

Toastmaster

Role Guide Version 2.1

Introduction

The Toastmaster of the meeting has the key role in the success of the meeting. The primary duty of the Toastmaster is to ensure a well-run, up-beat meeting and act as a genial host to smooth the transition between program participants. You'll work on the art of introductions and lectern etiquette. Your primary goal is to lead the meeting and ensure the meeting is started and ended on time.

CL Manual Progress

This role will also count towards several projects in the CL manual. Please bring your manual and find your evaluator so you can receive credit towards your CL certification.

Preparation

- Select a theme for the meeting. The theme introduction should take no more than 1-2 minutes.
- Review the meeting agenda. If possible request to receive the agenda in advance from the Education Committee
- Contact all program participants either with a phone call or an email prior to the meeting.
- Arrive at the meeting early and greet each program participant as they arrive at the meeting. Some may have forgotten they are on the program.
- Confirm attendance all meeting participants with the General Evaluator. If anyone indicates they cannot fulfill their role or is not present, alert the Vice President of Education of any vacancies and assist, as necessary, in recruiting substitutes at the meeting.
- Focus on the program participants. Obtain whatever information you need from the Guest Greeter, General Evaluator, all prepared speakers, Word & Quote Master, Table Topics Master and the Review Master so that you may properly introduce them. The General Evaluator is responsible for introducing the other meeting participants.

Remember that it is your meeting! How smoothly and professionally the meeting goes will be a function of how much time and effort you have put into planning. A poorly planned meeting always looks it. A job well done does not happen by accident. Be encouraging and supportive

to those who will be on your program. Get them enthusiastic about their roles and it will make for an enthusiastic meeting for all. Use your theme as a vehicle for introducing them. Above all, don't forget to have fun!

Presentation

In conjunction with the VP of Education, check the agenda with participants as they arrive. Give any changes to the President, who will announce the changes at the opening of the meeting. Take a seat near the lectern. When the President turns control of the meeting over to you, move to the lectern and shake the President's hand. Now you are in charge of the meeting.

Prepare Introductions

One of your main roles is to introduce program participants. Prepare introductions for the following role takers including speech project details:

- All prepared speakers
- General Evaluator
- Table Topics Master
- Review Master
- Guest Greeter
- Word & Quote Master

While preparing introductions, consider the following questions as a guide to help you create a proper introduction:

- How long has the person been with SRTM?
- Any specific information related to SRTM or the meeting's theme.
- What is the speaker's profession? (Doing what for how long?)
- How did the speaker hear about SRTM and why did the speaker join?

Use your creativity when preparing an introduction however you are welcome to use the sample script provided at the end of this role guide.

The Toastmaster Should LEAD the Applause

Make sure to continue leading the applause the entire time the person is coming up to the stage or returning to their seat. At the end of each speech, shake the speakers hand, lead the applause and offer a brief word of appreciation for a good speech. Your function in this step is to bridge the gap between presentations and maintain the interest of the audience.

Practice Lectern Etiquette.

If the Table Topics master or General Evaluator forgets to call for timers report or for votes, YOU call for timers report and remind the audience to vote for their favorite table topic response, evaluator and best speaker using the ballots sheets provided. Also remind the audience to make use of the evaluation sheets to offer any feedback to any of the presenters including the Toastmaster.

Plan to return control of the meeting back to the President by a specified time. Thank everyone for their participation. Gratitude is the attitude!

SCRIPT

During the meeting, give a personalized introduction for each presenter. Remember to always be aware of time. Shorten your introduction if the meeting is running overtime.

“Our next speaker likes music, cars, and plants. She has been with SRTM for 2 years and is a charter member of our club. She will be delivering her 6th speech from the competent communicator manual. Her objectives will be to use vocal variety in her speech. She will be talking for 5 to 7 minutes. The title of her speech is (FILL IN BLANK). Please help me welcome (FILL IN BLANK) to the podium.”