ISI Future Stars Meeting Agenda

Date: MONTH, DAY, YEAR Meeting Theme: ADD THEME

10:30 – Club President – XYZ – Call to Order

 Invocator/Thought of the Day – Coach Tahseen

 Introduce Guests/Members – Welcome

 Introduce Toastmaster – XYZ

10:34 – **Introduce meeting roles** – XYZ

 General Evaluator ………….**Guest**

 Timer ………………………... XYZ

 Grammarian ………………... XYZ

Ah Counter …………………. XYZ

10:38 – **Humor/Jokes 1 –** XYZG- 0:30 Y – 1:00 R- 1:30

10:40 – **Prepared Speeches**

 Evaluator #1 – XYZ

 Speaker #1 – XYZG- 4:00 Y – 5:00 R- 6:00

 Title: ADD TITLE

 Evaluator #2 –XYZ

 Speaker #2 – XYZG- 4:00 Y – 5:00 R- 6:00

 Evaluator #3 –XYZ

 Speaker #3 –XYZ G- 4:00 Y – 5:00 R- 6:00

 WORKSHOP – **Keith Boepple** G- 10:00 Y – 12:00 R- 14:00

 Title: Haiku into Speech

11:12 – **Speech Evaluations**

 Evaluation #1 – XYZG- 1:00 Y – 1:30 R- 2:00

 Evaluation #2 – XYZG- 1:00 Y – 1:30 R- 2:00

Evaluation #3 – XYZG- 1:00 Y – 1:30 R- 2:00

 Timers Report –XYZ G- 1:00 Y –1:30 R- 2:00

11:24 –11:26 **Break (optional)**

11:26 – **Humor/Jokes 2 –** XYZG- 1:00 Y – 1:30 R- 2:00

11:28 – **TableTopics: Think on Your Feet!**

 Table Topics Master Introduction –XYZ

 Table Topics Evaluator Introduction – **Coach Tahseen**

 Table Topics Presenters G- 0:45 Y – 1:00 R- 1:15

11:37 – Table Topics Evaluation G- 2:00 Y – 2:30 R- 3:00

11:40 – **Final** **Evaluations**

 Grammarian – XYZG- 2:00 Y – 2:30 R- 3:00

 Ah Counter – XYZ**.** G- 1:00 Y – 1:30 R- 2:00

Timer’s Report – XYZ G- 0:30 Y – 0:45 R- 1:00

General Evaluator– **Guest** G- 2:00 Y – 2:30 R- 3:00

Toastmaster Returns Control to Coach Tahseen

11:50 – **Coach’s Corner/ Business Meeting**

Solicits guest feedback, Awards, Next Meeting Roles, Announcements

12:00 – **Nutrition Corner –** 2-minute silence for the noble task execution of food

12:05 – **Final Call -** Club President – XYZ

Adjourn – ***Du’a*** - ***Have a Great Weekend!***

**Roles in Toastmasters**

## President

Presides and opens club meetings.

## Toastmaster

Prepares the agenda, chairs the meeting and introduces participating members.

**Invocator**

Original or quoted material offered to enlighten or inspire.

## Grammarian

Chooses “word of the day” to increase vocabulary. Also counts “ums” and “ahs” and listen for crutch phrases “you know” etc.

## Timer

Times all speakers and alerts them when their time is running out.

### Speakers

Prepare and deliver speeches using the Toastmaster speech manuals. Each speech focuses on a new skill (ex. vocal variety, using props, effective gestures, etc.).

### Table Topics

Table topics encourage and improve impromptu or “off the cuff” speaking. The table topics master will choose 6 – 8 members who do not otherwise have a role in the meeting and ask them each a different question.

### Evaluators

Feedback of the speech is critical to help speakers improve. The evaluators are given specific guidelines in the speech manuals about what to evaluate for each speech. In addition, all members may provide written feedback to the speakers.

### General Evaluator

Evaluates the meeting overall and also provides feedback to the speech evaluators.

### Table Topics Evaluator

Gives each participant feedback on their presentations

### Club Coach

Guide, manage and run the club.