Meeting Roles for Competent Leader Award

- An educational
- by Dale Hartle DTM
Competent Leadership Projects

1. Listening and Leadership
2. Critical Thinking
3. Giving Feedback
4. Time Management
5. Planning and Implementation
6. Organising and Delegating*
7. Developing your Facilitation Skills
8. Motivating People
9. Mentoring*
10. Team Building

* No meeting roles
Speaker

- Practice and preparation, keeping to time
- Careful planning
- Clear goal, clear main points

Projects 4 and 5
Speech Evaluator

✓ Paying attention to speaker
✓ Having an open mind
✓ Being objective and unbiased
✓ Focussing on presentation, not content
✓ Offering praise and specific suggestions

Projects 1, 2, 3, 8
Timer

- Knowing the timing requirements
- Accurately time speakers
- Present timer’s report
Grammarian

- Listening attentively,
- Looking for grammatical errors
- Give examples of good grammar
- Make suggestions for improvements
- Present grammarian’s report

Projects 1, 2, 3, 4
Ah Counter

- Listening attentively
- Focussing on speaker’s verbal crutches
- Present verbal report
Table Topics Speaker

- Applying listening skills
- Understanding the topic
- Answering or speaking to topic
Table Topics Master

• Correctly introducing Table Topics session
• Plan topics carefully within time allotted
• Ensure everyone participates
• Help any guests to have a go!
General Evaluator

✓ Analyse club meeting
✓ Identify areas needing attention
✓ Give examples of what went well
✓ Evaluate the evaluators

Projects 2, 3, 5, 7, 8, 10
Toastmaster

• Show adequate planning and preparation
• Prepare agenda, begin/end on time
• Adjust agenda as required, keep meeting on track, motivate participants, ensure everyone knows what to do
• Ensure enjoyable meeting!!

Projects 4, 5, 7, 8, 10
Meeting Roles Process

• Each role completed checked off with written evaluation in CL Manual