



ROLE OF THE CHAIR

Summary - In this role, you are responsible for setting the tone for the evening, providing a theme (if you wish) and opening thought, and moderating the opening activities. You are to ensure that the meeting starts on time, guests are properly introduced, and administrative details are taken care of. You are expected to provide formal introductions for the Toastmaster. If a Business Meeting is scheduled, it may be your responsibility to moderate the meeting.

Prior To The Meeting:

Confirm the attendance for the people who are fulfilling the following roles:

- **Word of the Week (or Wordmaster)**
 - if is new member remind them to bring two copies of the word.
 - Ensure that word and a brief definition are in very large print. Encourage people to use the whole 8.5 x 11 page.
- **Person saying the Toast**
- **Humorous Moment**
- **General Evaluator**
 - Confirm the person is reach out to his evaluation team

Prepare formal Introductions for the Toastmaster

- Prepare a 3-5 sentence introduction
- You should reach out the Toastmaster at least 2 days prior to the meeting. The introduction could be almost anything. For example:
- Three 2-word random facts about the individual.

It is strongly recommended to show up at least 15 minutes prior to the meeting, as the should take note of any agenda changes, and know all the names of guests in attendance. Check to see if the guest(s) are comfortable to introduce themselves or would like someone else to do it their behalf. **DON'T FORGET to fill-in blanks on who's performing each role on page 3**

Guests' Name	Name of the Member performing the Introduction their behalf (if necessary)

** Check to see if there is a business meeting and find out if you are responsible for running the business meeting. If so, you may want to review the information on the website on how to run a business meeting.

IMPORTANT: The Chairperson should sit close to the lectern.

This is blank page on purpose to allow people to view both Page 1 and 3 at same time if printed 2-sided.

At the lectern you may want to place the pages side-by-side so you do not need to shuffle pages around while speaking.

Meeting Begins:

Once at the lectern, provide the group with **an opening thought**, story or anecdote to set the tone for the evening. Be positive and energetic!! (1-3 minutes)

Call the **WORDMASTER** to the lectern to present the “Word of the Week”. _____
If not done by the Wordmaster, remind members to use the word as much as possible, and indicate the goal of 15 times. Remind the Wordmaster to keep track of the number of times the word is used and note that they will report on its usage during the evaluation portion of the meeting.

Introduce the person who is saying the TOAST and ask members to rise and charge their glasses.

After the toast, dispense with the administrative details:
(should take **maximum of 3 min.**)

- Note any **AGENDA CHANGES**
- Explain and circulate the **MASTER SCHEDULE**
- **Explain three main portions of the meeting**
 - For the benefit of guests and new members, describe the three portions of the meeting (Table Topics session, Prepared Speeches, Evaluation), and explain the purpose of each.
- For the benefit of guests Explain why there is so much clapping. (optional)

Call upon the member(s) introducing the evening’s guests

- **WELCOME THE GUESTS** and thank them for coming.
- Advise them that they will be called upon at the end of end of meeting to offer their comments, but assure them that this is optional.

Welcome returning members after an extended absence, if necessary.

Call upon the **GENERAL EVALUATOR to introduce his/her team.** _____

If not completed by the General Evaluator and there are guests or new members present, ask the Timer, Grammarian and Um/Ah Counter to explain their roles.

- Explain the ballots for “best” Table Topics Speaker, Evaluator, Speaker and the importance of providing feedback to the speakers.

Ask the evening’s humourist to provide a humorous moment. _____

BUSINESS MEETING: If the Chair is responsible for running, occurs here.

Using the materials you collected in advance of the meeting, provide a formal introduction for the Toastmaster and then pass control of the meeting to the Toastmaster. Write Intro. Here:

** During the meeting, ensure that you **count the ballots** to determine the evening’s “best” table topic presenter, speaker, and evaluator.

Last portion of the Meeting:

Once they have completed their review of the meeting, the General Evaluator will return control of the meeting to you.

- **PRESENT TROPHIES & RIBBONS** to the “best” Table Topic presenter, Evaluator, and Speaker.
- **GUEST COMMENTS:** Ask the guests to provide and comments or suggestions they might have about the meeting. Note – if the guest does not want to speak, do not force them.
- **REVIEW NEXT WEEK'S PROGRAM** ensuring that it is filled in as much as possible. If you notice that a member who hasn't attended in awhile is listed for a role, remind their “team leader” to contact them in advance of the next meeting to ensure their attendance and commitment to the role.
- **GOOD OF TOASTMASTERS:** Ask the members and Executive if there is “anything for the good of Toastmasters”.

Provide the group with a closing thought, or re-iterate an evaluation tip that was said and is relevant to most people in the meeting.

Adjourn the meeting.