



TOASTMASTER Role

The main duty of the Toastmaster is to act as a genial host and conduct the entire program, including introducing participants. Good introductions are an important part of the meeting. Program participants should be introduced in a way that excites the audience and motivates each member to listen. The Toastmaster creates an atmosphere of interest, expectation, and receptivity.

Prior to the meeting:

- Contact the Topics Master to discuss his/her duties.
- Contact all speakers in advance to remind them that they are speaking. Confirm their speaking assignment and title, and get their introduction.
- Contact all team members and ask them to confirm their meeting roles Club website.
- Review introductions for speakers.
- Provide your Introduction to the President.
- Prepare remarks that can be used to bridge any gaps during the meeting.
- Choose a “Word of the Day” and a “Quote of the Day”.
- Finalize and print the Agenda.
- Check with the Vice President for Education to obtain an updated Roles Matrix.

Web Page Usage

We use the Club website (<http://5063.toastmastersclubs.org/>) for our meeting agenda and communication. Once you have placed yourself on the Agenda as Toastmaster AND the web page has reloaded, you will have a pencil icon at the top of the Agenda. That icon gives you access to full editing of the Agenda. (The web site tracks member’s roles and speeches.)



At the beginning of the meeting:

- Arrive early in order to finalize any last minute details.
- Check with speakers for any last minute changes and ensure all members with a role are present.
- Try to meet any guests.
- Select a seat near the front for ease of flow.

During the meeting:

- Preside with sincerity, energy, and decisiveness. Take your audience on a pleasant journey.
- Acknowledge and welcome guests.
- Introduce the “Word of the Day” and the “Quote of the Day”.
- Always lead the applause before and after each Prepared Speaker, the Table Topics session, and the General Evaluator.
- Remain standing near the lectern after the introduction until each Speaker has acknowledged you and assumed control of the meeting.
- Introduce the Topics Master.
- Introduce the General Evaluator; that person will in turn introduce the rest of the evaluation team.
- After the General Evaluator concludes, announce the Best Table Topics winner.
- Confirm roles for the next meeting.

Last Chance Toastmasters - Typical meeting flow.

12:05 President Calls Meeting to Order

Makes important announcements, introduces guests, presents Toastmaster of the day

12:10 Toastmaster

Welcomes Guests, presents the Meeting Agenda, Word/Quote of the Day, Introduces Speakers, Topicsmaster and General Evaluator.

12:13 Speaker #1 Introduced by the Toastmaster. Include manual and Objective.

12:20 Speaker #2 Introduced by the Toastmaster. Include manual and Objective.

12:27 Table TopicsMaster Introduced by the Toastmaster.

12:39 General Evaluator Conducts Meeting Evaluation Introduced by the Toastmaster.

12:40 Evaluator #1 Introduced by the General Evaluator

12:43 Evaluator #2 Introduced by the General Evaluator

12:46 Topics Evaluator Introduced by the General Evaluator

12:51 Ah-Counter Introduced by the General Evaluator. Generally speaks from their location.

12:52 Timer Introduced by the General Evaluator. Generally speaks from their location.

12:53 General Evaluator Completes Meeting Evaluation. Returns control to the Toastmaster.

12:57 Toastmaster Presents Awards

Best Table Topics Award

Confirm Roles for next week's meeting, return control to the President

12:59 President Makes Closing Remarks and Meeting Adjourns