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| *The mission of a Toastmasters Club is to provide a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth.* **logo-original png.png**  **Officers July – December 2013**   |  |  | | --- | --- | | President: | Eszter Farnady | | VP Education: | Dani Farago | | VP Membership: | Balazs Gergely | | VP Public Relations: | Julia Szucs | | VP Leadership: | Peter Temesvary | | Secretary: | Edit Valentinyi | | Treasurer: | Barnabas Szilagyi | | Sergeant at arms: | Wolfgang Frenz | | VP Mentoring: | Zoltan Szrenko | | VP IT | Gabor Klinger | | Past President: | Attila Szabo |   **Budapest Toastmasters Website:** [www.budapesttoastmasters.org](http://www.budapesttoastmasters.org)  **Toastmasters International Website:** [www.toastmasters.org](http://www.toastmasters.org) | **logo-original png.png**  TM Budapest text png.png |
| **TOASTMASTERS ROLE INFORMATION**  **President:** Opens the meeting, welcomes guests, and introduces the Toastmaster. Leads any discussion of club business.  **Toastmaster:** Leads the meeting, coordinates the agenda, introduces each of the speakers, & keeps the meeting on the right track.  **Timer:** Gives a short introduction to the role, times speeches, table topics & evaluations. Time limits are an important consideration of any speaking engagement. Reports on timing at end of meeting.  **AH Counter:** Gives a short introduction to the role, counts speech fillers like ‘ahs’ & ‘ums’ during all speaking, and reports on counts at end of meeting.  **Grammarian:** Gives a short introduction to the role, records grammatical errors & reports on grammar and usage of memorable phrases at end of meeting. Provides a word of the day to be used during the meeting & reports on usage at end of meeting.  **Vote Counter:** Counts the votes for Best Speaker, Best Table Topics Speaker, and Best Evaluator. Reports on results at end of meeting.  **Table Topics Master:** Chooses participants (guests & members without roles get picked first) & topics for 60-90 second impromptu speeches. The person called upon to discuss the “table topic” can be honest, fabricate, or change the subject.  **Speaker:** Presents a speech based on a manual from Toastmasters International. Speakers earn titles such as Competent Communicator (CC) or Advanced Communicator Bronze, Silver, or Gold (ACB, ACS, ACG) by completing manuals, and can eventually reach the “black belt” rank of Distinguished Toastmaster (DTM).  **Speech Evaluator:** Provides a speaker with positive feedback & suggestions for improvement. This important role offers an opportunity to support the speaker & sharpen listening & observation skills.  **General Evaluator:** Presents an overall evaluation of the meeting, and calls for reports by helpers (timer, ah counter, grammarian, and vote counter).  **Members:** Every member has at least one role at every meeting. We learn by participation & active engagement.  *Relax and Have Fun!*  *Shake Hands at the front coming/leaving and clap vigorously for speakers.*  *Your written comments and voting on the forms provided are important sources of feedback that greatly help speakers to improve their speaking skills and help you practice your evaluation skills.* | Budapest Toastmasters Meeting Agenda  |  |  |  | | --- | --- | --- | |  |  |  | | **Toastmaster:** *Welcome, logistics* |  | 5 min | |  |  |  | | Warm up |  | 5 min | |  |  |  | | Assigning roles: |  |  | | *Timer:* |  | 1 min | | *Ah Counter:* |  | 1 min | | *Grammarian:* |  | 2 min | | *Vote counter:* |  | 1 min | |  |  |  | | **Speaker 1:** |  | 5-7 min | | *Speaker 1 feedback:* |  | 30 sec | | **Speaker 2:** |  | 5-7 min | | *Speaker 2 feedback:* |  | 30 sec | | **Speaker 3:** |  | 5-7 min | | *Speaker 3 feedback:* |  | 30 sec | | **Speech voting:** |  | 2 min | |  |  |  | | **Table Topics:** |  | 25 - 30 min | | **Table Topics voting:** |  | 2 min | |  |  |  | | **Speech Evaluator 1:** |  | 2-3 min | | **Speech Evaluator 2:** |  | 2-3 min | | **Speech Evaluator 3:** |  | 2-3 min | |  |  |  | | **General Evaluator:** |  | 4-5 min | | *Reports:* |  | 4 min | |  |  |  | | **Closing Remarks:** |  | 1 min |   **“We learn in moments of enjoyment” – Dr. Ralph C. Smedley** |