

Time	Duty Roster for TBD	Member
	<p>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.</p>	
	<p>Speaker #1 Speakers present prepared speeches. Toastmasters International's Basic Communications and Leadership Manual provides structure and guidance to improve skills such as organization, vocabulary, vocal variety, and body language. Speech Number: Speech Length: minutes Manual: Objective: Title:</p>	
	<p>Evaluator #1 Evaluators provide constructive feedback in oral and written form. Evaluations are highly encouraging and provide a positive learning experience for all.</p>	
	<p>Speaker #2 Speakers present prepared speeches. Toastmasters International's Basic Communications and Leadership Manual provides structure and guidance to improve skills such as organization, vocabulary, vocal variety, and body language. Speech Number: Speech Length: minutes Manual: Objective: Title:</p>	
	<p>Evaluator #2 Evaluators provide constructive feedback in oral and written form. Evaluations are highly encouraging and provide a positive learning experience for all.</p>	
	<p>Table Topics Master The TopicsMaster 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.</p>	
	<p>General Evaluator The General Evaluator introduces the evaluation team members and evaluates the evaluators and the meeting in general.</p>	
	<p>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.</p>	
	<p>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.</p>	
	<p>Grammarian The Grammarian records grammatical errors and reports these at the end of the meeting.</p>	
	<p>Backup Speaker 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.</p>	