

Meeting words and Assignment Glossary (alphabetically arranged)

Ah Counter	Notes poor use of and any unnecessary words.
Chairman of the meeting (Chairman, Mr Chairman or Madam Chairman only)	Follows the agenda, introduces and links between agenda items. Master of Ceremonies is similar.
Camera Operator	Records manual speeches and gives DVD recording to each speaker (optional).
CC and CL manuals	Competent Communicator and Competent Leadership manuals each have 10 projects; when completed the Toastmaster is given that award which can be followed by a number of advanced manuals and advanced awards.
Entertainer	Any acceptable form of entertainment, such as: <ul style="list-style-type: none">• Entertain with humour• Read or recite• Perform such as dance, a musical instrument or trick routine• Review – a book, play, DVD, tourist destination, restaurant etc.• Pet aversion or gripe• Inspirational message• Point of view/current affair or Point of Emphasis• Biography of famous person• Describe a tourist destination
General evaluator	Provides feedback for all performances that have not otherwise been evaluated.
Grammarian	Notes well used and poorly used grammar.
Induction	New members' formal acceptance of club membership.
Listener	Questions audience on their listening for details.
Sergeant-at-arms	Opens the meeting and also opens it after supper break.
Speaker	Provides a speech according to the chosen manual and its objectives.
Speech evaluator	Gives feedback to an individual speaker and how the manual objectives have been met.
Table Topics (Impromptu Speaking) Master	Provides questions randomly to members, to be responded to with one minute speeches. Guests may volunteer to participate.
Table Topics (Impromptu Speaking) Evaluators	Provide feedback for the above segment.
Timer	Reports on length of every assignment and if it matches timing aims.
Toastmaster	This word has two meanings to us. Firstly a Toastmaster is a member of the Toastmasters International Organisation. Secondly, it is the person hosting the speaking segment during the meeting. The Toastmaster or MC – hosts speaking segment by in turn introducing each speaker of prepared manual speeches (mostly 5-7 minutes) and their evaluators.
Toast	Provides toast to a person, organisation or item such as happiness, spring etc. Should ask everyone to stand for the toast and to be seated afterwards.
Voting slips	Everyone present is invited to vote on their favourite performance as per the categories on the voting slip. Sergeant at arms collects and tallies the votes, the Chairman announces results and awards certificates accordingly.
Word of the Day	Introduces a word and challenges everyone to use it correctly during the meeting.