

MENAI TOASTMASTERS CLUB



TOASTMASTER

Well before the day of the meeting, it is the Toastmaster's responsibility to contact all the members who are scheduled, to do the following assignments:

- The Speakers.
- The Master Evaluator.
- The Point of View. (If on the Agenda)
- The Listening Critic.

Ascertain the member's availability for the meeting, and his/her understanding of the assignment. If an assigned member is unable to conduct the assignment, the Toastmaster must advise the VP Education.

Prior to the start of the meeting, arrange for a vacant chair to be available at one side of the speaking area, so that you are close to the lectern during the speaking session of your assignment as Toastmaster.

The primary duty of the Toastmaster is to introduce the various speakers for the evening. The Toastmaster should create an atmosphere of interest, expectation and receptivity, designed to give the speaker confidence and motivate the audience to listen.

The Toastmaster should do this in such a way that leaves the speaker and the audience feeling at ease. This will create a friendly atmosphere for the speaker, which will make it easier for the speaker to deliver his/her best performance.

This assignment is an exercise in showmanship and presentation.

When called upon by the Chairman, the Toastmaster should:

- Thank the Chairman
- Proceed to the lectern
- Address the meeting and briefly explain the nature of the program to be presented (ensure that the audience is comfortably seated).
- Explain the duties of the Timer, Grammarian and Master Evaluator.

Each Menai Toastmasters meeting agenda will normally have four speakers, so the following procedure will apply for each speaker.

- Introduce the speaker with a few friendly remarks (do not get carried away and over due it as it may have an adverse effect on the speaker), which will put the speaker at ease and generate interest for his audience.
- If it is a Manual Speech, indicate the project number and the purpose of the project.
- Announce who is to evaluate the speech, and ask the evaluator to read out the objectives of the speaking project.
- Indicate to the timer, the time limits of the speech.
- Announce the title or subject of the speech (clearly).
- Pause, then repeat the title or the subject of the speech.
- Introduce the speaker by name again (clearly).
- Lead the applause, and remain at the lectern until the speaker has taken his/her place (never leave the lectern unattended).
- Retreat to one side, making sure that you don't walk between the speaker and the audience, and sit in the chair which you previously arranged, so that you are close at hand for when the speaker finishes (never leave the lectern unattended).
- When the speech is finished, lead the applause, thank the speaker and express a few words of appreciation.
- Introduce the next speaker in the same way as for the first speaker.

Try to give continuity to the program by connecting the previous speaker with the following speaker, with a few appropriate comments.

At the conclusion of the speaking program, invite the Master Evaluator to the lectern to conduct his/her evaluations and the evaluation session.

When the evaluation session has been completed, thank the Master Evaluator for the contribution that he/she and the evaluating team has made to the meeting.

Ask the Sergeant at Arms to collect and count the voting slips, if not already done.

Invite the members assigned to Point of View and Listening Critic to conduct their respective sessions.

Announce the winners of the respective trophies, including the "Ice Camel" and the "Bottom of the Harbour" awards.

Inform the Chairman that the formal section of the program is now completed. Return control of the meeting to the Chairman.

The success of your assignment as Toastmaster for the evening depends upon your preparation. When you contact each speaker well before the meeting (as earlier mentioned):

- Ascertain the project number and the title of each speech
- Ascertain the time limits of each speech and how long each speaker intends to speak
- Get some points of interest about each speaker to use in your introductions
- If a speaker is not available for the meeting, contact the Vice President of Education who will nominate a substitute speaker. (If time permits, ascertain all of the above for the substitute speaker.)
- Read the notes in your Communication and Leadership manual about the role of Toastmaster.

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