

WHEN YOU'RE THE TOASTMASTER ...

The main duty of the Toastmaster is to act as genial host and conduct the meeting.

Keep the meeting running smoothly and on time, introduce speakers, lead applause and set the tone for a fun and supportive evening.

One week before the meeting, call speakers to confirm that they will be presenting, and obtain info for their introductions. Also, coordinate changes with the VP/Education (who prepares the printed agenda).

MEETING AGENDA

President calls meeting to order

President introduces Invocator: _____

President introduces Toastmaster: _____

1. INTRODUCTORY REMARKS

Toastmaster comes to lectern, shakes hands with President. Gives introductory remarks, including Welcome Toastmasters, guests ...

2. INTRODUCE MISSION READER: _____

Mission Reader reads the Toastmaster club's mission.

3. EXPLAIN THE AGENDA

The agenda is flexible, depending upon the number of speakers for each meeting. Generally, prepared speeches are given in the first hour, to make sure there is ample time for all speeches and evaluations. Table Topics follow in the second hour. However, this order may be reversed if there are only two or three prepared speeches.

4. INTRODUCE MEMBERS WITH ROLES

- Introduce and ask each person to stand and explain duties and purpose.
- Applaud before and after each person speaks.

Timer: _____

Word Master: _____

Ah Master: _____

Vote Counter: _____

Joke Master: _____

Toastmaster Minute: _____

Mentor Minute: _____

5. **DISTRIBUTE VOTE AND EVALUATION FORMS**

(if not already done)

6. **PROGRAM SPEECHES**

- Remind members to write comments to each speaker (good feedback and positive suggestions). Later, we vote for Best Speaker (if more than 2 speeches) and Best Evaluator (if more than 2 evaluators).
- Introduce each speaker, including info below
- Lead applause, before and after each speaker
- Shake hands with speaker, then take seat

Speaker #1 _____ **Speech Title** _____

Manual speech number and goal: _____

Time: _____(minutes)

Evaluator: _____ (name)

Remind members to write and pass comments to Speaker #1.

Speaker #2 _____ **Speech Title** _____

Manual speech number and goal: _____

Time: _____(minutes)

Evaluator: _____ (name)

Remind members to write and pass comments to Speaker #2.

Speaker #3 _____ **Speech Title** _____

Manual speech number and goal: _____

Time: _____(minutes)

Evaluator: _____ (name)

Remind members to write and pass comments to Speaker #3.

Speaker #4 _____ **Speech Title** _____

Manual speech number and goal: _____

Time: _____(minutes)

Evaluator: _____ (name)

Remind members to write and pass comments to Speaker #4.

7. **VOTE FOR BEST SPEAKER**

Pass votes to vote counter

8. **BREAK – 10 minutes**

Ask people to sign up for prepared speeches, as evaluators and for other meeting roles

9. SPEECH EVALUATIONS

- Introduce each Evaluator
- Ask Evaluator and Speaker to stand when Evaluator gives feedback
- Lead applause

10. VOTE FOR BEST EVALUATOR

Pass votes to Vote Counter

11. INTRODUCE TABLE TOPICS MASTER: _____

- Shake hands with Table Topics Master, then take seat
- Lead applause before and after each response
- Once Table Topics is completed, resume control of the meeting

12. VOTE FOR BEST TABLE TOPICS SPEAKER

Pass votes to Vote Counter

13. ASK FOR WRITTEN COMMENTS ABOUT YOUR TOASTMASTER ROLE

14. REPORTS

- Timer
- Ah Master
- Word Master
- Vote Counter – announces Best Table Topics, Best Speaker, Best Evaluator

15. NEW BUSINESS

Return meeting control to President