

In Camera Online Toastmasters Club

Whiteboard Quality Meeting Tips

What are some good practices for consistently ensuring a quality meeting?

Role	Actions
President	<ul style="list-style-type: none"> • Be aware of any new members • Be aware of any Level completions anticipated in meeting
VPEd	
VPM	<ul style="list-style-type: none"> • Welcome guests; invite for chat afterwards
VPPR	
Secretary	
Treasurer	
ALL with Roles	<ul style="list-style-type: none"> • Arrive between 7:15 and 7:20
Toastmaster	<ul style="list-style-type: none"> • Send out email to all role takers on Mon/Tue/Wed • Inform Tech Host of any polls, special requests
General Evaluator	
Topics Master	<ul style="list-style-type: none"> • Let Tech Host know if need to share screen • Ask guests through private chat if they'd be willing to speak • Remind audience of Word of the Day • Remind audience of 1-2 minute length
Tech Host	
Timer	<ul style="list-style-type: none"> • Keep report short - just announce times
Grammarian	
Ah Counter	
GMM Speaker	<ul style="list-style-type: none"> • Let Tech Host know if need to share screen • Test audio/screen sharing before meeting starts
Speaker	<ul style="list-style-type: none"> • Send eval form to Evaluator; inform of any specific feedback desired • Let Tech Host know if need to share screen • Test audio/screen sharing before meeting starts
Speech Evaluator	