CONTEST ROLES & RESPONSIBILITIES

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AREA / DIVISION DIRECTOR
• Delegates authority and responsibilities to encourage and promote leadership within the Area/Division
• Appoints test speaker for evaluation contest
• Promotes contest
• Verifies all contestants’ eligibility
• Knows speech contest rules
• Ultimately responsible for the success of the contest

CONTEST CHAIR
• Plans, coordinates, and oversees operation of all contest activities
• Conducts contestant, toastmaster and sergeant at arms briefings before contest. Briefs test speaker separately
• Supply all non-judge forms for contest, including new Evaluation Form
• Knows speech contest rules

CONTEST TOASTMASTER
• Attends pre-contest briefing
• Reviews pronunciation of contestants’ names and speech titles
• Reviews list of dignitaries and pronunciation of names
• Prepares opening remarks and fillers as needed
• Collects contestants’ profile sheets at briefing
• Interviews contestants and test speaker, hands out participation certificates
• Announces the winners and adjourns contest

CHIEF JUDGE
• Supplies ballots, timer’s sheets, and tally sheets for ballot counting
• Briefs timers, ballot counters and judges before contest
• Verifies eligibility for all judges
• Prepares certificates of appreciation for judges

BALLOT COUNTERS
• Pick up ballots from judges after last contestant has finished
• Maintain confidentiality of ballots and counting
CONTEST ROLES & RESPONSIBILITIES

TIMERS
- Are familiar with operation of timing devices, lights and cards
- Maintain written record of times of speeches and deliver them to chief judge

SERGEANTS AT ARMS
- Guard doors to ensure no one enters or leaves during speeches
- Is not to expose contest to liability by assisting contestants with props
- Escort contestants to and from sequestered area
- Collects evaluation form from contestants after note-taking time has expired
- Returning evaluation contestant’s form to them in the one minute of silence before their speech

REGISTRATION CHAIR
- Ensure forms for registration are prepared and provided prior to the event
- Welcome guests and ensure they sign guest form/dignitary lists
- Provide dignitary list to Contest Toastmaster prior to start of event to be read to the audience prior to the first contest
- Provide list of guests to Area Director/Contest Chair

REFRESHMENTS CHAIR
- Collaborate with Contest Chair to plan Refreshments menu for the Event
- Work with team to purchase, set up refreshments day of event
- Clean up area where refreshments were provided

HELPERS
- Guard anonymity of judges.