



## **SAMPLE MEETING AGENDAS**

### Introduction

It is important to have an agenda for each meeting. This allows the meeting to flow smoothly, and keeps the meeting organized and on time.

As standardized as the Toastmasters lesson and experience is around the world, each club has its own way of conducting its meetings, and, oftentimes, has its own optional meeting roles. Presiding Officers may assume roles to speed up the meetings (especially one hour meetings).

Below are four sample agendas - two for a ninety (90) minute meeting, and two for a sixty (60) minute meeting. The difference is whether the Speakers or Table Topics session goes first.

Each club can add its own optional meeting roles. Some that have been popular are:

- INVOCATOR, instead of the Sergeant at Arms to recite the pledge and a prayer or inspiration. (Some clubs give an “invocation or inspiration” instead of reciting the Toastmasters Mission Statement).
- TIP OF THE DAY (or “Get Smart”) giving tips about Toastmasters or Toastmaster roles.
- LEADERSHIP EVALUATOR to complete Leadership Manual evaluations for members performing roles (may only prepare written evaluations).
- QUOTEMASTER reciting a favorite quote.
- THOUGHT OF THE DAY giving some inspiration or motivation.
- LISTEN UP to test members listening skills at the end of the meeting.
- OFFICER REPORTS allowing an officer to explain his/her duties and important information. It is also a way to recruit future officers.

### Special Notes:

**THEMES:** Some clubs (especially those with longer meetings) have themes for the meetings (determined by the club or the Toastmaster of the Day). Often, the Toastmaster comments on the theme during the meeting. The Table Topics Master also can ask questions related to the theme.

**SUGGESTED TIMES:** The agendas below list times for each session in the meeting. These are suggested times, which can be adjusted due to club procedures and actual meeting flow. The only times that must be met are the CALL TO ORDER and the ADJOURNMENT.

**MISSION STATEMENT:** We did add a line that we have heard repeated (and like) when the Toastmaster Mission Statement is recited, “. . . and Have Fun Doing It!” Of course, it is an optional phrase for you to consider. But it does seem very appropriate.



# MEETING AGENDA

## Toastmasters Club

DATE: \_\_\_\_\_

(90 minute meeting - Speakers then Table Topics)

Time	Program Event	Description
0:00	Sergeant at Arms Pledge to Flag, Mission Statement / Invocation Introduce Presiding Officer	Call Meeting to Order
	Presiding Officer	Opening Comments Ask to Introduce Guests Club Business Introduce Toastmaster
0:15	Toastmaster	Opening Comments on Today's Agenda, Theme Introduce Jokemaster for JOKE OF THE DAY
	(Optional)	(Optional)
	(Optional)	Introduce Quote Master for QUOTE OF THE DAY
0:20	Toastmaster	Introduce General Evaluator
	General Evaluator	Introduce Team to Explain Their Roles (AH Counter, Timer, Vote Counter, Other club roles) Introduce Grammarian, Word of the Day Return meeting to Toastmaster
0:25	Toastmaster	Introduce Speakers
	Speaker #1	<i>Please write a short note to each each speaker</i>
	Speaker #2	
	Speaker #3	
	Toastmaster	Call for Timers Report and Ask for Vote to be taken
	Timer	Timer Report
0:50	Toastmaster	Introduce Table Topics Master
	Table Topics Master	Host Table Topics Call on participants
	Table Topics Master	Call for Timers Report and Ask for Vote to be taken
	Timer	Timer Report Return meeting to Toastmaster
1:05	Toastmaster	Introduce Evaluation Segment
	General Evaluator	Introduce Evaluators
	Evaluator #1	Evaluating Speaker #1
	Evaluator #2	Evaluating Speaker #2
	Evaluator #3	Evaluating Speaker #3
	General Evaluator	Call for Timers Report and Ask for Vote to be taken
	Timer	Timer Report
1:15	Ah Counter	Report
	Grammarian	Word of the Day usage; Grammar Report
	Other Club Roles	Reports
	General Evaluator	General Evaluation of Meeting Return meeting to Toastmaster
1:20	Toastmaster	Call for Winners from Vote Counter Closing Comments Return meeting to Presiding Officer
1:22	Presiding Officer	Thank Guests, ask for their comments Other Club Business Review Schedule for Next Meeting
1:30		Closing Remarks and ADJOURN

### Mission Statement

*The mission of a Toastmasters Club is to provide a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth. . . and have fun doing it!*

TOASTMASTER \_\_\_\_\_  
 SPEAKER #1 \_\_\_\_\_  
 SPEAKER #2 \_\_\_\_\_  
 SPEAKER #3 \_\_\_\_\_  
 TABLE TOPICS MASTER \_\_\_\_\_  
 GENERAL EVALUATOR \_\_\_\_\_  
 VOTE COUNTER \_\_\_\_\_  
 OTHER \_\_\_\_\_

JOKE MASTER \_\_\_\_\_  
 EVALUATOR #1 \_\_\_\_\_  
 EVALUATOR #2 \_\_\_\_\_  
 EVALUATOR #3 \_\_\_\_\_  
 TIMER \_\_\_\_\_  
 AH COUNTER \_\_\_\_\_  
 GRAMMARIAN \_\_\_\_\_  
 OTHER \_\_\_\_\_



# MEETING AGENDA

## Toastmasters Club

DATE: \_\_\_\_\_

(90 minute meeting - Table Topics then Speakers)

Time	Program Event	Description
0:00	Sergeant at Arms Pledge to Flag, Mission Statement / Invocation Introduce Presiding Officer	Call Meeting to Order
	Presiding Officer	Opening Comments Ask to Introduce Guests Club Business Introduce Toastmaster
0:15	Toastmaster	Opening Comments on Today's Agenda, Theme Introduce Jokemaster for JOKE OF THE DAY
	(Optional)	Introduce Quote Master for QUOTE OF THE DAY
0:20	Toastmaster	Introduce General Evaluator
	General Evaluator	Introduce Team to Explain Their Roles (AH Counter, Timer, Vote Counter, Other club roles) Introduce Grammarian, Word of the Day Return meeting to Toastmaster
0:25	Toastmaster	Introduce Table Topics Master
	Table Topics Master	Host Table Topics Call on participants
	Table Topics Master	Call for Timers Report and Ask for Vote to be taken
	Timer	Timer Report Return meeting to Toastmaster
0:40	Toastmaster	Introduce Speakers
	Speaker #1	<i>Please write a short note to each each speaker</i>
	Speaker #2	
	Speaker #3	
	Toastmaster	Call for Timers Report and Ask for Vote to be taken
	Timer	Timer Report
1:05	Toastmaster	Introduce Evaluation Segment
	General Evaluator	Introduce Evaluators
	Evaluator #1	Evaluating Speaker #1
	Evaluator #2	Evaluating Speaker #2
	Evaluator #3	Evaluating Speaker #3
	General Evaluator	Call for Timers Report and Ask for Vote to be taken
	Timer	Timer Report
1:15	Ah Counter	Report
	Grammarian	Word of the Day usage; Grammar Report
	Other Club Roles	Reports
	General Evaluator	General Evaluation of Meeting Return meeting to Toastmaster
1:20	Toastmaster	Call for Winners from Vote Counter Closing Comments Return meeting to Presiding Officer
1:22	Presiding Officer	Thank Guests, ask for their comments Other Club Business
1:30		Review Schedule for Next Meeting Closing Remarks and ADJOURN

### Mission Statement

*The mission of a Toastmasters Club is to provide a mutually supportive and positive learning environment in which every individual*

TOASTMASTER

SPEAKER #1

SPEAKER #2

SPEAKER #3

TABLE TOPICS MASTER

GENERAL EVALUATOR

VOTE COUNTER

OTHER

JOKE MASTER

EVALUATOR #1

EVALUATOR #2

EVALUATOR #3

TIMER

AH COUNTER

GRAMMARIAN

OTHER



# MEETING AGENDA

## \_\_\_\_\_ Toastmasters Club

DATE: \_\_\_\_\_

(60 minute meeting - Speakers then Table Topics)

Time	Program Event	Description
0:00	Sergeant at Arms Pledge to Flag, Mission Statement / Invocation Introduce Presiding Officer	Call Meeting to Order
	Presiding Officer	Opening Comments Ask to Introduce Guests Club Business Introduce Toastmaster
0:05	Toastmaster	Opening Comments on Today's Agenda, Theme Introduce Evaluation Team to Explain Their Roles (AH Counter, Timer, General Evaluator, Other club roles) Introduce Grammarian, Word of the Day
0:10	Toastmaster Speaker #1 Speaker #2 Toastmaster Timer	Introduce Speakers <div style="border: 1px solid black; padding: 2px; display: inline-block;"><i>Please write a short note to each each speaker</i></div> Call for Timers Report and Ask for Vote to be taken Timer Report
0:25	Toastmaster Table Topics Master  Table Topics Master Timer	Introduce Table Topics Master Host Table Topics Call on participants Call for Timers Report and Ask for Vote to be taken Timer Report Return meeting to Toastmaster
0:40	Toastmaster General Evaluator Evaluator #1 Evaluator #2 General Evaluator Timer	Introduce Evaluation Segment Introduce Evaluators Evaluating Speaker #1 Evaluating Speaker #2 Call for Timers Report and Ask for Vote to be taken Timer Report
0:48	Ah Counter Grammarian Other Club Roles (optional) General Evaluator	Report Word of the Day usage; Grammar Report Reports General Evaluation of Meeting Return meeting to Toastmaster
0:50	Toastmaster	Call for Winners from Vote Counter Closing Comments Return meeting to Presiding Officer
0:55	Presiding Officer	Thank Guests, ask for their comments Other announcements
1:00		ADJOURN

### Mission Statement

*The mission of a Toastmasters Club is to provide a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth. . . and have fun doing it!*

TOASTMASTER \_\_\_\_\_  
 SPEAKER #1 \_\_\_\_\_  
 SPEAKER #2 \_\_\_\_\_  
 TABLE TOPICS MASTER \_\_\_\_\_  
 GENERAL EVALUATOR \_\_\_\_\_  
 VOTE COUNTER \_\_\_\_\_  
 OTHER \_\_\_\_\_

EVALUATOR #1 \_\_\_\_\_  
 EVALUATOR #2 \_\_\_\_\_  
 TIMER \_\_\_\_\_  
 AH COUNTER \_\_\_\_\_  
 GRAMMARIAN \_\_\_\_\_  
 OTHER \_\_\_\_\_



# MEETING AGENDA

## \_\_\_\_\_ Toastmasters Club

DATE: \_\_\_\_\_

(60 minute meeting - Table Topics then Speakers)

Time	Program Event	Description
0:00	Sergeant at Arms Pledge to Flag, Mission Statement / Invocation Introduce Presiding Officer	Call Meeting to Order
	Presiding Officer	Opening Comments Ask to Introduce Guests Club Business Introduce Toastmaster
0:05	Toastmaster	Opening Comments on Today's Agenda, Theme Introduce Evaluation Team to Explain Their Roles (AH Counter, Timer, General Evaluator, Other club roles) Introduce Grammarian, Word of the Day
0:10	Toastmaster Table Topics Master  Table Topics Master Timer	Introduce Table Topics Master Host Table Topics Call on participants Call for Timers Report and Ask for Vote to be taken Timer Report Return meeting to Toastmaster
0:10	Toastmaster Speaker #1 Speaker #2 Toastmaster Timer	Introduce Speakers <div style="border: 1px solid black; padding: 2px; display: inline-block;"><i>Please write a short note to each each speaker</i></div> Call for Timers Report and Ask for Vote to be taken Timer Report
0:40	Toastmaster General Evaluator Evaluator #1 Evaluator #2 General Evaluator Timer	Introduce Evaluation Segment Introduce Evaluators Evaluating Speaker #1 Evaluating Speaker #2 Call for Timers Report and Ask for Vote to be taken Timer Report
0:48	Ah Counter Grammarian Other Club Roles (optional) General Evaluator	Report Word of the Day usage; Grammar Report Reports General Evaluation of Meeting Return meeting to Toastmaster
0:50	Toastmaster	Call for Winners from Vote Counter Closing Comments Return meeting to Presiding Officer
0:55	Presiding Officer	Thank Guests, ask for their comments Other announcements
1:00		ADJOURN

### Mission Statement

*The mission of a Toastmasters Club is to provide a mutually supportive and positive learning environment in which every individual*

TOASTMASTER \_\_\_\_\_  
 SPEAKER #1 \_\_\_\_\_  
 SPEAKER #2 \_\_\_\_\_  
 SPEAKER #3 \_\_\_\_\_  
 TABLE TOPICS MASTER \_\_\_\_\_  
 GENERAL EVALUATOR \_\_\_\_\_  
 VOTE COUNTER \_\_\_\_\_  
 OTHER \_\_\_\_\_

JOKE MASTER \_\_\_\_\_  
 EVALUATOR #1 \_\_\_\_\_  
 EVALUATOR #2 \_\_\_\_\_  
 EVALUATOR #3 \_\_\_\_\_  
 TIMER \_\_\_\_\_  
 AH COUNTER \_\_\_\_\_  
 GRAMMARIAN \_\_\_\_\_  
 OTHER \_\_\_\_\_