

# When You are the Toastmaster of the Day



# When You are the Toastmaster



- The following set of five slides is for your information, as background on what the Table Topicsmaster is supposed to do during a meeting and how to best prepare for this role.
- Additional information is found in [A Toastmaster Wears Many Hats](#).
- There is no need to show any of these slides while you are in an online meeting. They are just for your benefit.

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The main duties of the Toastmaster are to coordinate and conduct the entire meeting, introduce participants, and act as a genial host. The Toastmaster sets the tone for the meeting. This task is generally reserved for members who are quite familiar with the club and its procedures.

Serving as Toastmaster is an excellent way to practice planning, preparation, organization, time management, facilitation, motivation, and team-building skills as you strive to make the meeting one of the club's best.

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## Prior to the Meeting:

- Based on your club policy, you may be responsible for creating an introduction for each speaker. Take time to confirm each speaker's speech title, project, time requested, and anything interesting to include in your introduction. Prepare an introduction for each speaker. See presentation on When You are the Introducer.
- Communicate with the vice president education for a list of members scheduled to speak or fulfill meeting roles. Confirm any special theme for the meeting and any program changes.
- Reach out to the Topicsmaster to review their responsibilities and provide them with a list of members scheduled to participate as speakers or in meeting roles.
- Communicate with all speakers in advance to remind them that they are scheduled to speak.

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## Prior to the Meeting:

- Confirm the General Evaluator for the meeting. Encourage them to contact the other members of the evaluation team (speech evaluators, Topicsmaster, timer, grammarian, and Ah-Counter) and review their responsibilities for the meeting.
- Prepare remarks to bridge the gaps between program sections.
- Remember that serving as Toastmaster is one of the most valuable experiences in your club work. The assignment requires careful preparation to facilitate a well-run meeting

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## Upon Arrival at the Meeting:

- Arrive early to complete any last-minute details. For online meetings, log in early to coordinate with members you will be introducing: speakers, table topicsmaster, general evaluator, etc.
- Check with the speakers to address any last-minute changes.
- Sit near the front of the room and ask that speakers do the same for quick and easy access to the lectern

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## During to the Meeting:

- Preside with sincerity, energy, enthusiasm, and decisiveness.
- Strive to begin and end the meeting on time. You may have to make adjustments to the schedule during the meeting to accomplish this task. Ensure each part of the meeting adheres to the established schedule.
- Lead the applause before and after the Table Topics session, each prepared speech, and the General Evaluator's remarks.

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During to the Meeting:

- Introduce each speaker. After your introduction, remain near the lectern. Once the speaker takes their place, return to your seat.
- Introduce the General Evaluator as you would any speaker. They are responsible for introducing other members of the evaluation team.
- Introduce the Topicsmaster.



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During to the Meeting:

- At the conclusion of the speaking portion of the program, request the timer's report. If your club awards a best speaker for the meeting, collect the vote.
- While votes are tallied, invite comments from guests and make announcements.
- Present awards, if your club does that.
- Adjourn the meeting