

## Austin Toastmasters Guide To Support Roles

Descriptions of the basic duties for the support roles at Austin Toastmasters meetings. These descriptions are merely to help you understand your assigned role. When your role is introduced, succinctly explain the role in your own words.

**INVOCATOR:** The Invocation is a brief (around 30 seconds) quote or passage related to the meeting's theme. It can be inspiring, humorous, or thought-provoking.

(Note: the Invocator does not explain the Invocator role, unlike the other support roles. Instead, the Invocator simply delivers the quote or passage when called on by the Presiding Officer at the beginning of the meeting.)

### **GRAMMARIAN:**

1. Prior to the meeting, pick a word of the day. Print or write the word of the day on a piece of paper in **BIG, BOLD** letters so everyone in the room will be able to read it. The word of the day should be hung in the meeting room so it is visible.
2. Introducing your role, and why good grammar is important. Tell everyone the word of the day, the definition, and use it in a sentence to help clarify its meaning and recommended usage.
3. During the meeting listen for and note correct and incorrect (and interesting, if you like) uses of grammar, phrases, and language.
4. When called upon by the General Evaluator near the end of the meeting, please provide a report (approximately 1-2 minutes) of the members use of grammar and language, and use of the word of the day.

### **AH-COUNTER:**

1. During the meeting listen for any filler words. Filler words include: um, ah, so, ya' know, or any word where a pause, or simply ending a sentence would be more appropriate.
2. Explain your role, why not using filler words is important, and the audience's responsibilities. Include the two practices:
  - a. There is a \$0.10 penalty per filler word up to \$0.50, to be paid to the Piggy.
  - b. There is a \$0.10 credit (maximum) toward your total penalty for using the word of the day. This credit applies toward your penalty for that meeting only. If you have no penalty, there is no credit, only an "atta-boy".
3. When called upon by the General Evaluator near the end of the meeting, please provide a report (approximately 1-2 minutes) of the members uses of filler words.

**TIME Keeper:** Records the speaking time of each speaker, Table Topics speaker and Evaluator and the supporting role reports. The timer lights or appropriately colored folders should be clearly visible to the speakers.

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GREEN indicates the minimum time to be eligible for an award.

YELLOW indicates you are halfway between the minimum and maximum time

RED indicates you have reached the specified time limit. You have an extra 30 seconds to finish (to be eligible for an award).

Time frames:

Table Topics: 1-2 minutes (plus 30 seconds)

Evaluators: 2-3 minutes (plus 30 seconds)

Speakers: times depend on the speech (plus 30 seconds)

(Times will be on the meeting Agenda, or supplied by the Toastmaster)

Grammarians Report: 1-2 minutes

Ah-Counter Report: 1-2 minutes

General Evaluator Evaluation of the Meeting: 2-3 minutes

**VOTE COUNTER:** Collects and counts the ballots after each designated agenda item is complete. Attendees vote for Best Table Topic Speaker, Best Speaker, and Best Evaluator. Write the winners' names on the back of the corresponding ribbon and hand the ribbons to the Toastmaster, preferably before the General Evaluator turns the meeting back over to the Toastmaster. If there is a tie, get more ribbons from the Sgt-At-Arms.

(Tip: Counting votes is faster by separating the ballots by name, and then counting each ballot, rather than writing names on a sheet of paper and putting tally marks next to it.)