

WHAT TO DO WHEN YOU ARE TOASTMASTER

The Toastmaster of the meeting does the following*

1. Select the theme of the day.
2. See the **agenda** to see who has signed up for the major roles. The Toastmaster should connect with expected participants to ensure they are participating AND they must PRINT out copies of the agenda for the day.
3. After the club president conducts the business session, she will call on the Toastmaster. The club president will have acknowledged any guests during the business session. However, if a guest arrives after the Toastmaster has been introduced; the Toastmaster should invite the guest to introduce him or herself. **A guest should not go unacknowledged throughout the meeting.**
4. The Toastmaster discusses the theme of the day in a few explaining thoughts on the theme but is NOT a speech. The prepared speakers are those being highlighted on the given day.
5. The Toastmaster calls on those holding roles so they can explain their duties. They can remain at their seats for their reports.
6. The Toastmaster then begins the Educational portion of the meeting. The Toastmaster calls on each scheduled speaker and remains at the podium until he or she has shaken hands with the speaker. The Toastmaster then takes a seat and returns to the podium after the speaker finishes.
7. **After each speaker, the Toastmaster asks members to take a few minutes to write comments for each speaker and pass them to the speaker. The Toastmaster does this for each speaker.**
8. If there is more than one speaker, then the club votes on Best Prepared Speaker.
9. After the prepared speeches portion, the Toastmaster calls on the Table Topics Master for the Table Topics session. It is a good idea to explain table topics for any guests in attendance. Be sure to ask the guests if they would like to participate in table topics. It is definitely OK if they only wish to watch. The Toastmaster remains at the podium until the Table Topics Master comes up. The two shake hands and the Toastmaster takes his or her seat.
10. After table topics speakers are finished, either the Table Topics Master or the Toastmaster should recap the names and topics of each speaker for the purpose of voting for best table topics speaker. It is a good idea to write down the names and topics of the speakers so that you will have those on hand. Have someone do this for you if you feel it is too much of a distraction.

11. After voting for table topics, the Toastmaster then calls on the General Evaluator to coordinate the evaluation session. The Toastmaster remains at the podium until the GE comes up. The two shake hands and the Toastmaster takes his or her seat.

12. If there is more than one evaluator, the club votes for Best Evaluator. Ask the members and guests to vote now.

13. The General Evaluator returns control of the meeting to the Toastmaster, who can do a number of things while the votes are being counted. First, wrap up the theme of the day. Second, ask guests if they have any comments. Be sure to thank them for coming and ask them to return. Third, ask members if they have any comments.. Do all of these before #14. (It increases the anticipation of who wins what)

14. The Toastmaster announces the winners and presents the ribbons.

15. The Toastmaster hands off the meeting to the following week's Toastmaster; which then concludes the meeting after asking members to sign up for next week's roles.