
TOASTMASTER OF THE MEETING INSTRUCTIONS

In this agenda, the TM introduces Evaluation Team

OVERVIEW

One of the more stimulating educational experiences you'll have as a Toastmasters International member takes place when you assume the role of Toastmaster of the Meeting (from now on called Toastmaster) and conduct a meeting program. With few exceptions, **this assignment should not be given until you've made at least three manual speeches.**

The primary duty of the Toastmaster is to act as a genial host; introducing the speakers in such a way that the audience will listen with attention and anticipation. An effective Toastmaster creates an atmosphere of interest, expectation and receptivity. To do this, avoid long introductions and seek variety in form. Try to use the different phrases for each introduction during a meeting ("We have with us tonight..." or "I take pleasure in introducing..." or "Please help me welcome..."). Don't be "flowery" in your praise, but be complimentary in a dignified way. Be brief. Treat every speaker as you would like a Toastmaster to treat you. Above all, just be friendly and enthusiastic and help the speaker get off to a good start.

This role requires more preparation than any other functionary position, but it is also the most fun and rewarding! It's an opportunity for you to become organized and speak in front of an audience in a more relaxed state. Following is a checklist of responsibilities:

Prepare for presiding as carefully as you would when making a speech. If you need extra help, please contact your mentor or the VPE for direction.

Remember, it is your opportunity to make the meeting a success! Have FUN with it!!

There are a few ways to structure a meeting.

In this agenda, the TM introduces Evaluation Team

The Toastmaster introduces the Timer, Grammarian, and Videographer and describes how to use the evaluation forms.

This: Requires the TM to be responsible for getting the answers to the questions from the functionaries.
Allows the GE to do less preparation work.
Makes the meeting a little easier to run.

Choose the way you want to run the meeting and coordinate activities with the General Evaluator.

Note: When you've had more experience leading a meeting, you can coordinate variations on this option with the General Evaluator. For example, you may want to have the evaluation portion of the meeting precede table topics.

TOASTMASTER OF THE MEETING INSTRUCTIONS

PREPARATIONS: DO **NOT** PUT THIS OFF UNTIL THE WEEKEND!

START YOUR PREPARATIONS ON THE **WEDNESDAY** BEFORE YOUR MEETING:

1. Choose your theme for the meeting (something that is fun or meaningful to you—anything that you enjoy and may be pertinent to the group).
REMEMBER to stay away from the three B's (bedroom, bathroom and bars).
2. Obtain the most current schedule from the club VP Education (VPE).
3. Prepare a draft Agenda for the meeting using the template provided on the website.
4. Email and/or **call all** functionaries and speakers for your meeting before FRIDAY, providing them with the theme, their functions and your "introductory question."
 - Ask them to reply to your email or call by SUNDAY at 5:00 pm to confirm their commitment and answer the introductory question.
 - If any functionaries have not responded to you by Sunday, call them again to stress the importance of getting back to you immediately or else you will have to assign someone else to fulfill their duty.

When you speak to the functionaries, make sure each of them understand their duties.

- If this is a functionary's first time at the position, ask the functionary to view their function on the website and contact their mentor if they need an answer any questions they may have.
 - Ask all functionaries to show up for the meeting at least 10 to 15 minutes in advance (if possible) to prepare for their roles.
 - Remind them that should an emergency arise, they must find a replacement and notify you ASAP if they cannot commit to their assigned role.
5. Email the club membership, telling them the theme and invite them to attend the meeting.
 6. Enter the functionary names, their answers to the question of the day, and other related information in the appropriate section, below.
 7. Ask each Speaker:
 - a. for the title of their speech,
 - b. for the speech number and manual name,
 - c. for the length of their speech,
 - d. whether they need any special equipment or preparation for them during the meeting (projector, flip chart stand, move lectern, set up props, etc.).
 8. **General Evaluator:**

Contact GE to confirm Speakers and jointly decide on who their Evaluators will be.

 - Evaluators should be matched with speakers based on experience (i.e., less experienced Evaluators to be matched with less experienced speakers, etc.).
 - If a speaker requests a specific Evaluator, accommodate their request if possible.
 - Make sure the General Evaluator gets the Evaluators' answers to the Question of the Day.
 9. **Table Topics Master:** Ask your Table Topics Master to prepare up to 8 questions for the impromptu speakers, based on your theme for the meeting.
 10. Create the meeting agenda
 - Get the agenda template from the website.
 - Customize the template with functionary names
 - Put Speakers on the **Agenda in the order of their manual objectives** (#1, #3, #7, Adv).
 - **Enter Speakers' objectives on the Agenda next to the spaces for objectives.**
 - Make 30 copies.
 11. **Email your final Agenda** to all functionaries, Speakers, Evaluators, your GE, the VPE and the President **by Noon on MONDAY before the meeting.**
 12. **IMPORTANT:** Ideally, no last-minute emails or phone calls should necessary on the day of the meeting, unless they are emergency cancellations/replacements.

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AT THE MEETING:

PRIOR TO THE START OF THE MEETING

- Arrive at least 15 minutes early to make sure room is set up appropriately and all functionaries are in their places.
- Make sure each functionary understands his/her duty.
- Ask the President announce any program changes at the beginning of the meeting.
- Remember, one of your functions is to keep the meeting roughly on schedule.

WHEN INTRODUCED

1. Acknowledge President's introduction with a hand-shake and say, "Thank you Mr./Madam President."
2. Recognize your audience enthusiastically and introduce the theme.

INTRODUCE MEETING FUNCTIONARIES.

Give an introduction to of the importance of the following functionaries in running the meeting:

***** TIMER:** In our business lives, we have times when we are asked to get our points across in a specific amount of time. We have a timer in order for us to learn how to craft our speaking within time limits.

When asked the question of the day, our **TIMER** answered:

Name: _____ Will you please explain how your function works?

***** GRAMMARIAN:** As you may have noticed, on TV, some people come across as well spoken and some don't. We have a grammarian in order for us to how our language is noticed by others.

When asked the question of the day, our **GRAMMARIAN** answered:

Name: _____ Will you please explain how your function works?

***** VIDEOGRAPHER:** Our feedback to speakers gives them valuable subjective information as to our impact on them. Videotaping is a key tool many athletes use to hone their game. This is also a valuable objective tool for speakers.

When asked the question of the day, our **VIDEOGRAPHER** answered:

Name: _____ Will you please explain how your function works?

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PREPARED SPEAKING PORTION OF THE MEETING

Give an introduction about how this portion of the meeting works.

Ask people to put their names on the evaluations so the speaker can get clarifications on any comments made and to use the sandwich method.

Tell the audience that when they vote, to vote for best speaker based on how well the speakers met those objectives, NOT on how much they enjoyed the speech. Refer the audience to Objectives on the Agenda as a guide.

INTRODUCE THE FIRST SPEAKER

Our first speaker is reading speech # _____ from the _____ manual.

The evaluator for speaker # ____ is _____.

Will you please read the objectives for this speech?

Thank you.

When asked the question of the day, our first speaker answered:

The title of the speech is: _____

Introduce the speaker: _____

Remain standing until the speaker has taken shaken your hand. Then take your seat.

When the speaker has completed his/her speech:

- Shake hands,
- Give a brief word of appreciation, (not a lengthy review).
Avoid saying anything to sway the audience's voting.
- Ask people to take a minute to write down their evaluations of the speech against the objectives.
Then stay quiet
- Introduce the next speaker. Try to build up a feeling of continuity for the speeches.

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INTRODUCE THE SECOND SPEAKER

Our second speaker is reading speech # _____ from the _____ manual.

The evaluator for speaker # _____ is _____.

Will you please read the objectives for this speech?

Thank you.

When asked the question of the day, our second speaker answered:

The title of the speech is: _____

Introduce the speaker: _____

Remain standing until the speaker has shaken your hand. Then take your seat.

When the speaker has completed his/her speech:

- Shake hands,
- Give a brief word of appreciation, (not a lengthy review).
Avoid saying anything to sway the audience's voting.
- Ask people to take a minute to write down their evaluations of the speech against the objectives.
Then stay quiet
- Introduce the next speaker. Try to build up a feeling of continuity for the speeches.

INTRODUCE THE THIRD SPEAKER

Our second speaker is reading speech # _____ from the _____ manual.

The evaluator for speaker # _____ is _____.

Will you please read the objectives for this speech?

Thank you.

When asked the question of the day, our third speaker answered:

The title of the speech is: _____

Introduce the speaker: _____

Remain standing until the speaker has shaken your hand. Then take your seat.

When the speaker has completed his/her speech:

- Shake hands,
- Give a brief word of appreciation, (not a lengthy review).
Avoid saying anything to sway the audience's voting.
- Ask people to take a minute to write down their evaluations of the speech against the objectives.
Then stay quiet
- Introduce the next speaker. Try to build up a feeling of continuity for the speeches.

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AFTER THE LAST SPEECH

- Ask for a timer's report.
- Ask the audience to vote for Best Speaker based on how well the speakers achieved their manual objectives.

CALL A BREAK

Announce a 10 minute break. Thank the refreshments person.

RECONVENE THE MEETING

Bang the gavel.

Introduce the Table Topics portion of the meeting and the Table Topics Master:

When asked the question of the day, our **Table Topics Master** answered:

Let's welcome: _____

INTRODUCE THE EVALUATION PORTION OF THE MEETING.

Announce that this is the end of your portion of the meeting. Thank the speakers and everyone for cooperating with you in generating the meeting.

Introduce the Evaluation portion of the meeting and the General Evaluator:

When asked the question of the day, our **General Evaluator** answered:

Let's welcome: _____