

PHONE TREE

AIM

- To ensure that all members are aware of the roles they need to carry out for a specific meeting.
- And that alternate arrangements can be made for members who cannot complete their roles

PREPARATION

1. The Phone Tree should be distributed to all club members at least one-week prior each meeting.
2. Contact may be via email or telephone but each member must be contacted about his or her role at the upcoming meeting.
3. The Vice President Education initiates the phone tree. They may either distribute to all members via email or by phoning the Chairman to begin the process.
4. The Chairman contacts the following roles: Master Evaluator, Toastmaster, Table Topics Master, and Toast.
5. The Toastmaster contacts the following roles: Speakers, and Timer.
6. The Master Evaluator contacts the following roles: Speech Evaluators, and Welcome.
7. The Table Topics Master contacts the following roles: Table Topics Evaluators, Grammarian, Listening Post, Tonic / Reading Spot / Surprise.
8. If any member knows they cannot complete their assignment they should contact the Vice President Education immediately.
9. If during the phone tree, a member is identified as not being able to complete their assignment, the Vice President Education should be contacted immediately.

The Phone Tree is an important communication tool and for meetings to be truly effective should be carried out completely and in time for members to prepare for their upcoming assignments.

Assignments for the next 2 meetings can be found on the club website – www.manlytoastmasters.org.au. The VPE will also bring along a copy of these for members who do not have access to email. The roles for the next meeting are printed on the agenda.