

SUPPORTING ROLES

Toastmasters Fonske Leuven



Did you sign up for one of the supporting roles? They're all pretty self-explanatory & straightforward. Here's a rundown of what to pay attention to for each role:

Inspiration/Joke of the Day

- ▶ **Purpose:** after the introduction by the Toastmaster of the Evening, before the speeches, your message and delivery switch the audience over to “**speech listening**” mode.
- ▶ **Most Important Task:** share a serious or funny **insight or observation** from everyday life, 1-2 minutes.
- ▶ **Strategies, ideas, examples:** anything from the news that **caught your attention**, or something from your professional or private life. This can also be a **public speaking tip**, an insight you've distilled during your Toastmaster's journey.

Video Director

- ▶ **Purpose:** provide **decent quality recordings** of all Speeches, Evaluations & Table Topics.
- ▶ **Most Important Task:** don't forget to **press record** just before a speaker walks on & press stop after a speaker walks off...
- ▶ **Strategies, ideas, examples:** you'll want to capture the stage or podium well (in the frame) as well as what the speaker says: **visibility & audibility** matter, as does where you choose to sit. Ensure the videos are handed over to whoever will **upload them after the meeting**.

Timekeeper

- ▶ **Purpose:** **time the various speaking segments** in accordance with the allotted times on the meeting agenda (usually 5-7 min for speeches).
- ▶ **Most Important Task:** **signal** the speakers clearly, **note** down each time & provide an **end report**.
- ▶ **Strategies, ideas, examples:** calmly but **clearly signal** to the speaker when each milestone has been reached: minimum, target, maximum time. **30 seconds over or under** the allotted time is still on time within Toastmasters.

Ah Counter

- ▶ **Purpose:** note any **overused words or filler sounds** people use as crutches during their speaking segment (for TME, speeches, evaluations & Table Topics).
- ▶ **Most Important Task:** note all **ahs, ums, ers, and so's** and provide an **end report**.
- ▶ **Strategies, ideas, examples:** list all segments on a piece of paper or use a printed meeting schedule and then draw tally marks **||||** next to the speaker's name.

Grammarian

- ▶ **Purpose:** note **any exceptional language used** by the speakers – both **good & bad**, and provide the **Word of the Day** at the beginning of the meeting.
- ▶ **Most Important Task:** give a **report** at the end of the meeting of any exceptional language; correct where necessary & share how often the **WoTD** was used.
- ▶ **Strategies, ideas, examples:** look for **1 max 2 points per speaker**: Points For Improvement and/or nice or interesting expressions.