

## DESCRIPTION OF DUTIES

### **Ah Counter**

The Ah Counter counts the number of times each person uses unnecessary filler words such as 'ah' and 'um' instead of a stately pause.

### **Court Gesture**

Watches for body movements, hand gestures with the proper usage and appropriate for the speech. Also watches for improper body movements which can detract from the speech.

### **Evaluator**

Evaluators provide constructive feedback in oral and written form. Evaluations are highly encouraging and provide a positive learning experience for all.

### **General Evaluator**

The General Evaluator introduces the evaluation team members and evaluates the evaluators and the meeting in general.

### **Grammarian**

The Grammarian records grammatical errors and reports these at the end of the meeting.

### **Hot seat**

The backup speaker should be prepared to deliver a speech up until the time the meeting begins in absence of one of the scheduled speakers. Also the Hot seat person can be used to fill any other position for the meeting.

### **Humorist**

The Humorist lightens up the meeting by telling a joke, sharing a funny story, anecdote, quote, or any other kind of humor.

### **Invocation**

The person giving the invocation at the beginning of the meeting composes and then presents a non-denominational invocation at the beginning of the meeting.

### **Speaker**

Speakers present prepared speeches. Toastmasters International's Basic Communications and Leadership Manual provide structure and guidance to improve skills such as organization, vocabulary, vocal variety, and body language.

### **Table Topics Master**

The Topics Master helps members increase extemporaneous speaking skills by asking members to speak for one to two minutes about a surprise topic. Extemporaneous speaking skills are extremely valuable in the business world.

### **Timer**

The Timer records the length of each person's speech and provides a visual sign to the speaker that allotted time is about to expire. Toastmaster speeches and reports are carefully planned to fit specific time periods. The Timer reports the speech time periods at the end of the meeting.

### **Toastmaster**

The Toastmaster is the emcee for the meeting. It is the Toastmaster's task to introduce each speaker and form a bridge between the various parts of the meeting.

### **Voice Monitor**

Listens for a range of vocal variety within the speech. Also listens for the proper pronunciations' and the correct range of volume.

### **Vote Counter**

Counts all votes for the respective speeches. If there is a tie then the Vote counter breaks the ties with his/her vote.

### **Word of the Day**

The Table Topics Master presents a new or little known word for us to learn and records the number of times each person uses it during Table Topics. This serves to increase everybody's vocabulary. At the end of Table Topics the Timer reports on the frequency of word of the day usage.