



# Toastmaster

Being Toastmaster of the Day is one of the most valuable experiences in our club. It's a very challenging role. However, the first time you try it, you will simply love it!

The main duty of the Toastmaster is to act as a genial host and conduct the entire meeting, including introducing the participants. This task is not usually assigned to a member until he or she is quite familiar with the Club and its procedures.

If this is your first time being Toastmaster, please reach out to your mentor or VP Education for assistance.

Remember, this role is not about the Toastmaster. It is about running a thoughtful, efficient meeting for the members and guests. Participants should be introduced in a way that engages the audience and motivates them to listen. The Toastmaster creates an atmosphere of interest, expectation and receptivity.

## Before the Meeting

- The Toastmaster selects the meeting theme. Choose a theme that will let people's imagination roam. Do this as early as possible in the week so that the VPPR has time to add it to the agenda email. (See screenshots in the Tips section on where to add the theme in Easy Speak.
  - Contact each speaker to remind them they are delivering a speech. Ask them to confirm their speech on Easy Speak and ask them to send you a speech introduction. Consider linking an article such as this one to help them write their intro: <https://georgesuttont toastmasters.com/blog/toastmasters-speech-introduction-forma t.html>. Remind each speaker to get in touch with their respective evaluator to share their personal objectives beyond the speech objectives. This is greatly appreciated because the speaker often forgets to get in touch with her or his speech evaluator prior to meeting. Remind them to bring their evaluation form, which they can download from their Pathways lesson on ToastmastersInternational.org.
  - Update the Toastmaster Script with information for your meeting, such as the names of the functionaries, speech introductions, and agenda order. You can find an example script here:
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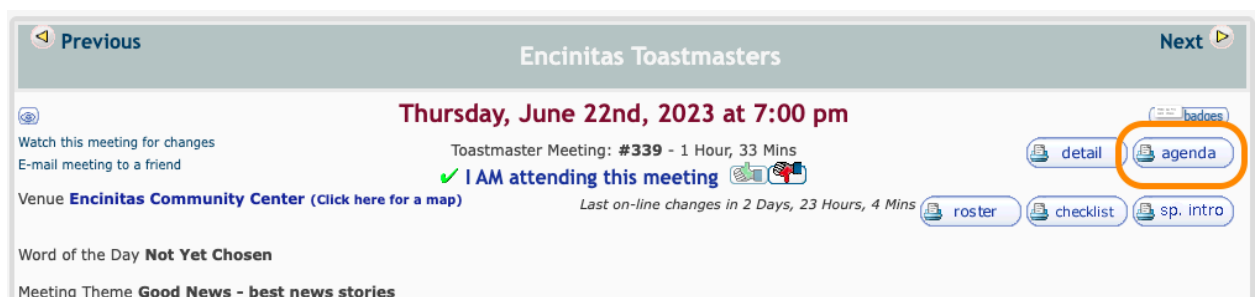


[https://docs.google.com/document/d/1Z69Lget8I9NQeobDWj9Hl3JDgmg\\_BLhrOhjBW6AE13s/edit?usp=sharing](https://docs.google.com/document/d/1Z69Lget8I9NQeobDWj9Hl3JDgmg_BLhrOhjBW6AE13s/edit?usp=sharing)

- As the Toastmaster, you do not have to keep the speakers and evaluators in the same order as they signed up on easy speak. Generally more inexperienced speakers will go first and be paired with less experienced evaluators while more experienced speakers will go last and be paired with more seasoned evaluators. However, if someone needs to use the projector it is a good idea to have this person go first no matter how experienced they are so that they can use the break time to make sure that everything is all set up and ready to go. Communicate with Speakers and Evaluators to let them know of any changes.
- **Print agendas for all participants (about 40 copies).** You can find the agenda in Easy Speak. Click the “Agenda” button to find a printable version. If you require reimbursement for your printing expenses, save your receipt and give it to our club Treasurer.
- Arrive early to the meeting to help set up and distribute the agenda.
- Check if there are any last minute changes. Confirm that everyone with a functionary role is present. Double check that functionaries know how to do their role.

## Role Supplies

- [Toastmaster Script](#) (print and bring with you)
- Agenda (print copies for all attendees, approximately 40). See screenshot for agenda print button in Easy Speak.



## During the Meeting

- The Presiding Officer will start the meeting by introducing the jokemaster and welcoming guests. Then, he or she will introduce you to run the meeting.



- The success of the meeting is now in your hands! Preside the meeting with sincerity, energy and decisiveness, taking your audience on a pleasant journey and make them feel that all is going well.
- Use the [Toastmaster Script](#) to guide the meeting.
- Introduce the meeting theme. The length of your introduction should be based on how full the agenda is. If we don't have a lot of speakers, you may make it a little longer.
- Throughout the meeting, you will introduce Functionary Roles (for role introductions), the Speakers, the Table Topics Master, the General Evaluator, and the Presiding Officer per the agenda. (The General Evaluator will introduce the Evaluators and call for final Role reports.)
- Shake hands or bump elbows with each person you introduce. Sit down in the front row after you have introduced each Speaker or Role—hovering at the side is distracting to the audience.
- **It is your job to make sure that the meeting stays on time.** If the meeting is running late, you can shorten the break, Table topics, Closing Inspiration, or Role reports. Communicate with the Table Topics Master or the General Evaluator if their time needs to be shortened.
- If any guests arrived too late to be introduced by the Presiding Officer, make sure to introduce them at an appropriate point.
- Introduce each Speaker with the introduction they provided. Read the introductions ahead of time to be familiar with them, and read them with enthusiasm.
- Ask the Timer for a minute on the clock after each speaker to allow for comments to be written.
- At the end of the meeting, the Sergeant at Arms will give you the award tally sheet and the General Evaluator will return the meeting to you. Present awards for Enthusiasm (your choice), Best Table Topics, Best Evaluator, and Best Speaker.
- After presenting the awards, introduce the Closing Inspiration. If the Sergeant at Arms needs more time to count votes, you can introduce the Closing Inspiration before presenting awards.
- Return control of the meeting to the Presiding Officer by saying: "I now return the control to the Presiding Officer." It is the responsibility of the Presiding Officer to ask the guests to give their thoughts on the meeting
- You did an awesome job! You were on time!



## Tips

- As Toastmaster you have the authority to make the agenda flow however you see fit. You can change the order of roles, eliminate roles, change the order, etc. BE CREATIVE! Think about how to print your agenda to match your theme. For example a theme of dining might have the agenda look like a menu! Have fun with your Toastmaster role.
- Make sure to always maintain control of the podium. Remember, you are in charge! If someone blurts out something, you may ask if they have a point of inquiry.
- If someone forgets to do something, handle it with grace. Never berate a person in front of the group. If there is an issue, address it during break, after the meeting, or in a follow-up email. Remember, people only know what they know! Toastmasters is a place to make people feel empowered, welcome and able to learn (and fail) in a safe place.
- As Toastmaster, you should try to start the round of clapping before and after people are introduced.
- Refrain from commenting on the speeches that are given.
- Sometimes it takes a little extra time for the SAA to tally the votes. Have a list of quotes or interesting facts about your theme prepared so that you can entertain the audience while the votes are still being tallied.
- Ignore the Easy Speak warnings about assignment emails pending.

To add the theme, add enter it into the Meeting Theme box and hit Return/Enter on your keyboard:

Encinitas Toastmasters

Thursday, December 14th, 2023 at 7:00 pm

Toastmaster Meeting: #362 - 1 Hour, 28 Mins

Word of the Day **Not Yet Chosen**

Meeting Theme **Dreams**

2 assignment e-mails pending. Send "Third e-mail" when you have finished assigning roles

Role	CL	Presenter	Accept

- To email users from Easy Speak, click User List from the This Club menu.



- Select the checkboxes all the way to the right of the members you want to email. You can email 10 at a time. If you need to send it to more people, repeat the steps and choose different names.
- Click the email icon at the top of the checkbox list.
- Follow the instructions on the email page.

The screenshot shows the top navigation bar of the Toastmasters website. A dropdown menu is open under the 'This Club' tab, listing various options: Club Home, Club Directory, Club Officers, Photo Album, **User List** (highlighted with a red arrow), Portrait Gallery, Speech List, Club Charts, and Annual Meeting Review. Below the navigation bar, there is an announcement about a mail service issue, a sidebar with 'easySPEAK training' and a welcome message for 'katiemc', and a main content area for a meeting on Thursday at 7:00 pm at the Encinitas Community Center. The meeting details include a watch link, an agenda, and a meeting theme of 'Dreams'.

The screenshot shows the 'User List' interface. At the top, there are buttons for 'add user' and 'Submit'. Below that, there are sorting options: 'Sorted by Membership status' and 'Order Ascending'. There are also checkboxes for 'Show members' (checked), 'Officers only', 'Show non-members', and 'Show 'past' users'. The main part of the interface is a table with columns: 'Last note', 'Paid until', 'Contact Numbers', 'E-mail', and a checkbox column. Two rows of members are visible. The first row has an 'edit' link, 'No record' for 'Paid until', a 'Contact Numbers' field, an 'E-mail' icon, and a checked checkbox. The second row has an 'edit' link, 'No record' for 'Paid until', a 'Contact Numbers' field, an 'E-mail' icon, and a checked checkbox. Red arrows point from the 'E-mail' icon in the first row to the 'E-mail' icon in the second row, and from the checkbox in the second row to the checkbox in the first row.