### President

John Doe

## VP Education

John Doe

### VP Membership

Jane Doe

## VP Public Relations

Jane Doe

### Secretary

John Doe

### Treasurer

Jane Doe

### Sergeant-At-Arms

John Doe

We meet every   
Day of the week

From 00:00 to 00:00

Location can be found   
on our website

[www.oursite.org](http://www.oursite.org)

Toastmasters International

[www.toastmasters.org](http://www.toastmasters.org)

**Club Mission**

We provide a supportive and  
positive learning experience in which members are empowered  
to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

**Foothill Toastmasters Club 1475**Date

**7:00 President Calls Meeting to Order** John Doe

Invocation and Pledge (optional) John Doe

Welcome Guests Jane Doe

**7:05 President Introduces the Toastmaster**

Toastmaster of the Day Jane Doe

Joke master (optional) John Doe

**7:10 Toastmaster Introduces the**  Ah-Counter Jane Doe

Grammarian Jane Doe

Timer Jane Doe

General Evaluator John Doe

**7:15 Toastmaster Introduces Evaluators & Speakers**

Evaluator 1 Jane Doe

Speaker 1 Jane Doe

Evaluator 2 Jane Doe

Speaker 2 Jane Doe

**7:30 Toastmaster Introduces Table TopicsMaster** Jane Doe

Conduct Table Topics Session

Returns control to the Toastmaster

**7:45 Toastmaster Introduces the General Evaluator** Jane Doe

General Evaluator calls for reports:

Timer John Doe

Ah-Counter Jane Doe

Grammarian Jane Doe

General Evaluator provides meeting & leader evaluations

Returns control to the Toastmaster

**7:55 Toastmaster Presents Awards**

Returns control to the President

**8:00 President Makes Closing Remarks   
and Meeting Adjourns**