

The "AH" Counter

Role/Function:

Count and make note of the words or sounds that each speaker uses as a crutch or pause-filler. Use the clicker provided (found in the AH Counter can) to provide immediate feedback to speakers alerting them to the use of fillers. Do not click during prepared speeches or speeches given by guests, but do keep track of filler use and report at the end of the meeting. You may want to encourage speakers to not acknowledge the clicker (such as a thanks or apology) or their use of fillers but instead continue speaking as though it never occurred.

Key Responsibilities:

- Listen for words like so, and, well, you know
- Listen for sounds like er, um, ah
- Listen for repetitive words or phrases like "I, I", "Well, well"

Penalty:

A penalty of 5 cents will be incurred for each infraction, with a maximum charge of 25 cents. Guests are exempt.

The Ballot Counter

Role/Function:

Tally ballots & present awards

Key Responsibilities:

- Prior to meeting start, obtain awards certificates (Speech, Table Topics, & Evaluation) from Sergeant at Arms and have presiding officer sign them.
- Make your winner selections and keep your own ballot on the side.
- Collect and tally all other ballots, using your own ballot to break any ties.
- Write winners names on the certificates (include the top 2 winners for speech-a-thon nights).
- Present awards from front of the room when called upon to do so.

Guest Envoys

Role/Function:

Make guests feel comfortable.

Key Responsibilities:

Prior to the meeting:

- Choose a seat and reserve the one next to it.
- Greet guests at the door. Introduce yourself and have them sign the guest book. Pick up a guest packet to give them when they have finished signing the guestbook.
- Introduce guests to the Vice President of Membership, Vice President of Education, and President, and other available officers and members.
- Invite the guest to sit with you. Engage the guest in conversation and answer any questions they may have about Toastmasters. Obtain the following information to use during guest introductions: Their name, how they heard about our club, and what brought them there.

During the meeting:

- Introduce the guest to the club when called upon to do so by the presiding officer.
- Quietly answer questions the guest may have along the way.

After the meeting:

- After the meeting, answer any further questions the guest may have.
- Ask the guest if they would be willing to fill out the "Befriend a guest" section of the CL manual.
- Help the guest to reconnect with the Vice President of Membership or other officer.