

# Workflow Of The Meeting

For

## Twin Oaks Toastmasters

Version 2.3: February 17, 2007

This document is designed to explain the flow of our meetings and how the various functions proceed during their respective segments of the meeting.

## Member Assignments and Responsibilities

For each week the Vice President of Education has a meeting scheduled, the following practice is performed as explained in the balance of this document. The document, [Twin Oaks Toastmasters Visitor Information on Meeting](#) on our web site explains the various functions described below.

Each member is expected to keep the Vice President of Education informed of his or her absences. Members not shown as absent are available for functionary positions and are responsible for reviewing the online schedule <http://www.twinoakstoastmasters.org/Schedule.htm> as it is posted and updated by the Vice President of Education. The schedule may extend beyond the immediate month, so assignments may already be made further out.

Outside of our regular meetings we operate as a virtual community using the Internet and email.

The Secretary provides the member roster in Excel format. It is each member's responsibility to keep their email list for all members up-to-date and correct. To that extent if a member's email address changes or phone number changes, they need to update everyone on the member list of such change. Former members who are no longer paid members of our club should be taken off the roster and email list. Only the people listed on the roster should be contacted for Twin Oaks Toastmaster matters.

**The Toastmaster** is responsible for the meeting and completes the meeting's agenda (see "The Meeting Agenda Explained" section below).

Specifically the Toastmaster is responsible for notifying and assembling the team as shown on the online schedule. Usually the notification for each functionary is done via email. However in cases where a member does not respond, it is expected that the Toastmaster will attempt to contact a scheduled functionary by phone.

That team notification process should start the **Thursday** before the meeting to allow time to complete the required team before their meeting starts. In cases where a holiday weekend is observed, extra attention may be required to assemble the team on time.

The Vice President of Education assigns team members for the following functions to the Toastmaster:

- Timer
- Grammarian
- Financier (“Ah-Counter”)
- Vote Counter
- Table Topics Master
- General Evaluator
- Speaker Evaluators

Such assigned functionaries are expected to positively affirm their attendance of that meeting to the Toastmaster upon notification. If a member has a situation where they cannot attend to fulfill their function, it is **the member’s responsibility** to find a replacement in advance of the meeting and then let the Toastmaster know who is taking their place.

Areas of Toastmaster attention are:

- Speakers provide written introductions for themselves
- Speakers bring their speech manuals to the meeting
- Speakers provide the assigned Evaluators the speech information and goals of the speech ahead of the meeting. They may also ask their Evaluator to pay special attention to something they are trying to improve upon.
- Provide the Table Topics Master with the Theme
- Sends out the Drawing Dynamo descriptive information to the club-wide email list before the meeting day
- Instructs Ah-Counter to be vigilant on speaking mistakes and act accordingly
- Send out the completed Agenda on the Tuesday before the meeting via email to all members
- Supply at least twenty completed printed agendas at the meeting

Twin Oaks Toastmasters uses a Standard Agenda titled, “**Standard Meeting Agenda Template Document**”, available on the club’s web site

<http://www.twinoakstoastmasters.org/memberResources.html> that is modified by the

Toastmaster who fills in the following portions:

- The Date
- The Theme
- Adjusts the time periods as necessary depending on special events, length of speeches, Table Topics, so that the participants know how the meeting flows with those time segments.
- Supplies the full names of the functionaries as shown on the club roster
- Supplies the name of the subsequent week’s Toastmaster
- Supplies each member rank of CC (CTM) or above in the first instance of where their names appear
- Speech number, title, project name, objectives, and duration for the first ten basic speeches (CC)

- Speech number, title, project name, project manual, project number, objectives, and duration for advanced (AC) and leadership speeches.

## The Meeting Agenda Explained

The actual intended flow of the meeting is now described in greater detail. While occasionally some slight variation occurs, most often this is the established pattern of activity of how a meeting is run. Places on the agenda sample shown as, “XXX” are the fields the Toastmaster must accurately fill-in with the appropriate text before distribution to all members.


### The Sgt At Arms

The Sgt. At Arms calls the meeting together at the start time of the agenda.

### The President

Then the meeting is turned over to the President who handles guest introductions, leads the group in reading the **Mission Of The Club** document and conducts the business section of the meeting. The President introduces the Toastmaster using the written introduction supplied by that member for such purpose.

The Toastmaster is then welcomed to the lectern with a round of applause led by the President. The President will shake the Toastmaster’s hand as he or she approaches the lectern. The President is not to sit down until this transfer via a handshake has been completed. It is a polite and courteous gesture practiced at our meetings. The image below reflects that portion of the agenda.

		<i>Welcome to</i> <b>Toastmasters International</b> <i>Making Effective Communication</i> <i>A Worldwide Reality</i>	
July 6, 2005	Twin Oaks Toastmasters	THEME: XXX	
12:05	CALL TO ORDER by President .....		Dale Spangenberg
	Welcome Members Mission Statement Business Items		

## The Toastmaster

The Toastmaster then introduces the meeting theme and explains the Drawing Dynamo process and prize. The Toastmaster now introduces the assembled team. No applause is offered after the individual explanations. The image below reflects that portion of the agenda.

<b>12:10</b>	<b>TOASTMASTER</b> .....	<b>XXX</b>
	Announce/Pass Drawing Dynamo	
	Introduce today's helpers:	
	Timer .....	<b>XXX</b>
	Grammarian .....	<b>XXX</b>
	Financier ("Ah" Counter) .....	<b>XXX</b>
	Greeter .....	<b>XXX</b>
	Vote Counter .....	<b>XXX</b>

At the end of those introductions, the Toastmaster asks for a round of applause for their collective contributions to the meeting.

Now the meeting turns to the prepared speakers portion of the meeting.

The prepared speakers have previous to the meeting provided a written introduction to the Toastmaster who reads this before welcoming the particular speaker to the lectern. A properly written introduction sets the tone and expectations for the audience. Certain leadership and advanced manual topics require a more in-depth explanation because they are different from the scope of most prepared speeches. In those cases, an addendum should be prepared for distribution to the audience along with the agenda to describe the intentions of those types of speeches. The image below reflects that portion of the agenda.

<b>12:15</b>	<b>SPEAKERS</b>	
	#1 CTM #1, "Ice Breaker" (4-6),	
	- XXX	
	#2 ATM #10 from the "Entertaining Speaker" manual,	
	"With Purpose" (speaking 8-10) [Achieves ATM-Bronze]	
	- XXX	

Each prepared speaker is then welcomed to the lectern with a round of applause led by the Toastmaster. The Toastmaster will shake the speaker's hand before and after the speech. The speaker is not to sit down until this transfer via a handshake has been completed. It is a polite and courteous gesture practiced at our meetings.

## The Speakers and Toastmaster

After each speaker has returned seated, the Toastmaster will ask the audience to write down some comments for that particular speaker. Normally, that process takes about a minute before proceeding to the next speaker or segment of the meeting.

## The Toastmaster Returns

When the commentary period for the last speaker has expired, the Toastmaster introduces the Table Topics Master to the lectern with a round of applause and shakes their hand. The Toastmaster is not to sit down until this transfer via a handshake has been completed. It is a polite and courteous gesture practiced at our meetings. The image below reflects that portion of the agenda.

12:30	TABLE TOPICS MASTER.....XXX
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## The Table Topics Master

The Table Topics Master will encourage usage of the Word of The Day in responses and to remind participants to be mindful of the Timer's flags. After each participant finishes speaking, the Table Topics Master will lead the audience in applause for that person's contribution to the meeting.

At the end of the Table Topics Master segment, that person returns control of the meeting to the Toastmaster by calling the Toastmaster up to the lectern and leads a round of applause at that point. The Table Topics Master will shake the speaker's hand. The Table Topics Master is not to sit down until this transfer via a handshake has been completed. It is a polite and courteous gesture practiced at our meetings.

## The Toastmaster Returns

The Toastmaster will then ask in succession the eligibility of the prepared speakers and Table Topics participants from the Timer and Grammarian. At that completion, the Toastmaster will lead a round of applause for their collective contributions.

The Toastmaster will then ask that ballots for Best Speaker and Best Table Topics be filled-out for the eligible people and passed over to the Vote Counter. The image below reflects that portion of the agenda.

12:45	CALL FOR ELIGIBILITY & VOTES
	Timer.....XXX
	Grammarian.....XXX
	***Submit ballots to Vote Counter.....XXX

The Toastmaster next introduces the General Evaluator to the lectern with a round of applause and shaking the General Evaluator's hand as he or she approaches. The Toastmaster is not to sit down until this transfer via a handshake has been completed. It is a polite and courteous gesture practiced at our meetings

### **The General Evaluator**

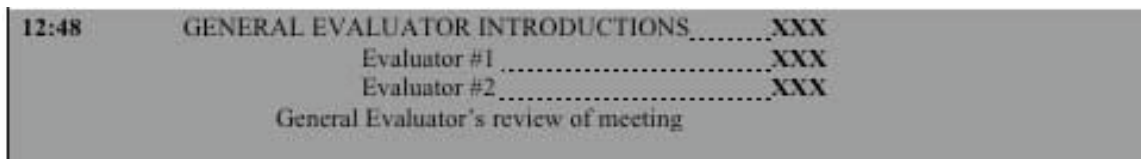
The General Evaluator will then introduce the first respective Evaluator to the respective speaker by using both member names, and initiate applause as that Evaluator starts to approach and finishes that greeting by shaking the Evaluator's hand before being seated. The General Evaluator is not to sit down until this transfer via a handshake has been completed. It is a polite and courteous gesture practiced at our meetings.

Each Evaluator will give their review as the manual guidelines suggest and to any special attention the speaker asked for consideration. At the end of each Evaluation, the Evaluator will call the General Evaluator back up to the lectern by leading the applause and shaking the General Evaluator's hand. The Evaluator is not to sit down until this transfer via a handshake has been completed. It is a polite and courteous gesture practiced at our meetings

That procedure is repeated for each speaker scheduled for a written review.

### **The General Evaluator Returns**

When the last Evaluator has finished, the General Evaluator gives their report for the meeting. At the end of that report the General Evaluator calls up the Toastmaster to transfer control of the meeting by leading a round of applause and shaking the Toastmaster's hand. The General Evaluator is not to sit down until this transfer via a handshake has been completed. It is a polite and courteous gesture practiced at our meetings. The image below reflects that portion of the agenda.



12:48	GENERAL EVALUATOR INTRODUCTIONS.....	XXX
	Evaluator #1 .....	XXX
	Evaluator #2 .....	XXX
	General Evaluator's review of meeting	

### **The Toastmaster Returns**

The Toastmaster then asks the Timer for eligibility of all Evaluators and the General Evaluator.

The Toastmaster then asks the Grammarian for their report.

The Toastmaster then asks the Ah-Counter for their report and tallies the fines if and as assessed for each member.

At that completion, the Toastmaster will lead a round of applause for their collective contributions.

The Toastmaster will then ask that ballots for Best Evaluator be filled-out for the eligible people and passed over to the Vote Counter. The image below reflects that portion of the agenda.

The Toastmaster will ask a visitor or member to draw the ticket for the drawing Dynamo.

<b>12:56</b>	<b>FINAL REPORTS AND VOTES</b>	
	Timer.....	<b>XXX</b>
	Grammarian.....	<b>XXX</b>
	Financier ("Ah" Counter).....	<b>XXX</b>
	***Submit ballots to Vote Counter.....	<b>XXX</b>
	<b>DRAWING-DYNAMO WINNER</b>	

The last duty of the Toastmaster is to turn the meeting back over to the President by leading a round of applause as he or she approaches the lectern and shaking the President's hand. The Toastmaster is not to sit down until this transfer via a handshake has been completed. It is a polite and courteous gesture practiced at our meetings.

### **The President Returns**

The President will then ask the Vote Counter for their results for Best Speaker, Best Table Topics Speaker, and Best Evaluator winners and awards those people the respective ribbon by leading a round of applause for each winner and shaking their hand.

The President then leads a round of applause for the Vote Counter.

The President now handles any remaining business issues, announced the subsequent meeting's Toastmaster, asks guests for comments, and asks for member comments. The meeting is then adjourned. The image below reflects that portion of the agenda.

<b>1:00</b>	<b>CLOSING REMARKS .....</b>	<b>Dale Spangenberg</b>
	Awards	
	Guest Comments	
	<b>Next Week's Toastmaster is XXX</b>	
<b>1:05</b>	<b>ADJOURN</b>	