

Toastmaster

As the Toastmaster, you have ultimate responsibility for ensuring that the meeting runs properly. Even though other people have roles to fill, it is your job to check with them ahead of time to make sure that they have understood the requirements of the role and are prepared.

There are two primary roles for the Toastmaster:

1. Set the focus and tone for the meeting, including an appropriate Theme. Your attention to these details ensures that the meeting is a solid learning experience for all that attend.
2. Introduce those with specific roles to play at the meeting, such as the Table Topics Master, General Evaluator and Educational Speakers, if applicable.

Checklist

3-5 days Prior to the Meeting

- Choose the meeting theme
- Prepare BRIEF opening remarks based on theme (5-10 minutes, maximum)

1-2 days Prior to the Meeting

- Finalize the agenda and print sufficient copies for members and guests
- Confirm that meeting location is available

Before the Start of the Meeting

- Distribute the agenda.
- Make sure you have the Award Certificates for the evening (Best Speaker, Best Table Topic, Best Evaluator and any other awards that you might be handing out).
- Distribute role sheets to all of those with roles, (if they have not brought one with them) to help them organize themselves during the meeting.
- Discuss role with Grammarian and ensure that there is a Word of the Day.
- Confirm that roles are designated for Grammarian team (counters).
- Discuss role with General Evaluator and ensure that he/she is prepared.
- Ensure that GE team is in place (timer, grammarian, quizmaster and counters)
- Discuss role with Table Topics Master and ensure that he/she is prepared
- Discuss role with those giving Speeches and make sure that they are prepared; ask each to ensure that they have contacted his or her Evaluator to speak about evaluation points.
- Discuss roles with Evaluators and ensure that they are prepared to evaluate (and possibly introduce) the speaker. It's up to the Toastmaster to determine whether or not the Toastmaster or Evaluator introduces the Speaker. If the meeting Agenda is full, it is more efficient for the Toastmaster to introduce the Speaker.
- If you are concerned about timing in your opening remarks, ask the Timer to signal you at the appropriate moments.
- Assist anyone needing help to get organized
- Greet guests and/or ensure that guests are being looked after

During the Meeting

- ❑ Make note of any changes to the Agenda, if there are any
- ❑ Make BRIEF opening remarks to welcome the group and introduce your meeting theme; keep an eye on the time.
- ❑ Introduce the General Evaluator; lead applause as he or she comes to the podium to speak (Wait nearby so that when the GE is finished, you can lead the applause to thank him or her and resume control of the podium)
- ❑ Follow the agenda to guide your next actions. In most cases, the evening opens with a round of table topics, followed by a break, followed by speeches. In some cases, there may be an educational speech immediately following the break. A typical evening might go like this:
 - β **Introduce the Table Topic Master (TTM)** with a personalized introduction, then lead applause as he or she comes to the podium to speak. After the session is over, return to the podium, leading applause for the TTM and shaking his or her hand as he or she leaves.
 - β **Call for a break.** Alternatively, at the beginning of the meeting you may instruct the table topics master to call for the break after the session is over.
 - β The Sergeant-at-arms will call the meeting to order after the break and call you back to the podium. Don't forget to shake hands with the SAA on his or her way out.
 - β If applicable, **introduce the Educational Speaker** with a personalized introduction, then lead applause as he or she comes to the podium to speak. Be ready to take over the podium again and lead applause as the Educational Speaker finishes. Call for a moment of silence and ask attendees to write out a few comments for the Speaker. Send the "Educational Speech" cup around to collect comments and ensure that the speaker gets the cup.
 - β **Introduce the Speakers** for the evening. Your introduction should contain some personal introduction about the speaker, the manual and title of the speech, and the speech objectives
 - β Lead the applause as he or she comes to the podium to speak
 - β Upon completion of each Speaker's presentation, be ready to take over the podium again. lead applause & shake hands as he or she leaves the podium.
 - β Call for a minute of silence and ask attendees to write a few comments on their evaluation slips. Send the "Speaker's Comment" cup around the table for people to drop their comments into. Ensure that the speaker gets the cup with his or her comments.
 - β Introduce the next speaker. If there are no more speakers

β ***Introduce the General Evaluator*** (a personal introduction is not necessary here) and lead applause as he or she comes to the podium to speak. Be ready to take over the podium again as the GE completes his or her evaluation. Lead applause for GE and shake hands as he or she leaves the podium.

- Announce and award the Best Speech and Table Topic Awards for the evening, lead applause as he or she comes to the podium to accept the award, shake hands and congratulate the winners.
- Close the meeting and turn the podium back over to the President or Presiding Officer.

After the meeting:

- Return any extra awards to their storage location.
- Return the Voting Containers (cups) to their proper storage location.
- Help the Sergeant-at-Arms tidy up the meeting room.

NOTES:

- Agenda: You can download a complete agenda format from the Porcupine Toastmasters website, www.nt.net/toastmasters/. All you'll need to do then is fill in the names of the roles, the lengths of the speeches, the meeting theme and the word of the day. As you prepare the written agenda, write the length of each speech on the agenda so the timer will know how to set the timing lights (e.g., "5-7" means a five to seven minute speech).
- Filling Roles: Roles that don't need too much preparation (Ah Counter, Timer, etc.) can be filled in at the last minute. Just write "TBA" (to be announced) on the agenda and fill that role with someone who's not doing anything that evening. Announce any changes in the written agenda at the start of the meeting.