

Guide - You are Toastmaster

David Hardingham – June 2010

The Toastmaster of the meeting has the key role in the success of the meeting. Only through advance planning can this assignment be carried out effectively.

The primary objective of the Toastmaster is to ensure a well-run meeting and act as a genial host to smooth the transition between program participants- you are effectively the Master of Ceremonies for the night.

BEFORE THE MEETING:

- Get the theme for the evening from the VPE. Do some research and work ideas around the theme. Don't overdo it, keep it brief and use the theme as transitions between the speaker and the items on the agenda. (Using the theme of the evening is optional, but recommended to make the meeting more interesting.)
- Get a copy of the Agenda from the VPE, and review it. See who is speaking and make sure their speech topic is mentioned. If the topic is missing, make a note to get in on arrival at the meeting.
- If this is not your club, make sure you know how to get there, make allowances for traffic; the club is relying on you to be there.

WHEN YOU GET TO THE VENUE

- Get a copy of the latest agenda from the VPE
- Chat with each speaker, confirm their speech topic, confirm the pronunciation on their name, ask them if they need a special introduction, refer them to the Sergeant if needed.
- Sit near the front so that you can get to the lectern quickly

DURING THE MEETING

- Acknowledge the Chair and accept the gavel when you are presented as Toastmaster.
- Say a few words about the nature of the forthcoming program. If you have a theme, introduce the theme
- Keep the meeting running on schedule. You have the authority to ask participants who have exhausted their allotted time to bring to a close their portion of the program.
- Introduce Timekeeper and Grammarian and ask them to explain their roles.
- Speeches
 - Introduce each speaker by name and the level of speech they are doing. Ask the evaluator to read the objectives
 - Introduce each speaker by name, and give the title of speech. Be creative!
 - Lead the applause at the speaker comes up to the lectern
 - Remain at the lectern until the speaker approaches the lectern. Shake hands and return your seat.
 - Remain standing until the speaker acknowledges you with "Mr/s Toastmaster or a nod, then sit down. This represents transfer of control of the meeting from the Toastmaster to the speaker.
 - At the end of each speech, lead the applause and return to the lectern. Never leave the lectern unattended!
 - Transitions: try and make a comment on the previous speech before you introduce the next speaker
- After the last speech, return to the lectern and call for the break. Specify the duration of the break and request the Sergeant to call the audience back at the appropriate time. Shorten the break to catch up time, if necessary
- After the break, continue with your theme, then pass control to the table Topic Master.
- After Table topics, resume control of the meeting.
- Request a Timekeepers report for Table Topics
- Welcome the Evaluators back from their Evaluator's session
- Pass control to the General Evaluator.
- After General Evaluations, resume control of the meeting.
- Request a Timekeepers report for General Evaluations.
- Close off with a summary of your theme
- Return control to Chairperson, your assignment is completed!