



Youth Leadership Program Major and Minor Roles Explained

Toastmaster

The responsibility of the Toastmaster is to act as the host and keep the flow of the meeting running smoothly. The speakers should be introduced in a way that excites the audience and motivates them to listen. The Toastmaster creates an atmosphere of interest and expectation and prepares the audience to receive the speaker.

Before the meeting, ask the speakers for their speech title, and something interesting about themselves that you can use in your introduction. A proper introduction and welcome is important to the success of the speaker's presentation.

Sit near the front of the room so that you can get to the lectern quickly. Take control of the meeting from the Chairperson when introduced by shaking hands.

Explain your role as Toastmaster (to introduce speakers and keep the flow of the meeting moving smoothly).

To introduce a Speaker, give your prepared introduction, then give the speaker's name again and the title of their speech. Shake hands, walk behind the speaker and return to your nearby seat.

Start the applause when the Speaker finishes, go to the lectern and shake hands with the speaker again.

Repeat for the remaining Speakers.

After the Table Topics, give control of the meeting to the Chairperson, shake hands and return to your seat.

[MAJOR ROLE]



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Table Topics Master

The Table Topics Master prepares the Table Topics before arriving at the meeting. There will be 2 Table Topics Masters for each meeting. Table Topics should follow the theme of the meeting. You can ask a question, or use a sentence starter, or provide a picture, object or other unique idea. Keep your ideas for selecting a question simple but creative.

The Role of the Table Topics Master is to encourage all participants the opportunity to think on their feet. Each person is encouraged to present a “mini speech” with an introduction, body and conclusion and speak for one minute.

When introduced, go to the lectern at the front of the room, shake hands and if you're the first Table Topics Master explain the purpose of Table Topics (giving people an opportunity to think on their feet). Explain how they will be timed (GREEN:30sec, YELLOW:45sec, RED:1min). Then use the Agenda to invite the first participant to come up and talk. Give them their topic or let them pick.

You can remind everyone to try and use the Word of the Day if you're able to.

The first Table Topics Master will introduce the second Table Topics Master who will continue using the Agenda for the list of volunteers. At the end of Table Topics, turn control of the meeting back to the Toastmaster. Shake hands and return to your seat.

[MAJOR ROLE]



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Evaluator

The purpose of evaluation is to help the Speaker become more confident in their current skills and continue to improve as a communicator. As an Evaluator, pay special attention to the speaker's skill level, habits, mannerisms.

Review the goals and objectives of the speech. Know these requirements and listen attentively when the speaker is presenting. Your job is to motivate the speaker to work hard and improve their next speech or meeting role. By giving positive suggestions to develop better speaking skills, you will help strengthen the speaker's ability and self esteem.

Remember that an evaluation should be a positive experience. Your evaluation is being timed, so you can only concentrate on several key points - such as organization, delivery and suggestion for improvement - rather than try to mention everything you noticed.

Your responsibility is to praise the speaker's good qualities and offer some ways for improvement. Remember your evaluation is your opinion so there are no wrong ideas. Give the speaker the deserved praise for points that were good (friendly smile, sense of humour, creative ideas, purposeful gestures, strong eye contact, good vocal variety, smooth flow). Give useful suggestions in the manner you would like to receive them when you are the speaker.

Try giving a "love sandwich". Start with a positive comment, then suggestion a way they can improve, then conclude with another positive comment.

For example, "I really enjoyed your speech because it was well organized and flowed well from start to finish. For next time, you could work on projecting your voice more so that people in the back can hear you better. Overall, I loved your facial expressions and how you looked at everyone in the audience and made us feel included."

As you develop your skills as an Evaluator, you'll find lots of things to comment on and will be given 1-2 minutes for your evaluation.

[MINOR ROLE]



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Grammarian

The responsibility of the Grammarian is to comment on the use of the English Language throughout the meeting.

Explain your role that you will be counting the number of “umms” and “ahhhs” and other filler words like “you know”, “so”, “ok”, “like” and “and”, etc. during the meeting.

Write down awkward use of or misuse of language (incorrect grammar, mismatched noun and verb, etc.) with possible suggestions for improvement.

Be on the alert for outstanding uses of vivid vocabulary and mention some of your favorite phrases.

Keep a tally of how many times each person uses the Word of the Day.

When called upon, give your report and sit down.

[MINOR ROLE]



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Quiz Master

The role of the Quiz Master is to listen carefully to all the speakers and jot down 10-12 questions from the content in the Educational Presentation, Prepared Speeches, Evaluations, Table Topics.

The purpose is to develop great listening skills, encourage this skill in others, use your facilitation skills to engage the audience and have some fun at the same time. You will ask your questions to the audience and see if you can stump them!

Guidelines:

- Your questions should be neither too easy nor too difficult.
- The person who the question is about cannot answer the question.
- You're the one who decides who was the first one to give the correct answer. Don't let the audience argue with you. Have them raise their hands rather than blurting out the answer.
- You can divide the audience in half (boys vs girls, left vs right, glasses vs no glasses) and play as teams, or stay as individuals.

The person or team who wins receives "bragging rights" until the next session.

[MINOR ROLE]



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Ballot Counter

To encourage excellence in speaking at each session, we will have a vote for the Best Speaker, Best Evaluator, Best Table Topics Speaker.

The role of the Ballot Counter is to hand out, collect and tally the ballots. After determining the winners, the Ballot Counter will come to the front to announce the winners.

[MINOR ROLE]



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Chairperson

Picks the Word of the Day, gives its definition and uses it in a sentence. Asks the Question of the Day, based on the meeting theme.

Enroller

At the end of the meeting, fill all roles for next meeting by asking for volunteers.

Scribe

Record details of the meeting – who filled each role, speech titles and times.

Facilities

Lead in getting the room set up for the meeting, desks arranged in a U shape. Start the meeting on time and with enthusiasm. Hand meeting over to Chairperson. Help with getting room back to normal.

Agenda

Get the agenda from the Enroller and write roles and names on the whiteboard before the meeting starts. If someone is away, find a replacement for their role.

Hospitality

Welcome guest speaker before meeting starts and introduce them at appropriate time during meeting.

[ALL THESE ARE MAJOR ROLES, HELD FOR 2 WEEKS]