

FUNCTIONARIES WHO TYPICALLY SPEAK AT A TOASTMASTERS SPEECH CONTEST AND THEIR RESPONSIBILITIES DURING THE CONTEST

Speaking Functionaries

1. **Contest Chair**
 - **When They Speak:**
 - Opening and closing remarks.
 - Introducing the Contest Toastmaster.
 - **Role in Speaking:**
 - Welcomes attendees and provides an overview of the contest agenda.
 - Announces any special acknowledgments or contest-specific notes.
 2. **Contest Toastmaster (Master of Ceremonies)**
 - **When They Speak:**
 - Throughout the contest, managing transitions and introductions.
 - **Role in Speaking:**
 - Introduces each contestant (using only the contestant's name and speech title).
 - Maintains the flow of the event.
 - Provides brief remarks during pauses (e.g., ballot collection).
 3. **Chief Judge**
 - **When They Speak:**
 - During the contestants' briefing (not public).
 - Announcing the contest results to the Contest Chair (optional, if not written).
 - **Role in Speaking:**
 - Ensures contestants and judges understand the rules (private briefing).
 4. **Sergeant at Arms (SAA)**
 - **When They Speak:**
 - At the start of the contest.
 - **Role in Speaking:**
 - Calls the meeting to order.
 - Delivers logistical announcements, such as safety instructions and location details.
 5. **Test Speaker (Evaluation Contests only)**
 - **When They Speak:**
 - Delivers the target speech for evaluation contestants.
 - **Role in Speaking:**
 - Provides a prepared speech for evaluation contestants to critique.
 - **Role in Speaking:**
 - Explains their speech's relevance (if required).
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Functionaries Who Do Not Speak Publicly

- **Voting Judges:** Evaluate contestants silently and anonymously.

- **Timers:** Signal contestants without speaking.
- **Ballot Counters:** Operate behind the scenes to tally votes.