

Rosterer's Cheat Sheet

REMEMBER! For each role, check the last few roles they have done to make sure everyone gets a good variety of roles

If you have rostered someone a first-time role, you or the VP Education (if that isn't you) should contact them to make sure they know what they are doing

1. Shift members who have sent in apologies to the Apologies section of the roster
 - This is easiest done as you receive the apologies, rather than waiting until you sit down to do the roster
 - Make sure the achievements spreadsheet is up to date (and online). This gives you history as to which members have done which function and makes rotation of duties and speaking slots easier.
2. Fill out the speakers (from the speaking slots sheet) in ascending seniority order.
3. Allocate an evaluator for each speaker, starting with the most senior
 - Check the last 3–4 evaluators that the speaker has had and try to allocate someone different, so each speaker can have variety in feedback. This can be difficult for very advanced members as there are only a couple of other advanced members who can evaluate them.
 - Do not roster an inexperienced evaluator to icebreaker speeches. It takes skill and experience to give feedback to a first-time speaker that is useful but not too harsh.
 - Wait until a new member has completed about 4 speeches themselves before asking them to evaluate someone else.
4. Roster the general evaluator and leadership evaluator.
 - Reserve these roles for advanced toastmasters (those who have completed the CC manual) .
5. Roster the chairman and toastmaster
 - Reserve these roles for members who have completed at least 4–5 speeches, and whom you know to be fairly reliable and proactive. If an apology is received for any role after the roster is issued, be prepared to offer suggestions for replacements but the responsibility for recruiting replacements falls to the chairman and toastmaster. If the chairman should falter, the onus is on the club president to have the duty filled.
6. Roster the 2-minute toastmaster.
 - This role is generally reserved for executive members, or advanced toastmasters.
7. Fill in the rest of the gaps with the more inexperienced members as per http://www.northrise-toastmasters.org/members/resourcenotes/when_you_join.htm
8. Rinse and repeat 😊

NB It can sometimes be good to put a more advanced member on a fairly straight-forward task, such as grammarian, hospitality, table topics master, etc., as it gives the newer members an example of how the job is meant to be done well.