Hawthorn Toastmasters Club Inc. 5028

Example Theme

Meeting no. 10##

Club President
Jo Gallagher, DL5

VP Education
Kyra Harty, PM2

VP Membership
Flor Maldonado

VP Public Relations
Jared Nagy, PM1

Club Secretary
Vee Start

Club Treasurer
Alejandra Salgado

Sergeant at Arms
Vee Start

Immediate Past Club President
Sara Garvey

Our website
www.hawthorntoastmasters.org

Toastmasters International
www.toastmasters.org

Club Mission
We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Location: Hawthorn Library (Tintern Room - Room 3), 584 Glenferrie Rd, Hawthorn VIC 3122

Word of the day: Example

Time	Role / Agenda Item	Test Meeting (Do not sign up) January 1, 2027	Member
7:30PM	**Sgt. at Arms calls Meeting to Order**		
7:31PM	**Toastmaster of the Meeting** Toastmaster introduces the Theme of the Meeting.		
7:33PM	**VPE - Program changes**		
7:35PM	**Grammarian - Word of the Day - (1 min)** The Grammarian introduces a "Word of the Day" that helps meeting participants increase their vocabulary.		
7:36PM	**Toastmaster - Introductory Round Robin - (15 sec per person)** The Toastmaster produces a Question to the Meeting, each participant introduces themselves and answers the question. The Timekeeper will buzz after 15 seconds, to keep the meeting on track.		
7:48PM	**Table Topics - (1-2 min/topic)** Members are selected at random to speak to a topic (4 Topics Total)		
7:58PM	**Table Topics Speakers** Impromptu speakers. Names will be added to the agenda after the meeting, for tracking purposes.		
7:58PM	**Toastmaster - Vote for best Table Topic Speaker** Time for Toastmaster to talk about the Theme of the Meeting while we vote for the best Table Topic Speaker.		
7:58PM	**Table Topics Evaluation - (4 min)** Evaluates all table topics speakers.		
8:04PM	**Speaker #1**		
8:13PM	**Speaker #2**		
8:22PM	**RECESS**		
8:32PM	**Toastmaster - Ends Recess**		
8:33PM	**Speaker #3**		
8:42PM	**Toastmaster - Vote for best Speaker** Time for Toastmaster to talk about the Theme of the Meeting while we vote for the best Speaker.		
8:42PM	**Evaluator #1 - (2-3 min)** *Evaluates:* (open speaker)		
8:46PM	**Evaluator #2 - (2-3 min)** *Evaluates:* (open speaker)		
8:50PM	**Evaluator #3 - (2-3 min)** *Evaluates:* (open speaker)		
8:54PM	**Toastmaster - Vote for best Evaluator (include Speech and Table Topics Evaluators)** Time for Toastmaster to talk about the Theme of the Meeting while we vote for the best Evaluator.		
8:54PM	**Grammarian - Word of the Day - (2 min)**		

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	The Grammarian tells the meeting about who has used the Word of the Day, and other interesting quips and quotes they've heard.		
8:56PM	**Harkmaster - Testing your Attention - (2 min)** The Harkmaster encourages effective listening during the meeting by compiling questions and running a quiz session towards the end of the meeting.		
8:58PM	**Ah-Counter - Ums and Ahs - (2 min)** The Ah-Counter notes any overused words or filler sounds used as a crutch by anyone who speaks during the meeting. Words may be inappropriate interjections, such as *and, well, but, so* and *you know*. Sounds may be *ah, um* or *er*.		
9:00PM	**Timekeeper - Timing - (2 min)** The Timekeeper reports on how long each speaker took during their segment. The Timekeeper is also responsible for using the Timing Lights during the meeting, to help speakers know how long they have to go.		
9:02PM	**General Evaluator - Evaluating Everyone - (6-8 min)** The General Evaluator evaluates everything that has not already been evaluated. The General Evaluator evaluates the Evaluators, Toastmaster, Topics Master, Grammarian, Harkmaster, Ah-Counter & Timekeeper		
9:10PM	**President - Presents Awards and makes Closing Remarks - (5-8 min)**		