

## When you are the Toastmaster

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1. You set the theme of the day.
  - a. Post it in Brandywine TMC website.
  - b. Research the theme and make a brief (minute or two) remark to tie in the day.
2. You give an overview of how the evening will flow.
3. You are keeping the agenda flowing and on time.
4. Make sure you print the agenda.
5. Your specific tasks are laid out.

## Pasted below from the agenda:

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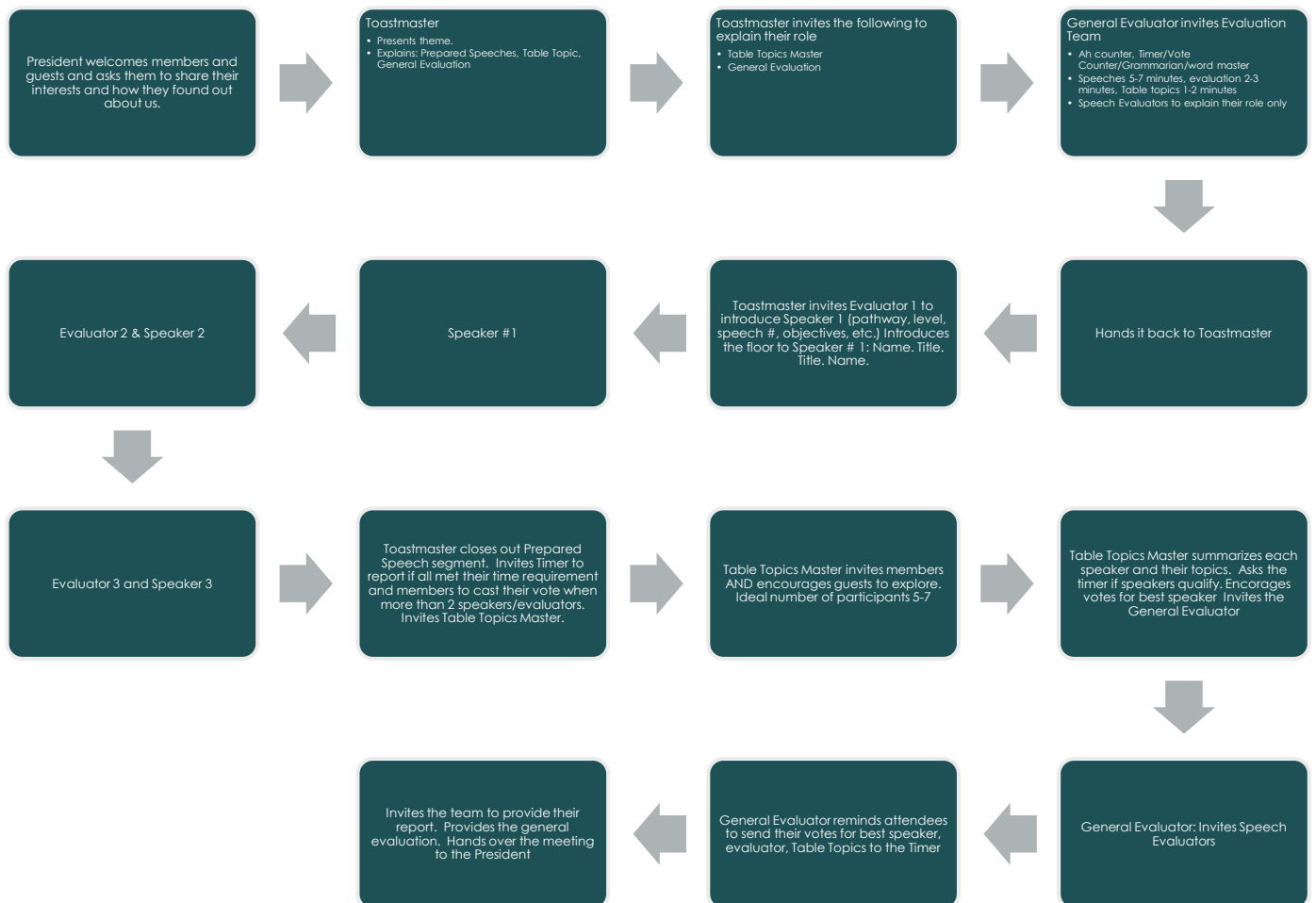
- Toastmaster introduces the theme and explains the format: Prepared Speeches, Table Topics, and General Evaluation.
- Toastmaster invites the **Table Topics Master** to provide a brief overview.
- Toastmaster invites the **General Evaluator**. The General Evaluator (GE) introduces the evaluation team members.
- The **Ah Counter** notes and counts the number of times each person uses unnecessary filler words; such as, ah's, um's, you know's, actually, so's, etc...instead of a stately pause.
- The **Grammarian/Word Master** listens for grammatical errors AND presents a new or little known word for use during the meeting. During the Education Segment, reports on grammatical errors if any and the frequency of word of the day.
- The **Timer** records the length of each speech and provides a visual clue to the speaker--green: time met, yellow: about to exceed, and red: exceeded. The timer reports the time at the end of the meeting. Speeches 5-7 mts. Evaluators 2-3 mts. Table topics: 1-2 mts. The timer also

counts votes and send the results to the President at the end of the meeting.

- **Toastmaster** then invites speech evaluator to introduce the speaker.

After the prepared speeches are over, **Toastmaster closes out Prepared Speech Segment and passes the gavel to the Table Topics Master.** But first, TM invites the **Timer** to report if all speakers met their time. TM then reminds members and guests to cast their votes and send them directly to the timer/vote counter--when more than two speeches.

## Flow Chart



## Our goal

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is to get the Toastmaster of the day to be fully responsible for the agenda from setting the tone to concluding the meeting. We are not yet there.

## Copied and pasted below from A Toastmaster Wears Many Hats

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The main duties of the Toastmaster are to coordinate and conduct the entire meeting, introduce participants, and act as a genial host. The Toastmaster sets the tone for the meeting. This task is generally reserved for members who are quite familiar with the club and its procedures.

Serving as Toastmaster is an excellent way to practice planning, preparation, organization, time management, facilitation, motivation, and team-building skills as you strive to make the meeting one of the club's best.

## Prior to the Meeting

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- ▶ Communicate with the vice president education for a list of members scheduled to speak or fulfill meeting roles. Confirm any special theme for the meeting and any program changes.
- ▶ Reach out to the Topicsmaster to review their responsibilities and provide them with a list of members scheduled to participate as speakers or in meeting roles.
- ▶ Communicate with all speakers in advance to remind them that they are scheduled to speak.
- ▶ Based on your club policy, you may be responsible for creating an introduction for each speaker. Take time to confirm each speaker's speech title, project, time requested, and anything interesting to include in your introduction. Prepare an introduction for each speaker.
- ▶ Confirm the General Evaluator for the meeting. Encourage them to contact the other members of the evaluation team (speech evaluators, Topicsmaster, timer, grammarian, and Ah-Counter) and review their responsibilities for the meeting.
- ▶ Prepare remarks to bridge the gaps between program sections.
- ▶ Remember that serving as Toastmaster is one of the most valuable experiences in your club work. The assignment requires careful preparation to facilitate a well-run meeting.

## Upon Arrival at the Meeting

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- ▶ Arrive early to complete any last-minute details.

- ▶ Check with the speakers to address any last-minute changes.
- ▶ Sit near the front of the room and ask that speakers do the same for quick and easy access to the lectern.

## During the Meeting

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- ▶ Preside with sincerity, energy, enthusiasm, and decisiveness.
- ▶ Strive to begin and end the meeting on time. You may have to make adjustments to the schedule during the meeting to accomplish this task. Ensure each part of the meeting adheres to the established schedule.
- ▶ Lead the applause before and after the Table Topics session, each prepared speech, and the General Evaluator's remarks.
- ▶ Introduce each speaker. After your introduction, remain near the lectern. Once the speaker takes their place, return to your seat.
- ▶ Introduce the General Evaluator as you would any speaker. They are responsible for introducing other members of the evaluation team.
- ▶ Introduce the Topicsmaster.

## At the conclusion

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At the conclusion of the speaking portion of the program, request the timer's report. If your club awards a best speaker for the meeting, collect the vote. While votes are tallied, invite comments from guests and make announcements. Present awards. Request the thought for the day if your club has one. Adjourn the meeting.

## Resources

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- Chairman (Item 200)
- Master Your Meetings (Item 1312)
- TableTalk (Item 1318)