

**Note: Generic Agenda for Reference. Agendas are autofilled via the schedule per VPE & printed via SAA
Career Builders Toastmasters - Club Meeting Agenda**

Date

President's Distinguished Club 2011 - 2023

Toastmasters International Region 3, District 5, Southern Division, Area 14, Club #5223

		Meeting Theme:	#REF!							
		Word of the Day	#REF!							
		Example	#REF!							
		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 foster self-confidence and personal growth.							
6:00 PM	1 min	Meeting Host	#REF!	Greeting from Meeting Host/Srg @ Arms						
	2 min	Presiding Officer	#REF!	Greeting and Calls for Mission Statement						
		Volunteer		Read Mission Statement						
	1-4 min			Guest Introductions, Thought of the Day, Request Testimonial						
6:07 PM		Toastmaster	#REF!	Theme (2-3 Min) Reviews agenda, introduces functionaries /explains meeting (1 min)						
	30 sec	General Evaluator	#REF!	Introduces role						
	30 sec	Grammarian	#REF!	Introduces role						
	30 sec	Ah Counter	#REF!	Introduces role						
	30 sec	Timer	#REF!	Introduces role						
	30 sec	Vote Counter	#REF!	Introduces role						
6:15 PM		Table Topics								
	1 min	Table Topics Master	#REF!	Explains purpose and runs Table Topics portion of the meeting.						
	TT1: _____ : _____			TT2: _____ : _____	Green	Yellow	Red	Grace		
	TT3: _____ : _____			TT4: _____ : _____	45 sec	1:00	1:15	plus 15 sec		
	TT5: _____ : _____			TT6: _____ : _____						
		Topicsmaster - after last speaker - asks for Timer and Grammarian reports								
		Topicsmaster - Calls vote for Best Table Topics Speaker; returns floor to Toastmaster								
6:25 PM	~~~	Break	~~~							
6:30 PM		Prepared Speeches								
	1 min	Toastmaster	#REF!	Explains purpose of Prepared Speeches. Introduces each speaker.						
		Speaker # Name	Speech	Green	Yellow	Red	Grace	Actual		
		Speaker #1 #REF!		5:00	6:00	7:00	± 30	_____		
		Speaker #2 #REF!		5:00	6:00	7:00	± 30	_____		
		Speaker #3 #REF!		5:00	6:00	7:00	± 30	_____		
		Toastmaster - after each speech - asks Timer for 1 minute period for audience feedback								
		Toastmaster - after last speech - asks for Timer and Grammarian reports								
		Toastmaster - Calls vote for Best Speaker; introduces the General Evaluator								
7:00 PM		Evaluations - General								
	1 min	General Evaluator	#REF!	Explains purpose of Evaluations and technique. Introduces each evaluator.						
				Green	Yellow	Red	Grace	Actual		
		Speech Evaluator #1 #REF!		2:00	2:30	3:00	± 30	_____		
		Speech Evaluator #2 #REF!		2:00	2:30	3:00	± 30	_____		
		Speech Evaluator #3 #REF!		2:00	2:30	3:00	± 30	_____		
		Evaluation Evaluator #REF!		2:00	2:30	3:00	± 30	_____		
		Grammarian's Rep #REF!		2:00	2:30	3:00	± 30	_____		
		Ah-Counter's Repo #REF!		2:00	2:30	3:00	± 30	_____		
		Timer's Report #REF!		2:00	2:30	3:00	± 30	_____		
		General Evaluator - Calls for Timer's report and vote for Best Evaluator								
								Red Light Only:	2:00	
7:20 PM	4 min	Toastmaster	#REF!	Concluding remarks about theme, Presents Awards						
	6 min	Presiding Officer	#REF!	Calls for guest comments and final announcements						
7:30 PM		Meeting Adjourned								