**THEME: Your Theme**

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| Date: | | 2023 | Venue: | Room 8, Onehunga Community House, 89 Selwyn Street, Onehunga | |
| Start: | | 7:15pm | Close: | 9:15pm | |
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| **MISSION**  **To provide a mutually supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Time Checks** | **Item** | **Role** | **Who** | **Lights At** | | 7:14pm  7:15pm | Call to Order | Sgt @ Arms | Philip |  | | Guest Welcome | Guest Buddy | Philip | 1 – 2 – 3 | |  | President View of the day | President | Brad | 1 – 2 – 3 | | Set the scene  (10 mins) | Meeting Commences, Invocation, Agenda changes  **Apologies- Rhys, Kim, Juan, Nathan** | Chairperson |  | 3 – 4 – 5 | | 7:25pm | Word of the night | Grammarian |  | 1 – 1 ½ – 2 | | Introduce Role Holders | Keep meeting in order | Timer |  | 1 – 1 ½ – 2 | |  | Overall Feel of the meeting | General Evaluator |  | 1 – 1 ½ – 2 | | (10 mins) | Warm-up | Warm-up |  | 4 – 5 – 6 | | 7:35pm | Chair Speech Corner | Toastmaster |  |  | | Speech Corner commences | *Speaker present their speech* | Speaker 1 |  | 5 – 6 – 7 | | Speaker 2 |  | 5 – 6 – 7 | | Speaker 3 |  | 5 – 6 – 7 | |  | Speaker 4 |  |  | |  | 8:15pm | REFRESHMENT BREAK | **10–15 mins** | | Evaluators session | Evaluator 1 |  | 2 – 2 ½ – 3 | | (40 mins) |  | Evaluator 2 |  | 2 – 2 ½ – 3 | |  |  | Evaluator 3 |  | 2 – 2 ½ – 3 | |  |  | Evaluator 4 |  |  | | 8:25pm | Mini speeches | Table Topics Master |  |  | | Impromptu Unleashed | *Appx 4 – 6 speakers* | Speakers |  | 1 – 1 ½ – 2 | | Evaluators session | Evaluator (Odd) |  | 2 – 3 – 4 | | (20 mins) |  | Evaluator (Even) |  | 2 – 3 – 4 | | 8:45pm | Grammarian report of the night | Grammarian |  | 1 – 1 ½ – 2 | | Report session | Timer report | Timer |  | 1 – 1 ½ – 2 | | (15 mins) | Overall Feel of the meeting | General Evaluator |  | 8 – 9 – 10 | | 9:00pm | General Business | President | Brad | 1 – 2 – 3 | | Wrap up | Closing | Chairperson |  | 1 – 2 – 3 | |
| **EXECUTIVES**  **PRESIDENT**  ⯈ Brad  **VP EDUCATION**  ⯈Susan  **VP MEMBERSHIP**  ⯈Rhys  **VP PUBLIC RELATIONS**  ⯈Kim  **SECRETARY**  ⯈ Jen  **TREASURER**  ⯈ Richard  **SERGEANT @ ARMS**  ⯈Philip  **IMMEDIATE PAST PRESIDENT**  ⯈Susan  **INFORMATION**  **We meet every second Wednesday from 7:15pm to 9:15pm**  **Are you speaking or performing a role in this meeting?**  **Please remind your evaluator to evaluate you. . .** |

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|  | **DID YOU KNOW?** |

### TOASTMASTERS INTERNATIONAL VALUES

* Respect for the Individual
* Integrity
* Service to the Member
* Excellence

**Sergeant at Arms:** keeps track of the club’s physical property, such as the banner, lectern, timing device and other meeting materials; also arrives early to prepare the meeting place for the members.

**President:** sets the tone for the club, provides helpful, supportive leadership for all of the club’s activities, motivates, makes peace and facilitates as required.

**Chairman:** Contacts and reminds those who are scheduled to speak at the next meeting, prepares the agenda, confirms speakers and evaluators that are available, ensures correct timing of the speakers’ speeches, distributes the agenda, checks all speakers and evaluators are present and closes the meeting.

**Grammarian:** helps all club members improve their grammar and vocabulary by introducing new words to the meeting participants and monitoring their language and grammar usage.

**Time Keeper:** times all portions of a Toastmasters meeting, starting with the meeting opening, through to the close of the meeting. Being a timekeeper requires alertness and the ability to follow instructions.

**Toastmaster:** is a meeting's director and host, introduces speakers during the club meeting (including their speech topic, project title, objectives, delivery time, etc.), and ensures smooth transitions between speakers during the club meeting.

**Table Topic Master:** delivers the Table Topics portion of the meeting, which helps train members to quickly organize and express their thoughts in an impromptu setting. Also selects table topics in advance of the meeting that allow speakers to offer opinions.

**Evaluator(s):** observes the speeches and leadership roles of fellow club members and offers evaluations of their efforts (members also evaluate this role). Provides verbal and written evaluations for speakers.

**General Evaluator:** evaluates those who have not been evaluated including everything that takes place during the club meeting

### NEXT MEETING🞂🞂🞂 2023

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| Sergeant at Arms |  |
| Guest welcome |  |
| Chairperson |  |
| President's welcome |  |
| Grammarian |  |
| Time keeper |  |
| Warm Up/Humour corner |  |
| Toastmaster |  |
| Speech 1 |  |
| Speech 2 |  |
| Speech 3 |  |
| Evaluator 1 |  |
| Evaluator 2 |  |
| Evaluator 3 |  |
| Table Topic Master |  |
| Table Topic Evaluators |  |
|  |  |
| General Evaluator |  |
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