

Toastmaster – Host and Meeting Director

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 the meeting's success. You are responsible for ensuring all of the meeting's players know their parts and hit their marks. Begin by preparing for your role several days in advance. You'll need to:

- Choose a theme for the meeting and inform the VPE and table topics master about it.
- Confirm with the GE, Speakers and Table Topics Master their attendance. GE to confirm their evaluation team (speech evaluators, timer, grammarian, Ah-Counter) – and remind them of their responsibilities
- Update the meeting agenda, and distribute the agenda prior to the meeting via email or send it to the VPE in order to take over the distribution online and in print.

As the Toastmaster, you'll introduce each speaker. If a speaker does not provide his or her own introduction, you will write it. Introductions must be brief, carefully planned, and between 30-60 seconds in length. Contact speakers several days before the meeting to ask about:

- Speech topic and title
- Manual, project title, assigned objectives, and allotted time
- Speaker's personal objectives, and/or thoughts on the theme that you've selected.

**You need these elements to create your introductions.

You may also want to avoid awkward interruptions or gaps in the meeting's flow so your last preparation before the meeting is to plan remarks you can use to make smooth transitions from one portion of the program to another. You may not need them, but you should be prepared for the possibility of awkward periods of silence.

Furthermore, as a toastmaster you will receive oral and written evaluation by the General Evaluator. You should also prepare for your role by choosing and working with the project of your choice from the competent leadership manual. As the toastmaster's role is needed for many projects on the CL manual, make sure that your role on easy speak is registered in the project you have chosen to work with. When you deliver your CL manual to the General evaluator, make sure to specify the project number you wish to receive evaluation for.

Toastmaster	CL#4	✓ Tester Testington	Choose the project number you wish to work with and receive written evaluation for. When you deliver your CL manual to the GE, make sure to specify the project number you want to get an evaluation for.
General Evaluator	CL#4	--- Unassigned ---	
Table Topic Master	CL#5	--- Unassigned ---	
Timer	CL#7	--- Unassigned ---	
Ah Counter	CL#8	--- Unassigned ---	

On meeting day:

- Show up early, as you'll need time to make sure the stage is set for a successful meeting.
- Check with each speaker as they arrive to see if they have made any last-minute changes to their speeches – such as changing the title.
- You will need quick and easy access to the lectern/ floor, so choose a seat near the front
- 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. If time allows, you can make some brief remarks about Toastmasters' educational program for the benefit of guests and new members before you move forward with the introductions.
- Introduce the grammarian/ah counter/timer and GE. Remain standing near the lectern after your introduction until the speaker has assumed control of the lectern, then be seated. In other clubs, the general evaluator is introducing the other members of the evaluation team. In our club, the toastmaster is introducing everyone. Nevertheless, if the GE or you as toastmaster wish to perform his/ your role 100% according to the Toastmasters International guidelines, please fill free to contact the GE and allocate your tasks.

- You will lead the applause before and after the each speaker, the Table Topics session, and the general evaluator. When each presenter has finished, you return to the lectern so the speaker can be seated and you can begin your next introduction.
- At the conclusion of the speaking program, the toastmaster requests the timer's report and vote for the best speaker, if the club offers this award. In our club, we do not use ballots for voting anymore and the timer is reporting everyone at the end of the meeting, in order to save time.
- Briefly reintroduce the evaluators, reporting roles and general evaluator, when it is their turn to come up at the Evaluation portion of the meeting.

Adjourn the meeting, with final thoughts on your theme, guest comments, and club announcement.

How to create the agenda for the meeting

The toastmaster of the evening it is responsible for making the agenda of the meeting. You can move the different parts around or place the break at whichever point during the meeting you think is best for you. In addition, you have to be able to control the time frame. Allocate the time – minutes in such a way so you have enough time to make introductions and transitions. If needed you can remove minutes from the break. When the agenda is finalized make sure that when the minutes are summed, the overall meeting lasts 1,5 hour.

Talk with the table topics master to find out if he/she will conduct table topics or debates and give the relevant title on the agenda. Normally, the table topics session is 15 minutes long, but many times the toastmaster chooses to take 5 minutes from that and allocated in other parts.

The introduction part is usually 10 minutes. The evaluators and table topics master are not coming up to present themselves; therefore, the toastmaster should refer to the goals of the speakers when introducing them. The small roles and GE are still coming up to explain their roles. The self-introduction part is in parenthesis because is up to the toastmaster and the available time remaining to start a self-introduction of everyone, just guests, or just new faces in the meeting...or not at all if there is no time for it.

Finally, you can retrieve the names and details of the participants from easy speak, in order to finish the agenda. If you need the emails of the participants or other information for the meeting, you should contact the VPE to provide you with anything you need. The agenda should be ready the latest one day before the meeting.

Note

Some of the guidelines composed by TMI are sent to you for the best possible preparation for your role as toastmaster. As mentioned above, some of these guidelines do not apply for our club. Feel free to follow our club's guidelines or the ones indicated by TMI and make sure to inform the participants involved and VPE about changes you would like to make.