



TOASTMASTER

The host or emcee of the meeting!

You won't usually perform this role until you are thoroughly familiar with the club and its procedures.

Preparation before the meeting

- One week prior to the meeting that you are to serve as Toastmaster, review the role sign-up sheet with the **Vice President of Education (VPE)**. Confirm your role to the Vice President of Education immediately.
- The Toastmaster is responsible for all functionary role confirmations – (work with the Vice President of Education who manages the sign-up sheet. The Vice President of Education will provide contact information for the meeting functionaries. Please make sure to copy the VPE on emails).
- Send the Vice President of Education the THEME of the meeting as soon as possible if the theme has not been predetermined. The theme may be a collaboration between the Toastmaster and the **Table Topics Master**. Please also let the **Ah-Counter** know about the theme so that a related “Word of the Day” is selected.
- A few days prior to the meeting, copy the VPE and confirm with each speaker by requesting their:
 - Speech title
 - Length of speech time
 - Manual and speech number
 - Objective of the speech
 - 2-3 introduction sentences about the Speaker's background
- For now, the Vice President of Education will be in charge of filling out and providing copies of the meeting agenda.
- Prepare a 2-5 sentence introduction about yourself and send it to the President in advance of the meeting.
- Review the *Competent Leadership (CL)* manual for the role of Toastmaster and follow instructions on how to receive credit. The purpose of the CL manual is to help you build leadership skills; if all 10 leadership projects are completed, Toastmasters International will formally recognize it by awarding you the designation of CL.

During the meeting

1. Bring your *Competent Leadership* (CL) manual to the meeting and have the VPE sign his/her initials on your Project Completion Record page.
 2. Arrive early to ensure that the Sergeant-At-Arms has prepared the meeting room.
 3. Coordinate (any) last-minute agenda changes with the Vice President of Education.
 4. Solicit volunteers at the meeting for any vacant functionary assignments.
 5. Brief first-time volunteers on their functionary assignments if needed.
 6. As Toastmaster, pay attention to the time. You are responsible for beginning and ending the meeting on time. You may have to adjust the schedule during the meeting to accomplish this. Make sure each meeting segment adheres to the schedule.
 7. When the meeting begins, the **Sergeant-At-Arms** will open by banging the gavel and making a few remarks about the theme. Then he/she will have everyone read aloud the “Mission of Toastmasters.” The Sergeant-At-Arms will then introduce the club **President**.
 8. The club President will make any remarks and then introduce you with a prepared introduction as the Toastmaster. Shake the President’s hand at the lectern and confidently take control of the meeting.
 9. Introduce the THEME of the meeting and discuss any interesting facts/information or a personal story related to the theme. Remember to smile and be enthusiastic!
 10. Explain how a typical meeting* is divided into three parts – this is for the benefit of new members and guests.
 - a. Prepared Speeches – members sign up beforehand to do speeches based on the manual level they are at.
 - b. Evaluations – other members sign up beforehand to provide oral feedback to the prepared speakers.
 - c. Table Topics – this is where random questions related to the theme are posed and members are encouraged to practice their impromptu speaking skills, a perfect training ground to learn how to think and speak quickly on their feet.
- *Please note that SPEECHES ONLY meetings could occur. If this happens, silent written evaluations will only be given (no verbal) and there will be no Table Topics. However, an exception is made if there’s an Ice Breaker speech; in which case, a verbal evaluation should be presented.*
11. Introduce the Functionaries (**Timer, Ah-Counter/Grammarian, and General Evaluator**) to explain their roles. Make sure that you **lead the applause** after each functionary has spoken.

12. Introduce the officer/member who will give the **Educational Tidbit** (if there is a Tidbit). Please make sure you shake hands at the lectern before and after.
13. At this time, please explain the purpose of the small evaluation sheets that are at each seat. Explain that members and guests can fill these out on a voluntary basis, but it would help the prepared speakers tremendously if they do. These sheets should be given to the prepared speakers at the end of the meeting.
14. Introduce the first **Speaker** with a prepared short introduction.
 - a. Say what number speech it is, the goal of the speech, tell the Timer to make note of the length of time (the minimum and maximum number of minutes the speech is), and out of what manual.
 - b. Say the Speaker's name, the title of their speech, the title of their speech again, and the Speaker's name again. This method ensures that the audience remembers the Speaker's name and title of the speech.
 - i. Remember to shake hands with the Speaker at the lectern before returning to your seat.
 - ii. Make sure you listen to the first speech because after it is over, you should make some kind of remark as a way to transition. Remember to shake the Speaker's hand when the speech is over.
15. Lead all welcoming applause.
 - a. Note: If the speech is an ice-breaker speech or competent communicator speech #10, lead the audience to a standing ovation. It's very encouraging!
 - b. Make a transitioning remark.
16. Introduce the second **Speaker** with a prepared short bio, and repeat what you did with the first speaker. Remember to shake hands at the lectern!
 - a. Again, make sure you listen to the second speech because after it is over, you should make some kind of remark as a way to transition. Remember to shake the Speaker's hand when the speech is over!
17. Lead all welcoming applause.
 - a. Note: If the speech is an ice-breaker speech or competent communicator speech #10, lead the audience to a standing ovation. It's very encouraging!
 - b. Make a transitioning remark.
18. At this time, please explain the purpose of the different-colored voting ballots for **Best Evaluator** and **Best Table Topics Speaker**. Members and guests will vote on who they think is the best for each category towards the end of the meeting. As you are explaining, please show off the ribbons.
19. Introduce the first **Evaluator** and who he/she is evaluating.
 - a. Remember to shake the Evaluator's hand at the lectern before the evaluation and after the evaluation.

- b. Remember to listen to the evaluation because you should also make a transitioning remark when it is over.
20. Make a transitioning remark and then introduce the second **Evaluator** and who he/she is evaluating.
 - a. Again, remember to shake the Evaluator's hand at the lectern before the evaluation and after the evaluation.
 - b. Again, remember to listen to the evaluation because you should also make a transitioning remark when it is over.
21. Make a transitioning remark and then introduce the **Table Topics Master**. Again, explain why Toastmasters does Table Topics so that guests and new members can understand. Remember to shake the Table Topics Master's hand.
22. While the Table Topics segment is going on, you are responsible for writing the Table Topic Speakers' names on the board and the subject on what each person spoke about. This is because the Table Topics Master will be too busy orchestrating and transitioning in between each Table Topics question.
 - a. Guests are welcome to participate in Table Topics and can also be included in the voting. This is meant to be inspiring because if a guest wins a "Best Table Topics Speaker" ribbon, it will encourage him/her to return to the club and potentially join as a member.
23. While the vote is occurring and the Table Topics Master is collecting the ballots, call upon the Functionaries for a report. Make sure that you lead the applause after each functionary has spoken.
24. During the Functionary Reports, the Table Topics Master will count the ballots and slip you the winning names. When the names are in, ask everyone to do a drumroll and then announce the winners. Hand out award ribbons as appropriate and shake the winners' hands at the lectern.
25. Close the meeting by wrapping up with the theme. Return control to the club President and remember to shake the President's hand at the lectern.

After the meeting

- Reflect on how you did as Toastmaster and implement any changes or improvements the next time you are Toastmaster.

More Toastmaster role information can be found by clicking [here](#).

Serving as Toastmaster is an excellent way to practice many valuable skills as you strive to make the meeting one of the club's best. Preparation is key to your success.