Standard Operating Procedures

Of

Meeting Roles takers

The Gabbys Club Number: 07806290, 92, Area B01 Charter Date: September 11, 2020	**Gabbys Online Toastmasters Club** Club Number: 28676476, 92, Area B04 Charter Date: Jun. 9, 2023

Contents

SAA

Good morning/evening, Guests and fellow Toastmasters. A warm welcome to meeting #___ of The Gabbys Toastmasters Club / Gabys Online Toastmasters Club.

I am TM _____, your SAA for today's meeting. I am sure you are as excited as I am.

This meeting will be blocked for 2 hours, and you are expected to stay for 2 hours. Before we start this meeting, I want to highlight some key points –

1. Your video should be on, and the audio should be off.
2. Audio should be on only when you are called to speak or need to speak.
3. Regarding the topics of Sex, Religion, and Politics, even though Toastmasters International does not put any restrictions on speaking on these topics, at Gabbys club meetings, we request all speakers and role takers to be mindful and responsible and abstain from expressing any controversial views on these sensitive topics.
4. I urge you to be conscious of the fact that we, as a club, practice diversity and inclusion in letter and spirit. Hence, ensure there are no sexist, racist, or undertones that create hostility and discomfort for members or guests.

Let me now call upon the Presiding Officer for the meeting.

<< Introduction of PO>>

Please welcome the Presiding officer, for the meeting # __ TM ___

PO

1. A brief history of Toastmasters, particularly when we have non-Toastmaster guests in the meeting.

2. **Welcoming guests**

   A warm welcome to all the members of The Gabbys, visiting Toastmasters, soon-to-be Toastmasters, and all the District Officers, Club Officers, and Toastmaster Leaders.

   Dear Guests and Visiting Toastmasters, we appreciate you joining us. Due to the paucity of time, we won't have an opportunity to have each of you introduce yourself. But we would love to know you. I urge you to use the chat function to share your brief intro. We will ask you to share your feedback at the end of the meeting. Also, please join The Gabbys Guest WhatsApp group by scanning the QR code on our Zoom background)

3. **Introduce the new members.**
   Look out for we share the new member posters; note whose posters are shared between the last and current meetings and introduce them with the introduction we provide.

4. **Mentioning awards**

   Announce award winners for the meeting and congratulate the members who have completed levels and posters released between the last and current meetings.

TMOD

1. Please ensure they are watching the Agenda and time. If there's one metric the TMOD is measured on, it's how closely they are conducting the meeting as per the Agenda.

2. Encourage them to think of activities to engage the audience on the Theme. The TMOD's job is not to give gyan (education) but to help people open up, engage, and feel welcomed.

3. Ensure you have READ the introduction of Toastmasters you would introduce. Stuttering with the pronunciation of names is plain insulting. The only worse thing is mispronunciations.

4. At Gabbys the format of the introduction is as follows –

   a. TAG teams are introduced by General Evaluator (GE)
   b. TMOD introduces GE, Evaluators, Speakers, and Table Topic Master

5. Ensure that everyone is addressed as Toastmasters and Distinguished Toastmasters, not TM or DTM.

6. Speakers are invited on stage as follows –

   <Speaker Name> <Speech Title> <Speech Title> <Speaker Name>

7. Polls are released as follows –

   a. Speakers – after prepared speeches

      No Polls for speakers in sessions where Icebreaker speeches and Pathbreaker are delivered. Announce it after the prepared speech section.
   b.
   c. Table Topic Speakers – After the TTM session
   d. Evaluation – After GE session
   e. TAGL – After the GE session

      — Check with TIMER about disqualifications, and then,
      — Announce Zoom Moderator (ZM) to release them

8. Ensure a standing ovation to Icebreaker speeches and Pathbreaker speeches.

TTM

1. Roletakers, particularly major Roletakers like PO, TMOD, and GE shouldn't be invited to speak in this section.
2. Smaller role takers can be invited if there aren't speakers in the session.
3. If the Timer is invited, a backup timer is identified that shares the time with the Timer for reporting.
4. Invite a mix of guests, visiting Toastmasters and Gabbys members.
5. At least 6 and a maximum of 8 Speakers shall be there in a session.
6. Invite people to come on camera and give priority to those on camera/on video.
7. Also, invite people who raise their hand and volunteer. Be mindful of the session end time.
8. Don't ask for volunteers but rather choose speakers.
9. Discourage usage of PPT and other tools for TT sessions. Giving topics verbally and on chat is a good practice and in line with contests.

   Format : Speaker name, Topic, Topic, Speaker Name

10. Have topics of various difficulty levels. The guests are given easier topics.
11. Inform the guests in advance that they may also be invited to speak.
12. Pay attention to chats should there be more volunteers.
13. The topics should be short, ideally less than 10 words.
14. A quick 15-second take on each topic is a good practice. Giving a TT speech 1 minute after every speaker is a bad practice.
15. Topics should be related to the Theme and of generic nature.
16. TTM shouldn't assume that a particular subject is common knowledge. For instance, IPL is not common knowledge. For many, even in India, cricket is just an insect.

GE

1. If the GE is from another club, ensure they know they will invite the TAGL team members to introduce their roles.
2. Ensure prompt pronunciations of names of role takers they invite.

3. We have a LISTENER role too.
4. We don't evaluate TT speakers at GABBYS. A couple of feedback in general is ok but a feedback for every TT speaker is not required.

Evaluators

1. Evaluators are provided with project evaluation resources,
2. Every Evaluator will have to fill in the project evaluation resources and return those to SAA so that they are submitted to the speaker after the meeting.
3. The Evaluator should connect with the speaker before the meeting to understand any specific requirements of the speaker that the Evaluator needs to focus on.
4. Any additional feedback that the Evaluator feels will help the Spekar and cannot provide during the allotted time shall be communicated to the speaker on DM after the meeting.

Timer

1. The Timer ensures that they have gone through the Agenda to note the timing details of the projects and the session of the meeting.
2. They need not mention about 4-6mins of the script if there are no icebreakers. Similarly, they need not say 5-7 mins if there is no speech of that duration.
3. Timers should ensure they have all Background cards and know how and when to change them. In case of difficulty, connect with SAA for assistance.
4. Ensure you know about grace times and disqualifications. Get in touch with SAA or VP Education office for clarifications.
5. Announce ONLY disqualification details after each section when called to do so by TMOD.
6. A complete Timer report is to be provided at the end when invited by the GE.

Ah! Counter and Grammarian

1. Ask for screen-sharing rights, as you will have to share visual reports.
2. You shouldn't mention the actual count for members who have high CRPF counts. Rather, use phrases like 5+ or 10+
3. Grammarian – finalise the WOD in consultation with the TMOD and share it earlier during your role details

4. Grammarians should mention the not-so-good usage without mentioning the names of the users.

Listener

1. Prepare to ask close-ended questions.
   What did the speaker say in his speech – NO
   Where is the speaker from – good question.
2. Ask questions that can be answered only if people pay attention and not from General Knowledge.
   When is India's Independence Day – NO.
3. A Listener should ask 3 - 5 questions based on time available.