



WHERE LEADERS ARE MADE

Role Description: *Table Topics Master*

Taking on this role improves organizational skills, time management skills, and facilitation skills

The *Table Topics Master* delivers the Table Topics portion of the meeting, which helps train members to quickly organize and express their thoughts in an impromptu setting.

Your duties as *Table Topics Master*:

Before the meeting:

- Select topics in advance of the meeting that allow speakers to offer opinions or provide opportunity for interesting off-the-cuff speaking.
- Work with the TME to coordinate the topics with the theme of the meeting.

During the meeting:

- ***Shake hands with the Toastmaster of the Evening when stepping upon and leaving the stage***
- Invite guests to participate and ask which guests (by show of hands) do NOT want to participate.
- Explain how TT works and present the theme of the Table Topics for the evening.
- Optionally, read each topic/question BEFORE asking for volunteers or selecting specific people.
- Always read the topic/question to the TT Speaker AFTER they have arrived on the stage.
- Always favour selecting TT Speakers who do not have any other speaking role for that meeting.
- If possible, choose a longer standing or more experienced member as your first candidate
- Do not ask two people the same thing unless you specify that it is to generate opposing viewpoints.
- ***Shake hands with each TT Speaker when they arrive on and leave the stage***

You can find [more information about the Table Topics Master role on the Toastmasters website.](#)