

The Toastmaster Role

When you are Toastmaster there is a lot to do. **Planning and preparation** are crucial to running a successful, fun-filled Toastmasters meeting.

1. Begin a few days after the previous meeting.

Ensure the webmaster has made you **meeting manager** on <http://toastmasterclub.org> and complete all the relevant sections on the agenda. Use the email system to ensure you contact all members.

Contact and remind those who are scheduled to speak at the next meeting. Encourage members to sign up:

- Scheduled Speakers
- Speech Evaluators
- Table Topics Master
- General Evaluator
- Timekeeper
- Table Topics Evaluator

2. Prepare the Agenda -

Work out the time for speaking and the interval (108 minutes for a 2 hour meeting). The rest gets used up in change-over times, interjections etc. Rem em b
to prepare their evaluation (ie evaluations should not be scheduled for immediately after the speech being evaluated!)

The President usually conducts the General Business at the end of the meeting (allow 2-5 minutes). In his/her absence the Vice President Education takes over.

3. 3-5 days before the meeting

- Confirm the speakers and evaluators are still available.
- Make sure you have the correct timing for each speech, as different manuals often have longer or shorter timings than the standard time of 5-7 minutes.
- Note apologies from those who are unable to attend.
- Send out another meeting email from the website.

4. On the Day of the Meeting

- Arrive at least 15 minutes before 7pm
- Place copies of the Agenda on the chairs. Help the Sgt at Arms to organise the room, set up the banner, chairs, whiteboard, lectern ballot forms etc. Make sure the Sergeant at Arms is at the door to welcome guests and members. Take down the name of any guests so you can **welcome** them during your **intro**.
- Check that all the speakers and evaluators have arrived; if not you will need to

arrange some "cover" for their allotted assignment- ask if anyone has a speech that is already prepared and are able to fill in, or use your "hot seat" speaker or evaluator if available.

5. Start of the Meeting

- Start the meeting **on time**.
- Introduce yourself and explain your **role**
- Read out the **apologies** and introduce **guests**.
- Notify members of any alterations to the Agenda before the meeting gets underway.
- Remind members how meetings are **conducted** and the **general etiquette** during meetings- ie *Clapping, shaking hands, proper introductions*
- Give a brief rationale of Toastmasters International.

6. During the Meeting

- Introduce the **Jokemaster** slot, perhaps with a ready-prepared joke.
- **Introduce roles** for the evening: Ah counter, Grammarian and Timekeeper
- Call upon the **Evaluators** to introduce each speaker.
- Lead the applause during the meeting and add a word or two to bridge the gap before the next event. You could use jokes, quotes, stories, or reflections on the last speech.

7. Close of the Meeting

- **Thank** all the speakers and evaluators, Sergeant at Arms, Timer, members and guests for coming.
- Give a reminder about the next meeting **and encourage members to volunteer for roles or speeches**, especially **TOASTMASTER!**.
- Finish on time and close the meeting.
- Help tidy up the meeting room and put away all equipment and resources.

8. Have your performance evaluated

Speech 5 from the Specialty Speeches Advanced Manual is called "Introduce the Speaker". The objectives are to fulfil the functions of Master of Ceremonies, and handle the introduction of speakers at a club meeting. This is an ideal assignment to complete when you are the Toastmaster. Arrange for an Evaluator, or the General Evaluator to complete the Evaluation Guide for this assignment. Staple the agenda to your evaluation in the manual.

Credits towards the Competent Leadership Award, Projects 5, 7, 8, 10.