

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

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