

**Seattle Sunrise Toastmasters**

**Hybrid meeting: The Rita Koontz Community Room in the U- District WSECU Building – 1121 NE 45th St, Seattle( corner of NE 45th St and 12th Ave NE)- 8:00 am Join Zoom Meeting at** <https://www.seattlesunrisetoastmasters.com/meeting>

 **Meeting Agenda**

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| PresidentElliot AllardVP EducationMoises Marin**VP Membership** Aditya Jadhav**VP Public Relations**Ahmad Nahhas**Secretary**Paula Liu**Treasurer**Traci Mangan**Sergeant at Arms**Bill ScottMeeting locations can be found on our website. **Club Website**<https://www.seattlesunrisetoastmasters.com>**Toastmaster International**[www.toastmasters.org](http://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. | **Time** | **Role/ Agenda Item for [m,dd, yyyy] Theme: YOURS** | **Member** |
| 8:00 AM | Meet & greet, set up and test room | ALL |
| 8:20 AM | Zoom Etiquette by Sergeant at Arms |  |
| 8:23 AM | **President**Opens meeting, greets guest and introduces a Toastmaster. | Elliot |
| 8:27 AM | **Toastmaster**The Toastmaster gives meeting theme, opening remarks and introduces the other roles (Grammarian & Timer) |  |
| 8:32 AM | **Speaker #1 Speech Title**: **Manual-Path / Level / Time:**  |  |
| 8:39 AM | 2 mins member evaluation to speaker |  |
| 8:41 AM | **Speaker #2 Speech Title:** **Manual-Path / Level / Time:** |  |
| 8:48 AM | 2 mins member evaluation to speaker |  |
| 8:50 AM | **Speaker #3 Speech Title**: **Manual-Path / Level / Time:**  |  |
| 8:58 AM | 2 mins member evaluation to speaker |  |
| 9:00 AM | **Table Topics**Impromptu speaking. The table topics master calls members to delivery  1-2-minute talks on a topic announced right before the member is chosen. |  |
| 9:12 AM | **General Evaluator**1. Explains and orchestrates the evaluation section of the meeting
2. Introduces each evaluator
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| 9:14 AM | **Evaluator #1**Evaluates speaker #1 for 2-3 minutes. |  |
| 9:17 AM | **Evaluator #2** Evaluates speaker #1 for 2-3 minutes. |  |
| 9:22 AM | **Timer Report**Provides timings for table topics, speeches and evaluations. |  |
| 9:24 AM | **Grammarian Report**Evaluates usage of grammar and acts as the “ah” counter. |  |
| 9:27 AM | **General Evaluator**Evaluates the Evaluators, Table Topics Master and the whole meeting. |  |
| 9:32 AM | **Toastmaster’s closing remarks**Returns control to the VP Education |  |
| 9:35 AM | **VP Education reviews and assigns roles for the next meeting** | Moises |
| 9:36 AM | **Club President updates and adjourns the meeting**Member and guest feedback solicitation about the meeting. | Elliot |