

ATLAS OLELO HUI TOASTMASTERS GUIDEBOOK

A woman in a business suit is standing and smiling, gesturing with her right hand while holding a tablet in her left. She is facing an audience whose backs are to the camera. The scene is set in a modern office or meeting room with a clock on the wall and a desk lamp visible in the background.

**THE BEGINNER'S GUIDE TO
JOINING OUR
TOASTMASTERS 'OHANA**

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A Message from President

**KALE
KIPPEN**

Welcome to the Atlas Olelo Hui Ohana!

We are delighted to have you share in the fun and personal growth opportunities found in Toastmasters. Our club will provide you a safe place to learn, experiment, and develop leadership and speaking skills.

In our club you will have a chance to participate and engage in a variety of ways. From taking on a meeting support role to presenting a speech in your learning path, you will ALWAYS have a chance to contribute and participate! Not to worry, we will introduce you to the process slowly.

This guide will serve as a valuable resource, providing meeting information as well as sample scripts for the different meeting roles. It will also contain pertinent information regarding the details of our club. Please feel free to reach out to me with questions. I am always happy to help. I look forward to seeing you at our next meeting!

Mahalo,

A handwritten signature in blue ink that reads "Kale". The signature is stylized with a long, sweeping underline that extends to the right.

MEET THE 2022/2023 CLUB OFFICERS!



Kale Kippen

President



Ken Fujiwara

VP of Education



Shane Choi

VP of Membership



Lance Nishiyama

Treasurer



Debbie Chong

Secretary



Glenn Suzuki

VP of Public Relations



Christen Tominaga

Sergeant at Arms

HOUSEKEEPING

- **Atlas' Olelo Hui Toastmasters group meets on the 3rd Tuesday of every month from 12 pm - 1 pm.**
- **The VP of Education creates meeting roles and a meeting agenda template ahead of time so members can prepare for their role or find a replacement if they cannot fulfill their duties.**
- **The individual assigned as Toastmaster of the Day will be responsible for filling in the templated agenda and following-up on meeting roles, gathering speeches, and introductions.**
- **New members who have not yet been registered with their Pathways account should contact the VP of Education for assistance.**
- **Once you have been assigned to your meeting role, you are responsible for fulfilling those duties. If you cannot fulfill your duties, it is your responsibility to find a replacement for your part and communicate who will replace you to the Toastmaster of the Day.**
- **Due to our meeting time, members are welcome to bring their lunch and eat during the meeting.**
- **For members that attend the meetings virtually, please have your camera on and be fully present during the meetings.**

MEETING ROLES: Toastmaster of the Day

The individual assigned as Toastmaster of the Day will be responsible for the agenda and following-up on meeting roles, gathering speeches, and introductions.

SOON AFTER THE MEETING INVITATION IS SENT:

- 1. Come up with a theme and then email it to the members of the club.**
- 2. Ask those with a role to send you information about the theme which you will use for their introduction.**
- 3. Ask speakers to send you their project information, speech title, and time to fill in the agenda.**

AS MEMBERS REPLY

- 4. Fill in the agenda form with the theme, speech titles, and project information along with any changes that may occur (substitution of people taking various roles).**
- 5. Keep track of member responses to the theme**

DAY BEFORE THE MEETING

- 6. Print about 20 copies of the agenda.**

DAY OF THE MEETING

- 7. Arrive early and take a seat near the front**
- 8. Verify participants are present and prepared for their duties.**

DURING THE MEETING

- 9. Shake hands, Lead applause, and don't leave the lectern unattended**
- 10. Follow the agenda; Watch the time so that the meeting stays on track with the agenda.**
- 11. Introduce speakers, including the title and speech project they are on**
- 12. Thank each speaker after they've spoken to bridge the gap between presentations**

MEETING ROLES: Toastmaster of the Day

TOASTMASTER OF THE DAY SCRIPT

“Mr./Madam President, fellow Toastmasters, and guests. Thank you for that wonderful introduction. As Toastmaster of the Day, it is my responsibility to introduce today’s speakers. After the speeches have concluded, I will ask for the Timer’s report, request ballots be passed to the Vote Counter, introduce the General Evaluator, ask the Ah-Counter for their report, ask the Grammarian for their report, and call on the Vote Counter for results. I will then return control of the meeting to the President before we conclude today.

Thank you, Mr./Madam President.”

MEETING ROLES: Grammarian /Ah Counter/ Jokemaster

GRAMMARIAN

Taking on this role improves vocabulary, grammar, critical listening skills and evaluation skills

The Grammarian plays an important role in helping all club members improve their grammar and vocabulary. As Grammarian you:

- Introduce new words to meeting participants and monitor language and grammar usage
- Introduce a "Word of the Day" that helps meeting participants increase their vocabulary; Display the word, part of speech, and a brief definition with a visual aid and prepare a sentence showcasing how the word should be used. Note who uses this word or any derivatives thereof correctly or incorrectly during the meeting.

AH COUNTER

The purpose of the Ah-Counter is to note unnecessary words and sounds used by members who speak during the meeting. Words or phrases that may be used inappropriately or unnecessarily include and, well, but, so, and you know. Sounds may include ah, um, and er. Serving in the Ah-Counter role provides an excellent opportunity to practice listening skills.

JOKEMASTER

This role sets a fun tone for the meeting. One of the most powerful tools that a speaker has is the use of humor. Laughing is healthy, gets the energy flowing and helps people to be more open to the speaker's message.

MEETING ROLES: Grammarian /Ah Counter/ Word of the Day or Jokemaster

GRAMMARIAN PRIOR TO THE MEETING

- **Select a word of the day.** Choose a word to help members build their vocabularies and that they can incorporate into everyday conversation.
- **Prepare a brief description of the grammarian's duties for the benefit of guests.** Communicate the word of the day for inclusion in the agenda or develop a visual aid. Include the word, part of speech (verb, noun, adjective, or adverb), definition, and use it in a short sentence.

DURING THE MEETING

- **When introduced, announce the word of the day.** State the part of speech, the definition, use it in a sentence, and invite everyone speaking during the meeting to use it.
- **Briefly explain the role of the grammarian.**
- **Throughout the meeting, listen to each speaker's word usage.** Write any awkward use or misuse of language (such as incomplete sentences or incorrect grammar) with a note of who erred.
- **Create a list of members who used the word of the day (or a form of it) and note those who used it correctly.**
- **When called on by the General Evaluator during the evaluation section, you may stand near your chair and give your report.** Offer examples of correct usage in every instance in which there was misuse of grammar. Report the use of creative language and announce who used the word of the day (or a form of it) correctly.

GRAMMARIAN SCRIPT

"Mr./Madam Toastmaster, fellow Toastmasters, and guests. As Grammarian, it is my responsibility to pay close attention to all speakers, listening carefully to their language usage. I'll take note of any improper language, as well as any outstanding words, quotes, sayings, or thoughts. As Grammarian, it is also my duty to introduce the Word of the Day.

MEETING ROLES: Grammarian /Ah Counter/ Word of the Day or Jokemaster

For today's meeting, the Word is _____, which means

_____. An example of using the word is:

Each speaker is encouraged to use the Word of the Day.

I will give the Grammarian's report when called upon during the meeting and also report on the usage of the Word of the Day.

Thank you, Mr./Madam Toastmaster."

AH COUNTER DURING THE MEETING

When introduced, explain the role of the Ah-Counter. Throughout the meeting, listen to speakers and note unnecessary words, sounds, and pauses. Tally the sounds or words each person uses throughout the meeting. When called on by the General Evaluator during the evaluation section, give your report.

AH COUNTER SCRIPT

"Mr./Madam Toastmaster, Fellow Toastmasters, and Guests!

As the Grammarian/Ah Counter, I will be listening to what all speakers say and track inappropriate words or sounds used as a space filler or crutch words will count the inappropriate words such as "well, so, you know, and like. Sounds may be "ah, um, er, lip smacking or pen cap clicking. I will also note when a speaker repeats a word or phrase, such as "I, I" or "This means, this means". These are known as a "double clutch". At the end of the meeting, I will report the number of times each speaker used space fillers and crutch words.

Each infraction will cost that speaker 25 cents with a maximum penalty of 1 dollar. Any member that uses the word of the day will receive a 25 cent credit.

MEETING ROLES: Grammarian /Ah Counter/ Word of the Day or Jokemaster

If any speaker has 5 or more infractions then their total is 1 dollar even if they use the word of the day.

Thank you, Mr./Madam Toastmaster.”

AH-COUNTER LOG

Name	Ah	Um	Er	Well	So	Like	But	Repeats	Other

MEETING ROLES: Grammarian /Ah Counter/ Word of the Day or Jokemaster

JOKEMASTER DURING THE MEETING

- When called upon by the Chairman, deliver your joke. You have 1 minute.
- Pause after the punchline to support, enhance, and receive any laughter the joke may have generated before sitting down.

INSPIRATION

You can choose to share an Inspirational poem, writing or story of your choice, in lieu of a joke.

MEETING ROLES: Table Topicsmaster

The Table Topics® session is the portion of the meeting designed to give every member and guest of the club an opportunity to speak extemporaneously for a minute or two. The Topicsmaster is responsible for preparing and issuing an original, creative topic or topics.

BEFORE THE MEETING

Confirm any scheduled meeting theme with the Toastmaster. If one has been selected, choose topics that coordinate well with that theme. If there isn't a theme, choose a wide selection of topics.

DURING THE MEETING

When introduced, briefly state the purpose of the Table Topics session. Announce your topics and keep your remarks brief but enthusiastic. If the club has a word of the day, encourage speakers to use it in their responses. Review the maximum time allowed for each speaker's response and remind members of the timing signal if the timer hasn't already done so.

TOPICSMASTER SCRIPT

"Greetings Mr./Madam Toastmaster, fellow Toastmasters, and guests. The purpose of the Topicsmaster is to facilitate Table Topics®, where guests and members will have the opportunity to practice their impromptu speaking. I will introduce a topic and call on speakers, who will be given two minutes to speak on the subject.

Thank you Mr./Madam Toastmaster."

Today's meeting theme: _____

Topics: _____

MEETING ROLES: General Evaluator

The General Evaluator is the member who evaluates everything that takes place throughout the meeting. The General Evaluator role provides excellent practice in leadership skills such as critical thinking, planning, preparation, organization, time management, motivation, and team building.

The General Evaluator is responsible to the Toastmaster of the meeting. General Evaluators are responsible for the evaluation team, which consists of the timer, grammarian, Ah-Counter, speech evaluators, and Table Topics evaluator, if your club has one.

Traditionally, there is one evaluator for each prepared speech, but this isn't essential. As members, you are free to set a procedure that is effective for your club. Each evaluation should be brief, yet complete. At the conclusion of the evaluation section of the meeting, you return control to the Toastmaster.

PRIOR TO THE MEETING

- Check with the Toastmaster to confirm the program for the meeting and any planned changes to the usual meeting format.
- Communicate with all evaluators to confirm whom they will be evaluating and the evaluation format needed for that member. Encourage them to prepare for their roles by contacting the speakers to discuss any special evaluation requirements. When you communicate with evaluators, emphasize the importance of positive, supportive, and honest evaluations. Their goal as evaluators is to help fellow members develop their skills. Communicate with remaining members of the evaluation team to remind them of their assignments.
- For the benefit of any guest at the meeting, prepare a brief talk on the purpose, techniques, and benefits of evaluation.

MEETING ROLES: General Evaluator

DURING THE MEETING

- Take notes about everything that happens, including anything that doesn't, but should. For example, check that the club's property (trophies and banner) are properly displayed. Watch for unnecessary distractions that could have been avoided. Be aware of the time to evaluate if the meeting and each section of it began and ended on time.
- Evaluate each participant on the meeting program. Look for good examples of preparation, organization, delivery, enthusiasm, observation, and performance of duties. Although members who present a speech or fulfill a leadership project have evaluators assigned to them, you are free to add comments if you wish.
- Before Table Topics, you may be asked to stand and present your team's means and methods of evaluation. Briefly describe the evaluation process. Identify the grammarian, Ah-Counter, and timer. Ask these members to briefly state the purpose of their roles.
- When prompted to conduct the evaluation section of the meeting, stand at the lectern and introduce each speech evaluator. Afterward, thank each for his or her efforts.

MEETING ROLES: General Evaluator

START

Meeting on time?

Call to order, and opening handled smoothly?

BUSINESS

Run smoothly? Did it drag?

Was concise agenda followed?

GUESTS

Were guests introduced?

Did members welcome guests and new members?

Was printed information available?

SPEAKERS

Were the speakers prepared?

Did the evaluator Acknowledge the positive, suggest something to do Better or differently and Congratulate and Conclude (ABC)?

Was the tone positive, and appropriate for the experience level of the speaker?

TABLE TOPICS

Were topics appropriate?

Did the Table Topics segment end on time?

Did the Table Topics Master call on members who did not have speaking roles?

GRAMMARIAN, WORDMASTER, AH COUNTER, TIMER

Were the reports helpful, smooth, audible, and positive?

Were the timing limits observed? FUN Did everyone seem to enjoy the meeting?

Did you enjoy it?

What was the tone?

MISCELLANEOUS OBSERVATIONS AND COMMENTS Interesting ideas, milestones achieved, etc.

MEETING ROLES: Timer

A hallmark of effective speakers is the ability to express themselves within a specific amount of time. Members rely on the timer to pace speeches and practice adhering to a time frame. The timer is also responsible for tracking every part of the meeting agenda.

To fulfill the role of the timer, you must know each presenter's speech length. In Pathways, speeches range in length from a short report of two to three minutes to a much longer speech of up to 20 minutes. It is the timer's responsibility to confirm the length of the speeches being presented before the start of each meeting.

The Toastmaster of the meeting will call on you to explain the timing rules at the start of the meeting. Be clear and concise as you describe your duties and report times to the club. The timer's role is fundamental to the success of every meeting.

UPON ARRIVAL AT THE MEETING

- Collect timing equipment (stopwatch and signal device) from the Sergeant at Arms. Check that the timing equipment is working properly and that you are comfortable with its use.
- Choose a seat where the signal device can be seen easily by everyone.
- If it's a virtual meeting, prepare to have green, yellow, and red backgrounds on your screen.

DURING THE MEETING

- When introduced, explain the timing rules and demonstrate the signal device. Throughout the meeting, listen carefully to each participating member and signal speakers based on the policy of your club. You will also need to signal the Toastmaster and Topicsmaster with red when they have spoken for their allotted or agreed-upon time.

MEETING ROLES: Timer

- Record each participant's name and the exact time they required to complete their speech.
- When called to report by the Topicsmaster, Toastmaster, and/or General Evaluator, you may stand near your seat to announce each speaker's name and the duration of their speech. Review club policy for reward eligibility and your reporting responsibilities.

TIMER SCRIPT

“Greetings Mr./Madam Toastmaster, fellow Toastmasters, and guests. As Timer, I will time the Table Topics® speakers, formal speeches, and evaluations. I will also alert each speaker of the time they have left, using the green, yellow, and red cards, which denote specific times remaining.

Table Topics Speakers should limit their remarks to no more than 2 minutes.

- At 1 minute, I will raise the green card.
- At 1 minute and 30 seconds, I will raise the yellow card.
- At 2 minutes, I will raise the red card.

Those giving speeches should limit their remarks to their specific speech times,

Ice Breaker speeches should be 4-6 minutes in length.

- At 4 minutes, I will raise the green card.
- At 5 minutes, I will raise the yellow card.
- At 6 minutes, I will raise the red card.

Most other speeches should be 5-7 minutes in length.

- At 5 minutes, I will raise the green card.
- At 6 minutes, I will raise the yellow card.
- At 7 minutes, I will raise the red card.

The individual evaluations should be between 2-3 minutes.

- At 2 minutes, I will raise the green card.
- At 2 minutes and 30 seconds, I will raise the yellow card.
- At 3 minutes, I will raise the red card.

Thank you Mr./Madam Toastmaster.”

MEETING ROLES: Timer

- Record each participant’s name and the exact time they required to complete their speech.
- When called to report by the Topicsmaster, Toastmaster, and/or General Evaluator, you may stand near your seat to announce each speaker’s name and the duration of their speech. Review club policy for reward eligibility and your reporting responsibilities.

TIMER LOG

Name	Time	Within Time?

MEETING ROLES: Speech Evaluator

Serving as an evaluator is an opportunity to practice leadership skills, including listening, critical thinking, providing feedback, and motivation. At first, it can be intimidating to provide feedback. Always remember that the most important benefit of Toastmasters for members is the honest, fair, and supportive evaluation of their presentations and leadership accomplishments.

Make use of the Pathways evaluations to help you clearly identify where speakers succeeded and where there is room for continued growth and improvement. For each presenter you evaluate, find a few things they did well and mention them in your evaluation. Your purpose is to help members be more self-confident and improve their speaking skills.

When you have the opportunity to provide feedback for a member fulfilling a leadership role, your goal is to help the member become more effective so they are better able to achieve their goals. Offering support for what they did well and fair, supportive feedback for places where their leadership skills can be enhanced and improved will move them toward that result.

The most effective evaluators make themselves aware of the member's skill level, habits, and mannerisms, as well as their progress to date whenever possible.

PRIOR TO THE MEETING

- Communicate with the member you will be evaluating for information about the project they are completing. Review the Pathways evaluation resource on Base Camp or provided to you by the member.
- It may also be helpful to take a moment to revisit the content in the Pathways “Evaluation and Feedback” project to review strategies for providing feedback and completing an evaluation.

MEETING ROLES: Speech Evaluator

DURING THE MEETING

- Record your impressions on the first page of the Evaluation Form. As you record scores, refer to the Evaluation Criteria section to be sure you are accurately reflecting the member's speech and delivery. Remember, a score of 3 on a competency means the member met that expectation.
- A score of 4 or 5 reflects achievement above and beyond meeting the competency. Only the very best public speakers will ever achieve a 5. The scale reflects an understanding that there is always room to grow and improve as a public speaker and a leader.
- Remember that the best evaluations encourage and motivate members to improve. In addition to mentioning areas to be strengthened, suggest specific solutions or actions to build any needed skills and behaviors.
- When giving a verbal evaluation, you may stand when you're introduced, walk to the lectern, and provide your evaluation. Begin and end with a note of encouragement or praise. Though you may have written lengthy responses to sections of the evaluation, refrain from reading them. Your verbal evaluation time is limited; cover what is essential to encourage and support the member while giving honest feedback.
- Praise a successful speech or leadership assignment and give reasons to explain why it succeeded. Share specific ideas the member could apply in the future such as strengthening content or working with a mentor on speech delivery techniques. Be respectful and focus on skills and accomplishments rather than personal attributes

AFTER THE MEETING

- When delivering the written evaluation to the member, give them a few words of encouragement and congratulations.

MEETING ROLES: Speech Evaluator

EVALUATION FORM

MEMBER NAME:

DATE:

EVALUATOR:

SPEECH LENGTH:

SPEECH TITLE:

General Comments:

You excelled at:

You may want to work on:

To challenge yourself:

Final thoughts:

MEETING ROLES: Speech Evaluator

In addition to your verbal evaluation, please complete this form.

5 EXEMPLARY	4 EXCELS	3 ACCOMPLISHED	2 EMERGING	1 DEVELOPING
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Clarity: Spoken language is clear and is easily understood

5 4 3 2 1

Vocal Variety: Uses tone, speed, and volume as tools

5 4 3 2 1

Eye Contact: Effectively uses eye contact to engage audience

5 4 3 2 1

Gestures: Uses physical gestures effectively

5 4 3 2 1

Audience Awareness: Demonstrates awareness of audience engagement and needs

5 4 3 2 1

Comfort Level: Appears comfortable with the audience

5 4 3 2 1

Interest: Engages audience with interesting, well-constructed content

5 4 3 2 1

Delivery: Delivers tactful, constructive feedback

5 4 3 2 1

Engaged: Engages while others are speaking during the Toastmasters meeting

5 4 3 2 1