

# Agenda: Ballito Toastmasters Club Meeting

Date: \_\_\_\_\_ at 18h00; Hybrid Event

Meeting Theme

Word of the Day



## Session One

Time	Member	Role	Event		
17:30			Arrive and registration		
18:00		SAA	Calls meeting to order and hands over to President		
18:02		President	Welcomes guests, opening comments, hands over to Toastmaster		
18:04		Toastmaster	Introduces the Theme of the Day		
18:06		VPE	Confirms agenda		
18:07		Grammarian	Give Word of the Day and explains the role		
18:09		Ah counter	Explain the Ah Counter role		
18:11		Toastmaster	Introduces Pathways Speaking Programme and Timekeeper to explain timing		
18:12		Timekeeper	Explains the Times for Speeches		
18:13		Toastmaster	Toastmaster to introduce the speaking program		
Time	Member	Duration	Speech	Project	Evaluator
18:14		5 - 7 mins			
18:22		5 - 7 mins			
18:30		5 - 7 mins			
18:38		5 - 7 mins			
18:46		5 - 7 mins			
Time	Member	Role	Event		
18:54		Toastmaster	Requests times. Introduces the Furbusher		
18:55		Furbusher	Introduction of Guests. Hands back to the Toastmaster		
19:00		Toastmaster	Calls to break.		

## Session Two

Time	Member	Role	Event	
19:11		SAA	Calls meeting to order and hands over to the Toastmaster	
19:12		Toastmaster	Toastmaster hands over to the General Evaluator	
19:13		GE	General Evaluation and Feedback Session	
19:15		Timekeeper	Explains the times for Evaluations	
19:16		Evaluator	Evaluation: 1 (2 to 3 min)	
19:20		Evaluator	Evaluation: 2 (2 to 3 min)	
19:24		Evaluator	Evaluation: 3 (2 to 3 min)	
19:28		Evaluator	Evaluation: 4 (2 to 3 min)	
19:32		Evaluator	Evaluation: 5 (2 to 3 min)	
19:36		GE	GE to request times and hands over to the Toastmaster.	
19:37		Toastmaster	Introduces the Table Topics Master	
19:38		TTM	Introduces the Table Topics Session. Timekeeper to explain timing	
19:46		Timekeeper	Explains the times for Table Topics	
19:47		Toastmaster	Introduces General Evaluator	
19:48		GE	GE to introduce the Grammarian and Ah Ha Counter	
19:49		Grammarian	Grammarian Report	
19:51		Ah counter	Ah Counter Report	
19:53		GE	General Evaluator Meeting Feedback	
19:56		Toastmaster	Chairman closing remarks.	
19:58		President	On a Point. Meeting adjourned.	

COMFORT BREAK

10 min