00	6:00	7:00
	Speaker 3	<i>Speech #10</i>	8:00	9:00	10:00
					+/- 0:30

Grammarian's Report (on the use of the Word of the Day during Manual Speeches)  
 Timer's Report  
 Vote

Introduces the General Evaluator

### 6:55 GENERAL EVALUATOR

1-Minute Introduction of Evaluations	<u>Green</u>	<u>Yellow</u>	<u>Red</u>	<u>Grace</u>
Individual evaluations/reports		2:00	2:30	3:00
Evaluator 1				+/- 0:30
Evaluator 2				
Evaluator 3				
Ah Counter's Report				
Grammarian's Report				
Timer's Report				
Vote				

### 7:15 Evaluation of the meeting

Returns control of the lectern to the Toastmaster

### 7:18 TOASTMASTER

Presents Best Speaker Awards  
 Returns control of the lectern to the Presiding Officer

### 7:21 PRESIDENT

Calls for guest comments and final announcements  
 Schedule for following week  
 Post-Toastie  
 Room Restoration

### 7:30 MEETING ADJOURNED

## **CAREER BUILDERS**

### Welcome to Toastmasters

Because a Toastmasters meeting can be disorienting to first time guests, we've created this quick orientation sheet about our club and our meetings.



### Club Objective and Background

The Career Builders Club membership is open to anybody. Meetings are held Mondays from 6:00 PM – 7:30 PM at St. Paul's Community Center and Café, 328 Maple Street, San Diego, CA 92103.

We assist our members in developing communication and leadership skills in a fun and supportive atmosphere – to help make public speaking easy.

### Typical Meeting Functions

**Toastmaster:** The Toastmaster's job is to run the meeting efficiently by introducing program participants and by ensuring that the meeting runs on time. This duty is assigned to a different person for each meeting.

**Ah Counter, Grammarian, Timer, and Vote Counter:** These functions are designed to help members improve specific speaking skills and reward exemplary performance. The members performing them will explain their duties.

**Table Topics Master:** The Table Topics Master runs the Table Topics section of the meeting and is responsible for the Table Topic Questions.

**General Evaluator:** The General Evaluator's job is to run the evaluation section of the meeting, introduce each Evaluator and then evaluate the meeting as a whole.

### Core Meeting Activities

**Speeches:** Members give formal speeches on topics of their own choosing. Each speaker is working on accomplishing specific objectives, as outlined in the Toastmaster manuals. Each speech focuses on a particular component of effective speaking and is usually 5-7 minutes in length, except for the initial Ice Breaker speech, which is only 4-6 minutes.

**Table Topics:** Individuals have the opportunity to speak for 45-75 seconds on a topic guided by the Table Topics Master. Table Topics helps members learn to think (and speak) on their feet! Guests may be invited to participate, and may accept or decline.

**Evaluations:** Each manual speech presenter will receive an oral and written evaluation of their speech. The evaluation provides constructive feedback. The Evaluator practices the skills of listening and giving a 2-3 minute evaluation.

### **TOASTMASTERS CLUB MISSION STATEMENT**

The mission of a Toastmasters Club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn fosters self-confidence and personal growth.