

#### **President**

Name Email Phone

### **VP Education**

Name Email Phone

#### **VP Membership**

Name Email Phone

#### **VP Public Relations**

Name Email Phone

#### **Secretary**

Name Email Phone

#### **Treasurer**

Name Email Phone

#### Sergeant-At-Arms

Name Email Phone

#### Visit our website

www.apextoastmasters.org

# Toastmasters International

www.toastmasters.org

The mission of a Toastmaster Club is to 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.

# **Notice**

# Apex Toastmasters Sample Agenda

Club # 8213 | Area 32 | Division D | District 117 Apex Baptist Church | 110 S Salem St | Apex, NC 27502

# Date "Meeting Theme"

(Green indicates roles that are ideal for new members who are new to public speaking)

7:00 Sergeant-at-Arms (2 -3 min)	Name
7:03 Toastmaster (2 – 4 min)	Name
7:07 Word of the Day (1 min)	Name
7:08 Humorist (1-2 min)	Name

# 7:10 Prepared Speeches

Speaker	Path	Speech Title	Time	Evaluator	
Name	Educational program info for	"Speech Title"	5-7 min.	Name	
	this speech (path name, level				
	and project name)				
<b>Objectives</b> for this project, based on the Toastmasters Pathways educational program.					
Name	Educational program info for	"Speech Title"	5-7 min.	Name	
INAITIE	this speech (path name, level	Speech Title	J-7 IIIIII.	INAITIC	
	and project name)				
<b>Objectives</b> for this project, based on the Toastmasters Pathways educational program.					

7:30	Table Topics Master (1 min intro)	Name
7:31	Table Topics Responses (typically three; each 1 - 2 minutes)	
7:38	Speech Evaluators (2-3 minutes each, introduced by Toastmaster)	
7:45	Toastmaster (Introduce remaining evaluation team members)	
	Ah Counter (1-2 min)	Name
	General Evaluator (3-4 min)	Name
	Timekeeper (1-2 min)	Name
7:55	Officer Remarks (2 min)	Name
7:58	Quote of the Week (1 min)	Name
8:00	Adjourn Meeting	