

SFEAT Meeting Role Check List 2023

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Online Producer – “How to...” video coming soon!

Before the meeting:

Conference Platform	Ensure the meeting link will be operational at the time of the meeting.
	Claim Host. Request host key from executive committee well ahead of meeting.
	Assign screen sharing privilege with Toastmaster Chair and Speakers, if necessary.
	Provide recording privilege to the Sergeant at Arms.
	Please Note: If SAA, is not at meeting, record the meeting.

During the meeting:

	Monitor and ensure people remain on mute when they do not have the floor.
	Assist the Chair and members on technical and behind-the-scenes aspects of the meeting.
	Manage the break of the meeting.
	Prepare breakout rooms, if requested.

After the meeting:

	Send an email to the SAA and let them know that there is a meeting video saved on the cloud.
	If there was no SAA at the meeting: Download the video from Zoom platform to your computer. Request access to Zoom account from executive committee.
	Upload video to our Vimeo folder. Request access to Vimeo account from executive committee.
	Review the meeting with the Chair to determine what worked and determine what changes can be made to improve the process next time.

Sergeant at Arms

Before the meeting:

	Greet guests.
	Get access to recording from the host.
	Start the recording when the Toastmaster requests it. We usually only record the speeches, speech evaluations and round table evaluations. If a member wants an extra segment recorded such as the 2-min. tip, they need to request it. P ause the video b etween segments and d on't stop it until after the end of the round table evaluation session.

After meeting:

	Download the video from SFEAT Zoom Account to your computer.
	Upload video to our Vimeo folder.
	Please Note: If the VPE is unavailable, share video link with speakers and evaluators.

Toastmaster Chair

Two or more days before the meeting:

Theme	Choose a theme and add it to the mtg agenda on SFEAT website.
Full roster check	Send an email to all members. Introduce the theme and invite them to sign up for any available roles. Optional: Some Toastmaster chairs ask all members with roles, certain questions related to the theme and incorporate them into the Introduction of each role.
Assigned Roles	Ensure that all major roles before the break (i.e. Speakers, Joke Leader, 2-min Tip and Table Topics Master) are filled by the Monday preceding the meeting.
Speaker Intro	Request for Speaker Intro from all Speakers.
	Prepare Speaker Introductions based on responses. Consult handout on Intro if necessary.
	Respect time allocation when making last-minute Speaker substitution. Consult VP Ed if necessary.

Meeting day - prior to the meeting:

	Arrive on the call 10-15 mins early.
Meeting Roles	Check if all Role takers have arrived, if not, find backups.
Guests	Meet and greet guests. Note their name.
	Announce 1-minute warning before meeting begins / Delay meeting if necessary.

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When Meeting begins:

	Introduce yourself and welcome everyone, including any guests.
Recording	Inform guests and Members that meeting will be recorded and ask SAA to start the recording.
Agenda	Mention if there are any changes to the agenda.
	Introduce the theme and make a toast.
	If there are guests, invite them to introduce themselves.
Prerequisites	If there are guests, mention about the prerequisites needed to join SFEAT: You must already belong to a regular Toastmasters club and have successfully completed the 10 speech projects in the Toastmasters Competent Communicator manual or level two of one path in Pathways.
Joke	Introduce the Joke Leader, lead the applause.
	After Joke Leader is finished his/her joke, lead applause and take control of the meeting.
	For every speaker, ask each speech-evaluator to read the Speech Objectives.
Speaker	Introduce each speaker with their prepared introduction.
	Lead the applause.
1 minute	After each speaker completes their speech, ask the timer to signal after 1 minute to allow members to write down their feedback notes.
2-min Tip	Introduce the 2 min Tip segment, lead applause.
Table Topics	Introduce Table Topics Leader. Lead the applause. Give control of the meeting to the Table Topics Leader.
	Keep track of meeting time – work with Timer.
	Retrieve control of the meeting from the Table Topics Leader.
Break	Announce the break and tell when to reconvene.
	Give a 1-minute warning.
GE	Introduce General Evaluator, lead the applause, give control of meeting to GE.
	Regain control of the meeting after the General Evaluator has finished delivering his/her report.
Club Business	Ask the President if there is any SFEAT Club Business and open floor for any other announcements.
Guest comments	Invite guests to share their comments.
Group Photos	At special events, like an Open House or a meeting with many attendees, make an announcement that we will take a couple of photos. Those who do not want to be included in the photo can turn their camera off.
	Closure statement of the meeting with some brief remarks.
	Adjourn the meeting.

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Timer

Before meeting:

Timing Info	Confirm timing of each segment of the meeting with speakers and Table Topics Master.
	Test virtual backgrounds (or prepare coloured timing cards) to place in front of the camera for each light (green, yellow/orange, and red).

During the meeting:

	Pay close attention to the time.
	Record the time of every portion of the meeting – Work with Toastmaster, Table Topics Leader and General Evaluator as required.
Timer Report	Provide Verbal report when requested by GE: <ul style="list-style-type: none">- Toastmaster Intro- Speeches- Evaluations- 2 Min Tip- For Table Topics & Round Table evaluations, provide a range for each segment.

2 min-Tip

	Share a communication or leadership tip in 2 minutes or less.
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Table Topics Leader (TT Leader)

Before meeting:

	Prepare a creative Table Topics segment aligned to the theme.
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During the meeting:

	Introduce the Table Topics segment
	Provide the time limit for each Table Topic Speech.
	Work with Timer to stay within time allocated for this segment.

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Speakers

Before meeting:

	Prepare speech in line with the objectives & using information on Pathways.
	Provide Speaker Intro, Manual - Path / Project details, and Speech title on SFEAT agenda.
	Respond to the Toastmaster Chair with the information when they reach out to you.
	If speech is longer than 5-7 min, contact VP Education to ensure that meeting agenda can be adjusted.
	Contact Evaluator to let them know of your Path / Project evaluation criteria. If required provide them with the evaluation form (link or PDF) and review any additional personal objectives: pacing, clasping, etc.
	Practice, practice, practice your speech (If possible, record yourself to check body position, eye level, video and audio qualities).

During the meeting:

	Ensure that your Evaluator has the required Pathways Evaluation form and discuss any additional objectives.
	Provide any changes to your introduction and confirm speech title with Toastmaster Chair. If slides are being used, confirm steps to make them visible to online members.
	Speak for the time allocated.
	Return the control of the meeting to the Toastmaster Chair after your speech.

Evaluators

Before meeting:

	Contact or respond to speaker to confirm attendance and project number.
	Ask speaker if they have personal objectives beyond those for the project.

During the meeting:

	Complete speaker evaluation in Pathways Evaluation form.
	Provide a 2-3 min verbal evaluation -- including encouraging feedback and growth points with examples taking into account the experience/level of confidence the speaker.

After the meeting:

	Provide written evaluation to speaker by email or by leading into BaseCamp under the speaker's name.
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General Evaluator

Before meeting:

	Ensure that all roles after the break (i.e. Evaluators, & Timer) are filled by the Monday preceding the meeting.
	Confirm that evaluation team understand their roles.

During the meeting:

	Take notes on all club proceedings to evaluate things such as timeliness, enthusiasm, preparation, organization, performance of duties, etc.
	Introduce Evaluation segment of the meeting.
Formal evaluation	Call on Evaluators to give their verbal report and ask the timer to give you 1 minute to allow members to write down their feedback for the evaluator.
Round Table Evaluation	Facilitate the Robin Table Evaluation process as suggested below: Ask members to provide points about the speakers and evaluators (1-3 statements - within 1 min/speaker and corresponding evaluator).
Order	Announce participant order for providing the feedback (list 2 or 3 names at a time).
Timing	Ensure that timing is respected with visual or verbal cues, as required.
Timer Report	Call on Timer to give report.
GE report	Report on all aspects of the meeting. Be sure to highlight what the club members/guests did well and suggest what they can do to improve using concrete examples.
	Return control of the workshop to Toastmaster Chair after your report is complete.

President/Club Officers

Before meeting:

	Let the Toastmaster Chair know if there will be any club business to be discussed during the meeting.
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During the meeting:

	Proceed with Club Business or provide announcements at the end of the meeting.
	Call for a vote of new members (as required and only if there is quorum) – Request non-members to leave the room during the discussion and vote.