



HACKETTSTOWN TOASTMASTERS

CLUB # 1140672

Purpose: Roles and Responsibilities of the Toastmaster of the Evening
Congrats - You are the emcee!

The Toastmaster sets the tone for the meeting while serving as amiable host and conducts the first part of the meeting. Toastmaster also wraps up the meeting following the General Evaluation.

Prior to the Meeting:

- Confirm final roles with the VP Education before the meeting.
- VP Education will e-mail a link to the current agenda document, instructions on how to update the agenda in gmail and a current e-mail distribution list.
- Review/print out the agenda.
- Send out a meeting reminder to the group with the agenda link attached to the e-mail around 24 hours before the meeting. This may be done by the VP Education. This is the opportunity to confirm that members will fulfill the roles they volunteered for as well as the opportunity to fill roles that have not yet been filled for the meeting.
- Update the Agenda Document in gmail.com according to the meeting participants.
- VP Education will e-mail introductions for each speaker. If each speaker does not provide an introduction, you are in charge of writing the introduction.
- Confirm that all meeting participants know how to conduct their roles.

Evening of the Meeting:

- Arrive early at the meeting location – at least 15 minutes before the meeting is due to start.
- Fill in any gaps in the agenda such as roles, the name of a speech and what speech number it is, or any last minute changes.
- Confirm that all meeting participants know how to conduct their roles.
- Read through the “meeting agenda” so you know what comes where.
- Choose a seat at the front of the room.
- Remember to lead in the applause after introducing anyone participating in the meeting. (i.e. Guests, Inspiration, Speakers, Table Topics Master and General Evaluator).

During the meeting

The President will open the meeting with general announcements and then hand over the meeting to you.

MEETING INTRODUCTION

- Start with a pleasant **introduction**.
- **Welcome the guests** and ask them to introduce themselves and ask them for a brief comment on why they decided to attend our meeting. Feel free to make any comments on how Toastmasters can assist them in attaining their goals.
- If there are guests, summarize the **meeting agenda** “we will start with a special presentation from...then have table topics....etc”. Ask the Table Topics Master, General Evaluator, Grammarian, Ah-Counter and Timer to briefly describe their roles.
- Ask the person giving the **Inspiration** to come up.

PREPARED SPEECHES

- Give a **brief introduction** as you call up each speaker **for the prepared speeches** (e.g. this is Jack Smith, he has been a member of the club for 6 months and is well known for his garden gnome collection....he will be giving a speech from the CC manual...entitled Garden Your Way to Better Health).
- Take notes on the speech and reflect or comment on some of the main points to provide a transition between speakers.
- Repeat the **introduction and transition** process as noted above for each speaker.

TABLE TOPICS

- Introduce the **Table Topics Master**.
 - As Toastmaster, you are in charge of keeping the meeting on time. This session can be adjusted to the amount of time available in the meeting.
 - The Table Topics Master needs to pick an evaluator before calling up a Table Topics participant. If they forget, you need to remind them.
 - Let the Table Topics Master know how much time they are allotted according to the agenda. ("We have time for one more table topics volunteer").
- Take notes on the Table Topics sessions and make a brief comment or reflection to wrap up this session.

EVALUATIONS

- Hand the meeting over to the **General Evaluator**. The **General Evaluator** is in charge of the **Evaluation Team**. The **General Evaluator** introduces each **Speech Evaluator**, calls for **Timer's Report**, the **Ah-Counter**, and the **Jokemaster**. He/she then gives their **Evaluation of the Meeting**. The General Evaluator will hand the meeting back to you after their evaluation.

CLOSE

- **Close** the meeting with some brief comments. Ask any **guests** for feedback. **Thank everyone** for coming to the meeting and for participating.
- Advise if the meeting ended on time, early or late.
- Adjournment of the meeting. You get to use the gavel to close the meeting!