

# The Toastmaster

The Toastmaster of the meeting has the key role in the success of the meeting. The primary duty of the Toastmaster is to ensure a well-run, up-beat meeting and act as a genial host to smooth the transition between program participants. You'll work on the art of introductions and lectern etiquette.



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## **Before the Meeting**

- Select a theme for the meeting (check with the Educational Vice President to determine if a theme has already been planned). The theme introduction should take no more than a couple of minutes.
- Contact program participants early (several days before the meeting). If substitutes are needed, this will provide time to find them. Also, some participants may have forgotten they are on the program. Early contact gives participants time to prepare.
  - Table Topics Master
  - General Evaluator  
(Remind General Evaluator to contact Timer, Ahh Counter, Grammarian, Vote Master and Evaluators.)
  - Speakers  
(If anyone indicates they cannot fulfill their role, remind them that it would be helpful if they would find a replacement. Alert the Educational Vice President of any vacancies and assist, if necessary, in recruiting substitutes.)
- Focus on key program participants: Speakers and Table Topics. These roles require more preparation. It is typically easy to recruit substitutes at the meeting for the other roles.
- Let the Table Topics Master and General Evaluator know what the theme is. Ideally, everyone should follow the same theme throughout the meeting (except for the speakers).
- Get whatever information you need from your Speakers so that you may properly introduce them. (See "Speaker Information Sheet.")

Remember that it is your meeting! How smoothly and professionally the meeting goes will be a function of how much time and effort you have put into planning. A poorly planned meeting always looks it. A job well done does not happen by accident. Be encouraging and supportive to those who will be on your program. Get them enthusiastic about their roles and it will make for an enthusiastic meeting for all. Use your theme as a vehicle for introducing them. Above all, don't forget to have fun!

## **At the Meeting**

- Arrive early.
- In conjunction with the Educational Vice President, check the agenda with participants that arrive. Give any changes to the President, who will announce the changes at the opening of the meeting.
- Take a seat near the lectern.
- When the President turns control of the meeting over to you, move to the lectern and shake the President's hand. Now you are in charge of the meeting.
- For an outline to use in the meeting, follow guidelines included in the "Toastmaster Checklist."
- You lead applause:
  - AFTER functionaries have explained their duties
  - After introducing the Table Topics Master and General Evaluator, and after they have concluded
  - After introducing a speaker, and after the speaker concludes.
- Practice lectern etiquette.
- If the Table Topics master or General Evaluator forgets to call for timers report or for votes, YOU call for timers report and remind the audience to vote for their favorite table topic response or evaluator.
- Plan to return control to the President by specified time. Thank everyone for their participation. Gratitude is the attitude!

## Toastmaster Checklist

### 1. Introduction

- Make opening remarks.
- Introduce Theme.
- Explain meeting format
  - Table Topics
  - Prepared Speeches
  - Evaluations.

### 2. Introduce Functionaries (lead applause AFTER functionary has explained duty)

- Ahh Counter
- Grammarian/Word of Day
- Timer Keeper
- General Evaluator
- Vote Counter.

### 3. Table Topics

- Introduce Table Topics Master.

### 4. Prepared Speeches

- Make introductions (See Toastmaster guidelines on "Introductions").
- LEAD THE APPLAUSE until the speaker reaches the lectern, and shake the speakers hand.
- At the end of each speech, lead the applause and offer a brief word of appreciation. Your function in this step is to bridge the gap between presentations and maintain the interest of the audience.
- Remind audience to complete evaluation sheets or comment slips.
- Thank each speaker after they've spoken.
- Call for Timer Keeper's report at the conclusion of all speeches.
- Ask audience to vote and pass ballot to vote counter.

### 5. Evaluations

- Introduce General Evaluator.

### 6. Wrap-Up

- Call for awards master.
- Give closing statement.
- Return control to the President.

## Toastmaster Guidelines - Speaker Introductions

### 1. Before meeting obtain the:

- ❑ Name of speaker
- ❑ Speech title
- ❑ Speech length (5-7 min?)
- ❑ Speech number/manual
- ❑ Speech objectives.
  
- ❑ Prepare introduction remarks. Some ideas might include:
  - How long as person been with the Club?
  - Where does speaker work on campus? Doing What. For how long?
  - How long has speaker been with UCLA?
  - Hobbies? Vacation plans? Favorite pets? Favorite movies, etc...
  - Why did the speaker join Toastmasters?

### 2. At the meeting:

- ❑ Give introductory remarks.

*“Our next speaker likes music, cars, and plants. She has been with Toastmasters for 10 years, and is a Charter member of our club...”*

- ❑ Give Speech number and manual:

*“She is speaking from the Basic Manual, Speech No. 2, Speaking with Sincerity”*

- ❑ Give Objectives:

*“The objective of the speech is to convince the audience of a subject she feels very strongly about...”*

- ❑ Give speech length: *“This speech is five to seven minutes long.”*

- ❑ Give title of the Speech: *“The title of the speech is, Vote to Vote!”*

- ❑ NOW say the person’s name, slowly and with emphasis and pride, and lead applause as speaker approaches the lectern. (Always save persons name until last. It clues the audience when to clap, and when the speaker should approach.

*“Won’t you join me in welcoming to the lectern, Ms. J-o-a-n...Murphy!”*