



Campbelltown Toastmasters Club

Agenda

The following is a general idea of what a meeting might contain. Agendas are set for each meeting and will vary from meeting to meeting. Check details with the Vice President Education.

Time	Position	Event	Toastmaster
7.29 pm	Sergeant at Arms	Calls Meeting to order	Anna Song CC
7.30 – 7.32	President	opens meeting and hands control to Chairman	Jen Rignold ACB, ALB
7.32-7.35	Chairman	Addresses meeting, calls for apologies	Meeting Chairman
7.35-7.45	Chairman	Calls for introductions	All Present
7.45-7.47	Welcome	Welcome	Club member
7.47- 7.50	VPE	Alterations to Agenda	Susan Newton ACB CL
7.50 -7.52	Topic Master or Toast	Presents a joke or presents a toast	Club member
7.52-7.53	Grammarians	Word of the Day	Club Member
7.52- 8.02	Chairman	Club business <ul style="list-style-type: none"> • Minutes • Correspondence • Other Business 	Chairman, Executive & Members
8.02 -8.15	Table Topic Masters	Present impromptu topics and questions to members	Club Members (2)
8.15-8.30	Chairman	Recess	All Present
8.30-8.31	Sergeant at Arms	Calls meeting back to order	Ana Song CC
8.31- 8.32	Chairman	Introduces Toastmaster	Club Member
8.32 -9.30	Toastmaster	Introduces Speakers and Evaluators	Club Member
<i>Each member is working towards a specific achievement and will deliver a speech from a particular manual project</i>	Speaker	Evaluator	<i>Evaluators will give feedback according to the objectives the speaker is trying to achieve from their manual project.</i>
	1 Club Member	1 Club Member	
	2 Club Member	2 Club Member	
	3 Club Member	3 Club Member	
	4 Club Member	4 Club Member	
	5 Club Member	5 Club Member	
6 Club Member	6 Club Member		
9.30- 9.32	Chairman	Calls on meeting reports	Meeting Chairman
9.32-9.35	Grammarians	Reports on word of day	Club Member

		and other language uses and abuses	
9.35- 9.38	Timer	Gives report on times of speeches and other timed meeting aspects	Club Member
9.38 – 9.40	VPE	Assignments for next meeting	Susan Newton ACB CL
9.40 – 9.45	Master Evaluator	Evaluates all aspects of meeting not otherwise evaluated	Club Member
9.45-9.55	Chairman	Calls for comments from visitors and Toastmasters	Meeting Chairman
9.55-10.00	President	Announcements, awards and closes meeting	Jen Rignold ACB, ALB