



## **WHEN YOU ARE THE TOASTMASTER OF THE MEETING**

As Toastmaster of the Meeting, you are responsible for the entire meeting. It is your show. The degree of its success will depend upon how much you prepare for it and how much you motivate the persons who are scheduled to be on the agenda to prepare. The sooner everyone starts preparing, the better the meeting will be. This is particularly true of the scheduled speakers and you.

Your job as Toastmaster of the Meeting begins six days before the meeting. It is at this time that you must telephone the scheduled speakers and confirm that they will be attending the next meeting and will speak. Tell them that you will be calling them again approximately two days before the meeting to get (1) the title of their speech, (2) project number and on which manual their speech is based, and (3) some information about them so that you can introduce them properly. If one or more of them say they will not be able to give their speech, immediately telephone the VP of Education who will arrange for a replacement.

Each meeting will have a scheduled theme. Your challenge is to incorporate that theme as much as possible into the meeting. Look for parallels between the theme and Toastmasters or public speaking. You might consider bringing pictures, posters or props to support the theme. Your opening remarks will set the mood of the meeting and should be heavily influenced by the theme. Also, you will be presenting full introductions for the following persons: the Table Topics Master, each prepared speaker, and the General Evaluator. Obtain information about these persons, including some aspect of the theme, in preparing those introductions. For instance, if the theme is "Sports", ask each person how much does sports influence his/her life? Practice the introductions before the meeting.

The prepared speakers can, but do not have to, incorporate the theme into their speeches. Depending upon the subject matter of the speech, especially if it is a speech to inform, your introduction should include personal information about the speaker that would show that he/she is qualified to speak on that subject. This gives them credibility or credentials with regard to their subject.

The Presiding Officer will introduce you. Prepare some information about yourself, including something in relation to the theme and give it in before the meeting for you to be introduced.

When you are introduced, move quickly to the lectern, shake the hand of the Presiding Officer, place your notes onto the lectern, smile at the audience, and begin your remarks by acknowledging the person who introduced you and then the audience. "Thank you Mr. Presiding Officer, Fellow Toastmasters and guests. It is good to see all of you here today. We have a very interesting agenda and I am certain you will enjoy the meeting."

[Then refer to the theme and make some meaningful opening remarks in relation to that theme.]

"We have several guests, so I will explain the program to you. There are three main sections of the meeting:

(1) Table Topics is practice in impromptu speaking (speaking for at least one minute on a topic without any preparation). This is usually for those members not scheduled to be on the program, so that everyone gets an opportunity to speak.

(2) Prepared speeches. This part of the program is for members who have worked for several days on their speeches.

(3) Evaluation In this part of the program, all that we do in the meeting is evaluated so that we know what we did well and in what areas we can improve.

**Deepak Menon, DTM**  
**First Vice President Candidate, 2017-18**



Each of you have a copy of the program, so you can follow during the meeting, if you wish.

At the end of each section of the program, we vote for the person who we feel did the best job. Best Table Topics, Best Prepared Speech and Best Evaluator.

(Hold up the ballot form.) As you use each ballot, tear off the ballot and give it to the Sergeant at arms. Guests are also welcome to vote.

“Will the Sergeant at arms please explain your role?”

(After the assistants have explained their duties, lead in the applause and thank every one for their explanation. If you feel it has not been explained adequately enough, you might add some clarification in a manner that does not embarrass the assistant.)

In addition to the Sergeant at arms, we have other participants who will be assisting in today’s program. One of these is the Wordmaster. Would the Wordmaster please explain your duties and give us the Word of the Meeting.

Let’s have the Ah-Counter explain this role.

Our Grammarian tonight is \_\_\_\_\_. Please explain the duties of the Grammarian.

Serving as Timer tonight is \_\_\_\_\_. Please explain your duties.

“Lets begin our program.”

[Introduce the Table Topics Master. As with all your introductions, end them with enthusiasm.] For instance, conclude your introduction with:

“Welcome our Table Topics Master for the day: \_\_\_\_\_!!!!!!!!!!

While waiting at the lectern for \_\_\_\_\_ to arrive, pick up your notes.

Shake the TTM’s hand and then take your seat near the lectern.

(While the TTM is presenting the topics, you can be reviewing what you are going to be doing next but don’t shuffle your papers so much that it is distracting.)

When the TTM is finished, move quickly to the lectern, shake their hand and thank them for their effort.

The TTM is supposed to ask ask the members to vote for the Best Table Topics speaker. If they forget to do this, you should so it for the TTM, but do not embarrass them. Just do it smoothly, as if it were your job.

You may not have time to vote. It is not necessary. However, you can do that at the lectern while everyone else is voting, if you wish. Have someone come get your vote and give it to the Sergeant at arms. It is okay to pause for a moment until all the voting is finished.

“Tonight, in the Prepared Speech part of the program, we have three speakers,

Introduce the first speaker. It is recommended that you do not state the person’s name until the very last. State the manual project, the purpose of the project and the title of the speech. (Introduce the evaluator who will be evaluating the speech as well). Conclude with a comment like:

“Let’s give warm round of applause to our first speaker today, \_\_\_\_\_!!!!!!!!!!” (Lead the applause.)

**Deepak Menon, DTM**  
**First Vice President Candidate, 2017-18**



Wait at the lectern, shake their hand, and go to your seat.

At the end of their speech, quickly come back to the lectern, shake hands and thank the speaker.

(Repeat this process for each speaker, giving each a full introduction, but varying your final words, such as “Help me welcome to the lectern, our second speaker today, \_\_\_\_\_!!!!!!!!!!” or for the third speaker, conclude with “Coming to the lectern is - \_\_\_\_\_!!!!!!!!!!!!!!!!!!”)

After each speech, thank the member but do not comment on how good or poorly the speaker might have done. However, you can comment on something interesting in the speech, but not in a derogatory way.

Ask the audience to vote for the person who they feel made the best presentation in relation to their project and their experience in Toastmasters.

After allowing enough time for voting, say:  
“Now we will learn how well we did because the next section of the meeting is Evaluation. This is led by the General Evaluator.”

Give a full, enthusiastic introduction of the General Evaluator.

Wait at the lectern, shake their hand and then take your seat.

After the GE finishes, go back to the lectern, shake hands and thank them.

(If the General Evaluator forgets to ask the audience to vote for Best Evaluator, you should call for the vote.

You should prepare some meaningful closing remarks relating to the theme.

End with: “I enjoyed being the Toastmaster of the Meeting. I now return control of the meeting to our Presiding Officer, \_\_\_\_\_.”

Wait at the lectern. Shake the Presiding Officer’s hand. Go take your seat sit in the audience.