

ROLE OF THE TOASTMASTER

Summary - In this role, you are responsible for facilitating the presentation portion of the meeting. You are expected to explain the Table Topics and speaking portion of the meeting, provide formal introductions of the Table Topics Master, each Speaker, Ed Tip and the General Evaluator, offer “filler” remarks between presenters, and ensure the meeting runs smoothly and on time.

Prior To The Meeting - The Toastmaster must contact the members of the Presentation team (Table Topics Master, Speakers, General Evaluator) to ensure that they will be attending and filling the scheduled role, and to prepare introductory materials. This should be done by the Sunday prior to the meeting *at the latest* so that if there is a cancellation a replacement can be found in time.

The Chair will introduce you and pass control of the meeting to you. When called upon by the Chair move to the lectern.

Thank the Chair for their introduction, and offer introductory, “bridging” comments if necessary / appropriate.

EXPLAIN PREPARED SPEECHES: Explain that the next portion of the meeting, Introduce the speaking portion of the meeting, noting for guests and new members the basic and advanced manuals, if necessary.

The following steps are to be repeated for EACH speaker of the evening:

- Using materials collected in advance of the meeting, provide a formal introduction for the Speaker (This involves more than “Our 1st speaker tonight is _____” and should include a few statements about the speaker’s life, job, family, hobbies, travel, etc.)
- Ask the speaker’s evaluator to read the objectives for the speech
- Introduce the speaker using the format: “**name, speech title, speech title, name**” and invite them to the lectern.
- After the presentation, thank the Speaker, offer positive reinforcement, and comment on the presentation if appropriate
- Remind members of the purpose of the feedback form and the voting protocol (i.e. mention that the feedback should be useful and more substantive than “I enjoyed your speech”).
- Ask members to give the speaker feedback on their presentation with a focus on the speech objectives (read before the speech and listed on the agenda)
- Give members 1 minute to complete their comments and voting
 - Remind people to be specific when giving feedback

After all speeches are completed

- Ask members to vote for whom they felt was the best speaker of the evening.
 - Remind members to keep in mind the level of the speaker and whether they met their speech objectives, as well as use of the Word of the Week, speech structure, the appropriateness of the speaker’s language and grammar, and the “entertainment factor”.

Pass around the envelope for voting.

BREAK: Check the time and the schedule and announce a 5-10 minute break. Ask the Timer to put the appropriate amount of time on the clock.

EXPLAIN TABLE TOPICS: The Table Topics, is for members to improve their impromptu speaking abilities.

Using the materials you collected in advance of the meeting, formally introduce the Table Topics Master, and then invite them to the lectern.

After the session:

- ***if not completed by the Table Topics Master:***
 - *explain the reason for timing the session and ask the Timer to announce any disqualifications.*
 - *ask members to vote for who they thought gave the best Table Topic presentation, reminding them to consider timing, the level of the speaker, whether the presentation was in the form of a “mini-speech”, and Word of the Week usage. Pass around the envelope for voting.*

Comment on the Table Topics Session and provide bridging remarks while ballots are being completed.

EVALUATION: Explain that the final part of the meeting is the Evaluation Portion. Note the critical importance of analytical evaluations to both the individual speakers and the club as a whole.

Using the materials you collected in advance of the meeting, provide a formal introduction for the General Evaluator. Pass control of the meeting to the General Evaluator.