**Toastmaster**

**You are the emcee.**

The Toastmaster is a meeting’s director and host. You won’t usually be assigned this role until you are thoroughly familiar with the club and its procedures.

**Before the Meeting**
On meeting day, show up early. You’ll need time to make sure the stage is set for a successful meeting. Get an up-to-date meeting agenda from your VP Education. To start, check with each speaker as they arrive to see if they have made any last-minute changes to their speeches – such as changing the title. Collaborate with the general evaluator to confirm the members of the evaluation team – speech evaluators, Topicsmaster, timer, grammarian, Ah-Counter – and remind them of their responsibilities. Remember, as the director, you’re responsible for ensuring all of the meeting’s players know their parts and hit their marks. Consult with the VP Education for guidance when necessary.

As the Toastmaster, you’ll introduce each speaker later on. Consult with each speaker and see if they have a desired introduction prepared (this can be about their background, job/program, speech topic of the day, etc). Introductions must be brief and carefully planned.

Of course, you want to avoid awkward interruptions or gaps in meeting flow so your last preparation step before the meeting is to plan remarks you can use to make smooth transitions from one portion of the program to another. Look at the agenda of the day to see where transitions occur. You may not need planned remarks, but you should be prepared for the possibility of awkward periods of silence.

**Beginning of the Meeting**
When it’s time to start the program, the Toastmaster calls the meeting to order by using the gavel. It is customary to make the following 2 reminders after calling the meeting to order:

* Silent phones and noise making devices
* Location of restrooms

Direct the rest of the meeting according to the agenda. Recall you are the host of the evening, so do your best to remain enthusiastic, energetic, and interesting for the audience. Also pay attention to the time. You are responsible for beginning and ending the meeting on time. You may have to adjust the schedule during the meeting to accomplish this. Make sure each meeting segment adheres to the schedule.

**Remember it is customary for the Toastmaster to exchange a handshake when passing over control of the lectern to another speaker. This also applies when a speaker passes back control of the lectern over to you.**

**During the Meeting**
1. Introduce the general evaluator to deliver the evaluation team's introduction. Remain standing near the lectern after your introduction until the GE has assumed control of the lectern, then be seated.

2. For all project speeches, ask the assigned speech evaluator to present the project speech objectives for their speaker. When it is time to introduce speakers, do so in the following manner: Give any prepared speaker introductions if applicable. When inviting speakers to the stage for speeches, use the following order: "speaker name, speech title, speech title, speaker name"

3. Introduce the Table-Topicsmaster who will run the table topics session of the meeting. Remain standing near the lectern after your introduction until the speaker has assumed control of the lectern, then be seated.

4. After the Table Topics session has concluded, the evaluation portion of the meeting will usually follow (this may not always be the case). Call upon the general evaluator, who will lead the evaluation team as they present their reports.

**End of the Meeting**
After the evaluation session is complete, assume control of the lectern once more. If voting was done for the best Table Topics speaker, call upon the Topicsmaster to announce the winner. Afterwards, welcome all guests to stand and ask them to provide feedback for the meeting. Next, ask the audience if there are any general announcements or comments. Finally, adjourn (end) the meeting, by using the gavel.

*Serving as Toastmaster is an excellent way to practice many valuable leadership skills as you strive to make the meeting one of the club’s best. Preparation is key to your success.*

*Also be sure to ask the General to evaluate your performance and give you credit in your leadership manual, because this is what you get out of the deal! You get the chance to practice and improve your skills in critical thinking, planning, preparation and organization, time management, motivation and team building!*



Ref: http://www.toastmasters.org/Members/MemberExperience/MeetingRoles/Toastmaster.aspx