# Anatomy of a Toastmasters Meeting

## Toastmasters Meeting

**1** Toastmaster

### Impromptu

**2** Table Topics Speakers

**3** Topicsmaster

### Speeches

**4** Speaker #1   Speaker #2   Speaker #3

### Evaluations

**5** Evaluator #1   Evaluator #2   Evaluator #3

**6** General Evaluator

### Reporting Roles

**7** Timer

**8** Ah-Counter

**9** Grammarian

**10** Other Roles

## Description

**1** The Toastmaster is the meeting's host and director.

**2** Table Topics Speakers are guests or members without a meeting role that are looking to improve their impromptu speaking skills.

**3** The Topicsmaster runs the Table Topics® section of the meeting. They choose participants and select topics for each speaker.

**4** Members plan and write five- to seven-minute speeches that they deliver during club meetings.

**5** Evaluators provide verbal and written feedback on speeches. Each speaker has an evaluator.

**6** The General Evaluator provides feedback on the overall meeting, the evaluations given by the evaluators, and offers areas of improvement.

**7** The Timer times speeches, Table Topics, and evaluations and provides a report at the end of the meeting.

**8** The Ah-Counter counts filler words each speaker uses and reports on them at the end of the meeting.

**9** The Grammarian chooses a word of the day and helps speakers improve their grammar and vocabulary.

**10** Some clubs have their own unique meeting roles. Ask a club officer about what these roles are and how you can fill them!