

**The President's Club  
Toastmasters International**

**MEETING ASSIGNMENT  
HANDBOOK**

**Club 1713, Area 44, District 14  
East Cobb Government Building  
Lower Roswell Road  
7:00 p.m., 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Wednesday of each month**

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# Welcome to the President's Club

The TMs President's Club was chartered by TMs International in September of 1981. Since that time, numerous members have participated in the TMs experience and developed new communication and leadership skills, which have enhanced all phases of their lives, both personally and professionally.

Members of the President's Club are mutually committed to aiding each other in acquiring new communication skills. This is accomplished through a proven system of knowledge, feedback and practice.

The *knowledge* is provided by TMs International in the form of professional training materials. The 10 speeches in the **Basic Communication and Leadership Manual** provide a solid base on which to build. After completing that manual, you are awarded the **Competent TM** certificate and move on to the **Advanced Communication and Leadership** manuals. These 12 manuals focus on more specific speaking applications, such as Speeches for Management, Public Relations and Technical Presentations.

The *feedback* is provided by other club members. Written feedback is given by each member after you give a speech. An evaluator provides oral feedback after each speech, as well as additional written feedback in your speech manual.

It is your responsibility to *practice* your new skills. Regular attendance, preparation, and participation in each meeting assures you an opportunity to grow and improve. Our meeting is designed to provide at least one speaking opportunity for every member. Like any new skill, practice is required if you want to get better.

Your decision to join the President's Club is a decision to grow and learn and, ultimately, to change. Such decisions are made after careful deliberation. We believe you have chosen the right club for the pursuit of these goals.

The President's Club has a track record of people achieving their goals. In 1988, nine members earned their CTM, two ATM's were awarded, and one member achieved the highest recognition of Distinguished TM. Members from the President's Club conducted and participated in workshops, seminars, contests, Speechcraft training, and youth Leadership Programs. We are also proud to be the home club of a past District Governor that lead District 14 to number one in the world. This is an active, dynamic, progressive and professional group of people!

Thank you for choosing the President's Club. This is the start of a long and rewarding relationship!

# Meeting Assignment Responsibilities

The President's Club meeting is designed so that every member speaks at every meeting. You may present a manual speech, evaluate a speech or answer a Table Topics question. Oftentimes, you have an assigned responsibility for the evening's meeting.

Each meeting participant has an opportunity to stand and explain the duties of the assigned position. The descriptions of each "job" on the following pages will help you become familiar with the responsibilities of each task. The **RESOURCES** section references TM catalog numbers for other educational materials related to that assignment.

Whatever your role in the meeting, you can maximize your learning experience if you **practice** your part and come to the meeting **prepared**. It is important to remember that not only are you learning by doing, but also other members are learning by watching you!

*Please note the following abbreviations used throughout this guide:*

*Toastmaster – TM*

*General Evaluator - GE*

# Meeting Outline (2 hours)

## Sergeant at Arms

- Calls meeting to order
- Introduces member giving invocation and leading pledge
- Turns meeting over to President

## President

- Introduces ourselves to our guests
- Conducts business meeting
- Introduces TM

## Toastmaster

- Describes meeting protocol
- Introduces meeting theme
- Introduces helpers to explain duties
- Introduces Table Topicmaster

## Table Topicmaster

- Explains Table Topics
- Conducts Table Topics session
- Calls for a break

## Toastmaster

- Introduces speakers
- Indicates manual speech speaker is doing
- Calls for Timer's report
- Calls for a vote for Best Speaker
- Introduces GE

## General Evaluator

- Explains evaluation part of meeting
- Introduces evaluators
- Calls for Timer's report
- Calls for a vote for Best Evaluator
- Calls for Helper reports
- Calls for a vote for Most Enthusiastic Helper
- Provides meeting evaluation comments
- Returns control to TM

## Toastmaster

- Asks for announcements
- Presents awards
- Invites guest introduction and comments
- Calls for adjournment

# When You Give the Invocation/Pledge

## Before the Meeting

- ◆ Call the TM and confirm that you can attend the meeting, give the invocation and lead the pledge. If you are unable to lead the pledge, make arrangements with the Sgt. at Arms to have another member perform that duty.
- ◆ If unable to attend, find a replacement and call the TM with the replacement's name.
- ◆ Call your mentor if you have any questions about how to perform this job.
- ◆ Prepare for the meeting by practicing the invocation aloud.

## At the Meeting

- ◆ Let the TM know you have arrived.
- ◆ Know where the flag is standing.
- ◆ Be sure it is to the right of the lectern when you are facing the audience.

## During the Meeting

- ◆ You will be introduced by the Sgt. at Arms.
- ◆ Go to the lectern. Shake hands w/ Sgt. at Arms and wait for him/her to be seated.
- ◆ Acknowledge Sgt. at Arms, fellow TMs and guests.
- ◆ Begin invocation.

The invocation may be a prayer or a reading. Most members select a brief passage from a favorite book, a piece of poetry, an inspiration saying, an excerpt from an essay or article, etc. The reading is usually 1-2 minutes.

- ◆ *“Please join me now in the Pledge of Allegiance.”*
- ◆ Shake hands with the Sgt. at Arms and be seated.

# When You're the Videographer

## Before the Meeting

- ◆ Contact the TM and confirm that you can attend the meeting and perform the responsibilities of the **Videographer**.
- ◆ If unable to attend, find replacement and call the TM with the replacement's name.
- ◆ Call your mentor if you have any questions about how to perform this job.
- ◆ Prepare for the meeting by practicing description of your responsibilities aloud.
- ◆ E-mail all speakers reminding them to bring a tape to the meeting so that their presentation can be recorded.
- ◆ Remember, you are a candidate for the MOST ENTHUSIASTIC HELPER.

## At the Meeting

- ◆ Let the Toastmaster know you have arrived.
- ◆ Set up the video camera and review how the camera operates.
- ◆ Collect from each speaker (includes all members who have a speaking function – speakers, evaluators, helpers, etc.) his/her videotape.

## During the Meeting

- ◆ Introduced by TM and asked to explain duties:
  - Stand. Acknowledge TM, fellow TM's and guests.
  - Explain purpose of the **Videographer**

*The “Videographer” tapes any Toastmaster member who has a speaking role and brings a videotape to the meeting. The video camera is a powerful tool in our development as speakers allowing us to see how we perform, what we are doing well and what we can improve upon.*

- ◆ Close with “TM” and be seated. Do not say “thank you”.
- ◆ While videotaping:
  - Use the zoom feature to capture close-ups of the speakers as appropriate.
  - Move the camera to follow the speaker's movements as they present.

# When You're the "Ah" Counter

## Before the Meeting

- ◆ Call the TM and confirm that you can attend the meeting and perform the responsibilities of the **"Ah" Counter**.
- ◆ If unable to attend, find replacement and call the TM with the replacement's name.
- ◆ Call your mentor if you have any questions about how to perform this job.
- ◆ Prepare for the meeting by practicing description of your responsibilities aloud.
- ◆ Remember, you are a candidate for the MOST ENTHUSIASTIC HELPER.

## At the Meeting

- ◆ Let the Toastmaster know you have arrived.
- ◆ Get the bean can and a member roster from the TM for recording "ah's"

## During the Meeting

- ◆ Introduced by TM and asked to explain duties:
  - Stand. Acknowledge TM, fellow TM's and guests.
  - Explain purpose of the **"Ah" Counter**

*The "Ah Counter" counts the number of times we use filler words such as "ah", "um", or "ya know". Filler words add nothing to the meaning of what we are saying and can be a distraction.*

*During Table Topics, each time the "Ah Counter" hears a filler word, a bean will be dropped into the can. All other filler words are counted and recorded silently. The number of "ah's" counted for each speaker will be reported during the meeting evaluation conducted by the GE.*

- ◆ Close with "TM" and be seated. Do not say "thank you".
- ◆ While counting "ah's":
  - Use discretion: If someone's filler words are excessive, don't drop a bean for each one.
  - The sound of the beans should be loud enough to be heard, yet soft enough not to distract the speaker from his/her train of thought.
- ◆ The GE asks for your report.
  - Stand. Acknowledge GE, Fellow TM's and guests.
  - State the person's name and the number of "ah's".
  - Use tact: If someone's count is excessive, they know it.
    - ✓ There is no need to give the actual number. Be positive. Mention if someone started out with a large number of filler words and then eliminated them.
    - ✓ Close with "GE". Do not say, "thank you".

# When You're The Timer

## Before the Meeting

- ◆ Call the TM and confirm that you can attend the meeting and perform the responsibilities of the **Timer**.
- ◆ If unable to attend, find a replacement and call TM with the replacement's name.
- ◆ Call your mentor if you have any questions about how to perform this job.
- ◆ Prepare for the meeting by practicing description of your responsibilities aloud.
- ◆ Remember, you are a candidate for the MOST ENTHUSIASTIC HELPER.

## At the Meeting

- ◆ Let the TM know you have arrived.
- ◆ Get the lights and an agenda for a list of speakers and their times.
- ◆ Sit where all speakers have an unobstructed view of the lights.
- ◆ Test the lights and stop watch.

## During the Meeting

- ◆ Introduced by the TM and asked to explain duties:
  - Stand. Acknowledge TM, fellow TM's and guest.
  - Explain duties:

*Learning to speak in the amount of time allotted is an important skill. Most meetings have stringent time guidelines. All participants should know and speak within the time allotted. To master this skill, Table Topics responses, prepared speeches and evaluations are all timed.*

*Timing begins as soon as the speaker communicates with the audience in any manner (gestures, chuckles, or even a whispered request to pass around handouts). A speaker who achieves the time objectives is qualified to be a candidate for the Best Table Topics, Best Evaluator, or Best Speaker awards.*

*A set of lights is used to identify the three timing stages:*

*Green: The speaker has qualified*

*Yellow: A caution light before red*

*Red: The speaker has 30 seconds before disqualification*

*The red light remains on until the end of the speech, even if the speaker exceeds the disqualification time. Actual times will be reported during the meeting when requested. Close with "TM" and be seated. Do not say "thank you".*

- ◆ Time each event and record times on agenda.

- ◆ Report times when requested.
  - Stand. Acknowledge person at lectern, fellow TM's and guest.
  - Table Topics – may say “All speakers qualified” or “everyone qualified except John Doe”.
  - Manual speeches – give time for each speech.
  - Evaluations – give time of each evaluator.
  - Close with “TM”, “Topicmaster” or “GE” as appropriate and be seated. Do not say “thank you”.

## President's Club Timing Chart

<b>TIMED EVENT</b>	<b>LENGTH</b>	<b>QUALIFY</b>	<b>GREEN</b>	<b>YELLOW</b>	<b>RED</b>	<b>DISQUALIFY</b>
Table Topic	1 – 2	0:45	1:00	1:30	1:45	2:01
Ice Breaker	4 – 6	3:00	4:00	5:00	6:00	6:31
Speech	5 - 7	4:30	5:00	6:00	7:00	7:31
Speech	8 – 10	7:30	8:00	9:00	10:00	10:31
Speech	10 – 12	9:30	10:00	11:00	12:00	12:31
Speech	12 – 15	11:30	12:00	13:30	15:00	15.31
Evaluation	2 - 3	1:30	2:00	2:30	3:00	3:31

# When You're The Grammarian

## Before the Meeting

- ◆ Call the TM and confirm that you can attend the meeting and perform the responsibilities of the **Grammarian**.
- ◆ If unable to attend, find a replacement and call the TM with the replacement's name.
- ◆ Select a word for the day; have a clear definition about how to perform this job.
- ◆ Prepare for the meeting by practicing the description of your responsibilities aloud.
- ◆ Remember, you are a candidate for the MOST ENTHUSIASTIC HELPER.

## At the Meeting

- ◆ Let the TM know you have arrived.
- ◆ Get a member roster from the TM for making notes.

## During the Meeting

- ◆ Called upon by the TM to explain duties:
  - Stand. Acknowledge TM, fellow TM's and guest.
  - Explain duties:

*The grammarian records and reports abuses of the English language, colorful phrases, use of imagery, metaphor, analogy, etc.*

*Announces word of the day.*

*Close with "TM". Do not say "thank you".*

- ◆ Make notes during the meeting of users and abuses.
- ◆ Called upon by GE to report.
  - Stand. Acknowledge GE, fellow TM's, and guests.
  - There is no need to report everything.
  - Report on more positives than negatives.
  - Announce who used the word of the day.
  - Close with "GE". Do not say "thank you".

# When You're The Vote Counter

## Before the Meeting

- ◆ Call the TM and confirm that you can attend the meeting and perform the responsibilities of the **Vote Counter**.
- ◆ If unable to attend, find a replacement and call the TM with the replacement's name.
- ◆ Prepare for the meeting by practicing the description of your responsibilities aloud.
- ◆ Remember, you are a candidate for the MOST ENTHUSIASTIC HELPER.

## At the Meeting

- ◆ Let the TM know you have arrived.
- ◆ Get a copy of the Vote Counter Form. Be sure you understand how to use it.
- ◆ Check that ballots have been distributed.
- ◆ Sit at a table where it is easy to collect and count the ballots.

## During the Meeting

- ◆ Called upon by the TM to explain duties:
  - Stand. Acknowledge TM, fellow TM's and guest.
  - Explain duties:

*At different times during the meeting we are given the opportunity to vote for:*

Best Table Topics, Best Speaker, Best Evaluator and Most Enthusiastic Helper

*Everyone should have a ballot on the chair or table for the purpose of casting a vote. If not, please raise your hand now to receive one. Guests are encouraged to vote.*

*The top section of the ballot is for the brief written evaluations for each speaker. Guests are also encouraged to write comments to each speaker. It may be helpful, after folding the ballot in half, to write what it is for on the outside. Please do not pass your ballots or tear the slips while anyone at the lectern is speaking.*

- ◆ Conclude with "TM". Do not say "thank you"
  - Count votes during meeting. Make a note on the ballot of any speakers disqualified by the Timer. They are ineligible for the vote.
  - If there is a tie, recount the votes. If they are still tied, write both names on the Vote Form in the appropriate section.
  - After the votes have been tallied, print the winners' names clearly on the appropriate lines, fold the Vote Form in half and pass it to the TM.

As mentioned above, anyone disqualified by the Timer is not a candidate for the vote. The only exception to this rule is if the Timer disqualifies everyone; then all speakers are considered eligible once again if the TM of the meeting so indicates.

# When You're The Table Topics Master

## Before the Meeting

- ◆ Call the TM and confirm that you can attend the meeting and perform the responsibilities of the **Topicmaster**.
- ◆ If it is not a special event meeting, select a theme and advise the TM of the theme.
- ◆ If unable to attend, find a replacement and call the TM with the replacement's name.
- ◆ Call your mentor if you have any questions about how to perform this job.
- ◆ Prepare for the meeting by practicing your part aloud.

## At the Meeting

- ◆ Let the TM know you have arrived.
- ◆ Get a member roster from the TM and make notes of who does not have a speaking assignment or a lengthy meeting role.

## During the Meeting

- ◆ Introduced by the TM to conduct Table Topics
  - Approach lectern, shake hands with TM and wait for TM to be seated.
  - Acknowledge TM, fellow TM's and guests.
  - Explain Table Topics for the benefit of the guests.
  - Introduce the theme.
- ◆ Conduct Table Topics
  - Ask each question completely before naming the responder.
  - Call first on people who are not on the agenda.
  - Select newer members to answer most of the questions.
  - Give new member's time to listen to responses from more experienced members before calling on them for that evening.
  - After calling on people who are not on the program, call on people whose part on the program is small (i.e., vote counters).
  - Make brief notes of the responses.
  - Ask at least three questions. If time allows, have additional questions available (i.e., only two speakers that evening gives more time for Table Topics – ask six questions.)
- ◆ Vote for Best Table Topics
  - Review the list of responders and provide a brief recap of the responses.
  - Remind guest that they may vote also.
  - Ask that votes be passed to the Vote Counter.
- ◆ Announce the 7-minute break.

# When You're The General Evaluator

## Before the Meeting

- ◆ Call TM and confirm you can attend meeting and perform responsibilities of the **GE**.
- ◆ If unable to attend, find a replacement and call the TM with the replacement's name.
- ◆ Prepare one-minute introductions for each evaluator.
- ◆ Call your mentor if you have any questions about how to perform this job.
- ◆ Prepare for the meeting by practicing the description of your responsibilities aloud.
- ◆ Prepare for your meeting evaluation by reading the responsibilities of each meeting participant and being familiar with the meeting outline.

## At the Meeting

- ◆ Let the TM know you have arrived.
- ◆ Confirm that all the evaluators are present.
- ◆ Sit at a table convenient to the lectern.

## During the Meeting

- ◆ Take thorough notes during the meeting.
- ◆ Introduced by the TM.
  - Go to the lectern. Shake hands with TM. Wait for TM to be seated.
  - Acknowledge TM, fellow TM's and guests.
  - Review the evaluation portion of the meeting.
    - ✓ To provide oral feedback to the speakers: did they meet their speech objectives? What did they do well? What can they do to improve?
    - ✓ Explain that evaluations are one person's opinion.
    - ✓ After speech evaluations, will vote for best evaluator (criteria: was evaluator sensitive, point out positives, provide useful feedback for improvement?).
    - ✓ Next will hear reports from meeting helpers followed by overall meeting evaluation.
- ◆ Introduce each evaluator.
  - Evaluator introductions are treated the same as speaker introductions
  - Include name of person being evaluated and speech title.
  - Shake hands with GE and be seated.
- ◆ Give meeting evaluation.
  - Confine evaluation to overall meeting, helpers, and evaluators. Speakers have already been evaluated. It is inappropriate to include comments about the speakers during the general evaluation.
  - Comment on meeting timeliness and on business meeting.
  - Provide feedback for TM.
  - Comment on how well helpers described and performed their duties. Mention items they may have omitted in their description.
  - Be positive, be discriminating and be tactful. Do not embarrass anyone. Additional feedback may be given one-on-one.
- ◆ Return lectern to the TM.

# When You're The Speaker

## Before the Meeting

- ◆ Call the TM and confirm that you can attend the meeting. Provide the following information:
  - The manual and speech number from which you are presenting.
  - Your speech title.
  - Information to include in your introduction which is necessary for positioning your speech or establishing your credibility. You are encouraged to write your own introduction.
- ◆ If unable to attend, find a replacement and call the TM with the replacement's name.
- ◆ Call your mentor if you have any questions about how to perform this job.
- ◆ Prepare for the meeting by practicing your speech.

## At the Meeting

- ◆ Let the TM know you have arrived.
- ◆ Sit convenient to the lectern.
- ◆ Give your manual to your evaluator.

## During the Meeting

- ◆ Introduced by TM.
  - Go to the lectern
  - Shake hands with TM.
  - Wait for the TM to be seated before beginning.
- ◆ Begin to speak.
  - Acknowledge TM, fellow TM's, and guests.
  - Deliver speech.
  - Conclude with "TM". Do not say, "thank you".
  - Wait for TM to reach lectern.
  - Shake hands with TM and be seated.
- ◆ Meet with your evaluator after the meeting.
  - Cover points evaluator wrote in manual.
  - Cover any feedback not mentioned in oral evaluation.
- ◆ Have Education Vice President initial Manual Progress Chart.

# When You're The Evaluator

## Before the Meeting

- ◆ Call TM and confirm you can attend meeting and perform responsibilities of Evaluator.
- ◆ If unable to attend, find a replacement and call the TM with the replacement's name.
- ◆ Call your mentor if you have any questions about how to perform this job.
- ◆ Call the speaker you are evaluating and ask what manual speech they are delivering and if there is anything in particular they want you to watch for.
- ◆ Prepare for the meeting by reading the source material on evaluations and being familiar with the objectives of the speech you are evaluating.

## At the Meeting

- ◆ Let the TM know you have arrived.
- ◆ Sit convenient to the lectern.
- ◆ Get the speech manual from the speaker you are evaluating.

## During the Meeting

- ◆ Introduced by GE.
  - Go to the lectern
  - Shake hands with GE.
  - Wait for the GE to be seated before beginning.
- ◆ Begin Evaluation
  - Acknowledge TM, fellow TM's, and guests, and especially you, Speaker's name.
  - If speaker remains seated, ask speaker to stand.
  - Deliver evaluation.
  - Conclude with "GE". Do not say, "thank you".
  - Wait for GE to reach lectern.
  - Shake hands with GE and be seated.
- ◆ Meet with the speaker after the meeting.
  - Go over any points you did not cover in your oral evaluation.
  - Reinforce positives
  - Remind speaker to have manual signed by EVP.
  - Return manual to speaker.

# When You're The Toastmaster

## Before the Meeting

- ◆ If you are TM for a Special Event Meeting, attend Executive Committee meeting to discuss special procedures.
- ◆ Check with the Topicmaster for meeting themes. If no theme, you may set one.
- ◆ Confirm date and attendance with all participants. Advise them of their theme and encourage them to tie their parts of the program to the theme.
- ◆ Remind Topicmaster and GE to include an explanation of their portion of the meeting.
- ◆ Prepare one minute introductions for:
  - Table Topicmaster
  - Speakers
    - ✓ Speech title
    - ✓ Manual, project number and speech time
    - ✓ Purpose to be achieved
    - ✓ Information provided by Speaker to position speech
  - GE
- ◆ Prepare mini introductions for helpers
- ◆ Prepare bridging comments
- ◆ Type agenda – include speech times

## At the Meeting

- ◆ Arrive early to check last minute details (i.e., two of each ribbon at lectern, all participants in attendance)
- ◆ Give the Vote Form to the Vote Counter.
- ◆ Be sure the “Ah Counter” and Topicmaster have a roster.
- ◆ Check with speakers for any last minute changes.
- ◆ Sit at head table across from President.
- ◆ Ask speaker/evaluators to sit convenient to the lectern
- ◆ Have your notes organized and at the lectern.

## During the Meeting

### OPENING:

- ◆ Acknowledge President, fellow TM's and honored guests.
- ◆ Thank President, person who gave invocation/pledge.
- ◆ Introduce Jokemaster (who returns control).
- ◆ Introduce meeting theme.
- ◆ Describe how meeting is conducted for guests.
- ◆ Always lead the applause.
- ◆ Introduce helpers; they explain their duties.
- ◆ Mention any details helpers may have forgotten.
  - Timer – red lights stays on

- Grammarian – is there a word of the day?
- “Ah” Counter – drops beans only during Table Topics
- Vote Counter – invites guests to write comments and vote
- ◆ Introduce Topicmaster
- ◆ If Topicmaster forgets:
  - *Do not mention omission.* Move on with the meeting.
  - Call for Timer’s report.
  - Review names of responders and call for vote.
  - Announce 7 minute break.

#### PREPARED SPEECHES:

- ◆ Introduce each speaker.
- ◆ After each speech:
  - Lead the applause.
  - Thank the speaker.
  - Allow time for members/guests to write personal comments. During this time, make positive comments about the speech, personal reflections, etc.
  - Ask attendees to hold your comment slips while introduce the next speaker.
- ◆ Call for Timer’s report and Vote for Best Speaker
- ◆ Introduce GE
- ◆ If GE forgets:
  - *Do not mention omission.* Move on with the meeting.
  - Call for Timer’s report.
  - Vote for Best Evaluator.
  - Call for Helper’s reports.
  - Vote for Most Enthusiastic.

#### CLOSING:

- ◆ Ask attendees to write TM comments on ballot.
- ◆ Call for announcements while votes are tallied.
  - Name of next week’s TM.
  - Ask participants of next meeting to confirm with TM.
  - Remind speakers to have EVP initial manual.
  - Pass any comment slips you didn’t pass earlier.
  - Leave name badges on the table.
  - Any other announcements.
- ◆ Thank meeting helpers.
- ◆ Present awards in order listed on vote form.
- ◆ Invite guest introductions/comments.
- ◆ Adjourn meeting.

# Resources

## Resources – Invocation / Pledge

- ◆ Your mentor
- ◆ (1167-D) A TM Wears Many Hats
- ◆ (15-B) *How To Be Funny* by Steve Allen
- ◆ (19-B) *Push Button Wit* by James “Doc” Blakely
- ◆ (23-B) *2100 Laughs for All Occasions* by Robert Orben

## RESOURCES – “Ah” Counter, Timer, Grammarian, Vote Counter

- ◆ Your mentor
- ◆ (1167-D) A TM Wears Many Hats

## RESOURCES – Topicmaster

- ◆ Your mentor
- ◆ (225) Basic C&L Program, pg. 65
- ◆ (1167-D) A TM Wears Many Hats
- ◆ (1315) Thank Fast! Table Topics Handbook
- ◆ (1316) Stand Up and Speak! Table Topics Game.

## RESOURCES – General Evaluator

- ◆ Your mentor
- ◆ (1167-D) A TM Wears Many Hats
- ◆ (111) Introducing the Speaker
- ◆ (225) Basic Communication and Leadership Program, pg. 7
- ◆ (251) The Art of Effective Evaluation (Success/Leadership Workshop)
- ◆ (202) Effective Speech Evaluation

## RESOURCES - Speaker

- ◆ Your mentor
- ◆ (225) Basic communication and Leadership Program
- ◆ (1167-D) A TM Wears Many Hats

## RESOURCES – Evaluator

- ◆ (225) Basic communication and Leadership Program
- ◆ (251) The Art of Effective Evaluation (Workshop)
- ◆ (202) Effective Speech Evaluation

## RESOURCES – Toastmaster

- ◆ Your mentor
- ◆ (225) Basic Communication and Leadership Program
- ◆ (1167-D) A TM Wears Many Hats
- ◆ (111) Introducing the Speaker
- ◆ (1310) Club Management Handbook

# Sample Agenda

Meeting Theme: "Who Cares if It's True; It's a Good Story"  
Toastmasters President's Club  
September 15, 2004

Call to Order Cheryl Burney, Sergeant-at-Arms

Invocation and Pledge John Crane

Toastmaster Ken Lyon

Helper Introductions

- ◆ Steve Tarr, Jokemaster
- ◆ Jennifer Dawson, Timer
- ◆ Eileen O'Laughlin, "Ah" Counter
- ◆ Ed LaPorta, Grammarian
- ◆ Andy Kesavanathan, Vote Counter
- ◆ Lynn Van Lier, Videographer

Table Topics John Crane

------(BREAK)-----

Prepared Speeches

"Hypnosis Works" (C&L No. 8, 5-7 minutes)	Cheryl Burney
"Why a Median Anyway?" (C&L No. 6, 5-7 minutes)	Glenn Bowman
"It Only Takes a Minute" (C&L No. 10, 8-10 minutes)	Ramanathan Maran

Evaluations	Jim Dawson
Evaluating Cheryl Burney	Rush Netterville
Evaluating Glenn Bowman	Jacque McFarland
Evaluating Ramanathan Maran	Rachel Hilgers
Meeting Evaluation	Jim Dawson

Business Meeting Ramanathan Maran, President

Announcements & Guest Comments Ken Lyon

Awards Presentation Ken Lyon

Adjournment



# President's Club Meeting Standards

September 2004

The following standards have been set by the President's Club in order to maintain the high quality of our meetings:

- Dress Code - Business Casual (no jeans or shorts, please)
- Leaving the Meeting Early - The club discourages this practice. If you must leave early, please inform the Toastmaster prior to the beginning of the meeting.
- Room Clean-up - Clean-up is everyone's responsibility. Please remove all trash (including unused meeting agendas, ballot slips, etc.) and help ensure that all chairs have been put back into their original positions.
- E-mails and Phone Messages - Please respond to all e-mails and phone calls promptly.
- Offensive Language - Although Toastmasters International has no strict policy on language, please consider your fellow club members when choosing your words.
- Introductory Comments - Table Topics Master, Toastmaster and General Evaluator are to take 1-2 minutes maximum for their comments. Introductions for Speakers and Evaluators are to take 60 seconds or less.
- Manual Objectives - All speeches presented should be based on Toastmasters International manual guidelines and objectives.