

## Being the Toastmaster of the Meeting

As Toastmaster of the meeting you have a wonderful leadership opportunity. You are the master of ceremonies for that occasion, and it is your responsibility to ensure that the meeting runs smoothly and to time.

You may like to refer to "Your Toastmasters Survival Guide" at the end of the basic Competent Communicator Manual which has some useful pointers and tips.

### Procedure:

#### ***Before the meeting***

1. Contact each speaker and find out their speech title, confirm the level of the speech (eg CC2).
2. Find out some details about them so you can carry out a proper introduction.

#### *Minimum*

- a. Their job e.g. An accountant.

*You may also like to ask any of the following the following:*

- b. Partner
- c. Children
- d. Hobbies
- e. Ambitions
- f. Something associated with the theme

#### ***During the meeting***

3. You will be introduced by the President.
4. Make a few comments about the introduction and the theme, and then introduce the officers of the evening, asking them to explain their role.
5. Then say "lets move on to the prepared speaking part of the programme."
6. Introduce the speakers:
  - a. "Our first speaker is John Smith, he is an accountant"; and then say any of the other information you have gathered.
  - b. "He is speaking at the CC 6 level; his speech will be evaluated by Mary Jones."
  - c. "Mary will you please read out the objectives of the assignment".
  - d. Mary will then read out the assignment title manual, and objectives, if there are several speeches of the same level, as is common at present, subsequent evaluators may prefer to read out the relevant parts of the executive summary, or the note to the evaluator at the top of the guide. Its up to them.
  - e. She will then hand back to you by saying "Mr Toastmaster"
  - f. You then say "thank you Mary, ladies and gentlemen please help me welcome John Smith with his speech entitled "Growing Tomatoes".
  - g. John will then come to the lectern and make his speech opening normally with "Mr. Toastmaster".
  - h. He will close a speech normally with "Mr. Toastmaster." Not ladies and gentlemen, and definitely not thank you everybody.
  - i. You then say "thank you John" and some comment relevant to the speech, but not in any way commenting on the quality of the speech, that is for the evaluators.
  - j. You then say "our next speaker is....." and go through the process again.

Other things to consider: Bridging; Injecting humour and quotes.