

### President

Michelle Teng

## VP Education

Ashley Leinbach

### VP Membership

Lia Banie

## VP Public Relations

Amber Cobbett

## Secretary

Brian Cosgrove

## Treasurer

Xin Xin Huang

## Sergeant-At-Arms

Deb Reiter

## Webmaster

Brian Cosgrove

*We meet every Thursday except the first of the month*

*from 12:00 to 1:00PM*

*at the Parnassus Campus – S214  
(with exceptions – location updates will be announced)*.

**Meeting locations can be found on our website:** [**http://ucoracles.ucsf.edu/**](http://ucoracles.ucsf.edu/)

*“The mission of a Toastmaster Club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self- confidence and personal growth.*

**UC Oracles Toastmasters Club 4292**

**July 18, 2019 ● 12:00–1:00 pm ● S-214**

 ***Rest and Relaxation!***

**12:10 President Calls Meeting to Order, Introductions**

Welcome and Introduction **Cee Cee Shinn**

**12:11 Toastmaster begins the meeting**

Toastmaster of the Day (2 minutes or less) **Michelle Teng**

**12:13 Toastmaster Introduces the functionaries:**

Word of the Day (1 minute or less) **JoAnn Lopez**

Thought of the Day (1 minute or less) **Ashley Leinbach**

**12:15**  **Toastmaster Introduces Table Topics Master Cee Cee Shin**

Table Topics speakers (1-2 minutes)

**12:45 Toastmaster Introduces the General Evaluator Amy Baker**

General Evaluator calls for reports:

Ah Counter (2 minutes or less) **Deb Reiter** Grammarian (2 minutes or less) **JoAnn Lopez**

Timer (2 minutes or less) **Katherine Li**

GE provides meeting evaluation (3 minutes or less) **Amy Baker**

**12:58 Toastmaster Returns Control to the President Michelle Teng**

**12:59 Presidents’ Closing Remarks Cee Cee Shinn**

**Next Meeting: Thursday, July 25 (Room N-517)**

**MEETING ROLES**

***Toastmaster (TM):***The TM sets the tone for the meeting and may choose to have a theme for the meeting. The TM also prepares the agenda and ensures that the participants are prepared for the meeting.

***Speaker (S1, S2, S3):***Prepares a speech using guidelines from the appropriate TM manual, and delivers the speech to meet the speech objectives.

***Table Topics Master (TT):***Prepares topics (based on the theme, if desired) for the attendees to respond to as an exercise in impromptu or extemporaneous speaking. This also gives the members or guests who are not assigned a speaking role the opportunity to speak for 1-2 minutes.

***General Evaluator (GE):***The General Evaluator has two roles. The first is to introduce the speech evaluator/s and call for reports from the meeting functionaries - Ah Counter, Grammarian and Timer. The second is to give an overall evaluation of what took place in the meeting and give observations and suggestions to help ensure the club is meeting the goals and the needs of each member.

***Speech Evaluator (E1, E2, E3):***The purpose of evaluation is to help people develop their speaking or leadership skills in various situations. By actively listening, providing reinforcement for their strengths and gently offering useful advice, the speech evaluator motivates members to work to improve on the next speech/es.

***Thought of the Day (TD):***The Quote/Joke Master will provide the club with a quote, joke or both. An inspiring quotation or amusing joke can set the tone for the day's meeting.

***Grammarian/Word of the Day (W/GR):***The WM introduces a new word to members and encourages them to use the word during the course of the meeting. As the Grammarian throughout the meeting: listen to everyone's word usage, write down any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar or malapropisms) with a note of who erred.

***Timer (TI):***The Timer is responsible for keeping track of the time for each timed portion of the meeting: table topics, prepared speeches, and evaluations. Gives timing signal to speakers and evaluators: Green=met minimum time required, Yellow=time to start wrapping up, and Red =met maximum time requirement.

***Ah Counter (AH):***The purpose of the Ah-Counter is to note any word or sound 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” or repeated a word or phrase such as "I, I" or "This means, this means" and tongue clicks. These words and sounds can be unpleasant to listeners. The Ah-Counter role is an excellent opportunity to practice your listening skills.

***Interested in joining our club?***

***Please contact:***

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* **Amber Cobbett,** VP of Public Relations; [amber.cobbett@ucsf.edu](mailto:amber.cobbett@ucsf.edu)
* **Lia Banie,** VP of Membership; [lia.banie@ucsf.edu](mailto:lia.banie@ucsf.edu) *for membership application details and to add your name to the UC Oracles listserv and receive information about future events*
* **Ashley Leinbach,** VP of Education; [ashley.leinbach@ucsf.edu](mailto:ashley.leinbach@ucsf.edu) *for information about Toastmasters program details and mentorship*