



## WHEN YOU ARE “TOASTMASTER OF THE MEETING”

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One of the most stimulating educational experiences you'll have as a Toastmaster takes place when you assume the chair as Toastmaster and conduct a meeting program. 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.

Don't include lots of biographical details about the speaker, and don't make the speech for him or her. Don't tell a story that might embarrass the speaker. Just be friendly and enthusiastic, and help the speaker get off to a good start.

Don't use the same formula for all introductions. Vary your format. "We have with us today . . ." may be acceptable once. The same goes for "I take pleasure in introducing . . ." Don't use the same set of words more than once during the meeting. Be complimentary in a dignified way. Don't be "flowery" in your praise. Be brief. Treat every speaker as you would like a Toastmaster to treat you.

When you are presented as Toastmaster, begin with "Mr. President" or "Madam President," and after briefly thanking the presiding officer, begin by speaking a few words on the nature of the program. Whet the appetites of the members for what is to come. Then introduce the first speaker, making sure of three things.

1. Announce the subject clearly. If it's a manual speech, be sure to let the audience know which assignment will be presented by the speaker.
2. Announce the speaker's name.
3. Remain standing until the speaker has taken his or her place and has said, "Mr. Toastmaster" or "Madam Toastmaster." Then take your seat.

When the speaker has concluded, refrain from making extensive comments on what was said. A brief word of appreciation is appropriate, but a lengthy review is not. Proceed with your introduction of the next speaker. If possible, try to build up a feeling of continuity for the speeches.

**At the conclusion** of the program, briefly thank the speakers, then return control of the meeting to the president. When doing this, avoid saying, "I now turn the meeting over," because it isn't upside down. You can "yield control," "return control," or "surrender the gavel" without an "overturning." A simple "Mr. President" or "Madam President" is sufficient.

**Before the meeting:** Check with each speaker well in advance. Obtain the title of the speech and the manual assignment, and agree upon the time to be allotted. Then, line up your schedule and prepare the introductions. It's your responsibility to see that the speakers are on hand, and that the program is conducted as planned in the best possible way.

Prepare for presiding as carefully as you would when making a speech. Remember, it's your responsibility to make the meeting a success.

# THE TOASTMASTER'S CHECK LIST

Name: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

TOASTMASTER

**BEFORE THE MEETING:** It is your duty to contact your speakers to make certain that they are aware of their speaking responsibilities and to obtain the titles of their speeches. Remind each speaker to bring his or her manual.

**AT THE MEETING:** Before meeting starts, make certain each of the following understands his duties.

1. Timer: \_\_\_\_\_
2. Vote Counter: \_\_\_\_\_
3. Grammarian: \_\_\_\_\_
4. "Ah" Counter: \_\_\_\_\_

Check with general evaluator \_\_\_\_\_ to make certain that he or she has assigned the evaluators and has the names of all speakers.

Have president announce program changes before calling the meeting to order.

## WHEN INTRODUCED:

1. Acknowledge president's introduction and recognize your audience.
2. Introduce the four helpers listed above. Timer, Vote Counter, etc.
3. Present the speakers in turn. Try to give a little background or comment on each speaker. Be careful to make their titles clear.

Speaker	Subject	Time	Evaluator
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

**AFTER SPEECHES:** Ask timer \_\_\_\_\_ to report and request audience that ballots be passed to vote counter \_\_\_\_\_.

Introduce general evaluator \_\_\_\_\_ who will conduct the evaluation period.

Ask "Ah" counter \_\_\_\_\_ for report.

Ask grammarian \_\_\_\_\_ for report.

Call on vote counter \_\_\_\_\_ for results of balloting of top speaker, most improved speaker, and best table topic speaker. Present awards to winners. If desired, thank those who have made the program successful. Then return the gavel and control of the meeting to the president.