

# Toastmaster – Key Responsibilities

## Before the meeting:

Begin preparing for your role several days in advance. You'll need an up-to-date agenda so you will know who will fill the other meeting roles and if a theme is planned for the meeting, as well as a member list for contact details. A couple of days before the meeting:

1. Contact all those with a major role prior to the meeting to confirm their attendance.
2. From the speakers, obtain the following information:
  - a. the name of the manual they are speaking from;
  - b. the speech/project number;
  - c. the title of the speech; and
  - d. timing of the speech (some speeches require a longer time and the agenda may need to be adjusted/adapted accordingly).
3. If anyone is unable to fulfill their role, contact the VPE or other members to arrange a replacement.
4. You will 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. If there is a theme, try to relate these to the theme. You may not need them, but you should be prepared for the possibility of awkward periods of silence.

## At the meeting:

On meeting night, show up early. You'll need time to make sure the stage is set for a successful meeting. 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.

Ensure you are seated at the front of the room for easy access to the lectern.

When you're introduced, the President will wait until you arrive at the lectern before being seated. You can then:

1. Announce any changes to the agenda.
2. Introduce each presenter or speaker in the order they appear on the agenda. (At Croydon-Yarra Valley, it is customary for the Toastmaster and the person assuming control of the lectern to exchange a handshake. You will lead the applause before and after each speaker on the agenda. When each presenter has finished, you return to the lectern so the speaker can be seated and you can begin your next introduction.)

3. As Toastmaster, you'll introduce each speaker by:

- Naming the Manual, speech number and project title for the speech, e.g. John will be speaking from the Competent Communicator Manual, Speech No. 1, the Icebreaker.
- Asking the Evaluator to read the Objectives for the speech and state the delivery time (the Evaluator will do this from wherever they are sitting).
- Announcing the name of the presenter, the speech title, then speech title and name of presenter. e.g. I now call on John Smith to present his speech "A day in the Life of John Smith". With "A Day in the Life of John Smith" – please welcome John Smith.

Remember to keep the introductions brief.

4. It is up to the Toastmaster to lead the applause.

### **Other tips:**

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. If time allows, you can make some brief remarks about Toastmasters' educational program for the benefit of guests and new members before you move forward with the introductions:

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