

Toastmaster

The Toastmaster of the meeting is the overall host, introducing all the items and linking them together

Tasks Done	✓
Study the agenda and send an email to the VPE if any roles are unfilled.	
If you are setting a theme for the meeting, it should be appropriate and add value to the meeting.	
If a theme has been set, contact all members taking a role at the meeting (apart from Table Topics speakers) asking them to answer a question related to your theme, which you will use when introducing them. For example, if your theme is based on leadership, your question may be "who do you consider to be a great leader and why?"	
Let the Grammarian and Table Topics Master know your theme in advance. They would ideally choose the word of the day and design Table Topic questions according to the theme.	
Prepare some remarks for the start and end of the meeting and for in between each meeting section.	
During the meeting	
Arrive early at the meeting to check all the functionaries have arrived and that they understand their role. If anyone is missing speak with the President or VPE.	
It is your responsibility that the meeting starts and finishes on time so you may need to shorten the break or the Table Topics session as required.	
Start the meeting with energy and decisiveness. The audience want you to be in charge.	
Provide housekeeping information on whether there is an expected fire drill, where to assemble in case of a fire, the location of toilets, and the need to keep phones in silent mode.	
In your introduction, explain the different parts of the meeting based on the agenda.	
Announce any agenda changes and remind attendees to mute their phones.	
Try to use small cards/notes rather than holding the agenda in your hands unless explaining the meeting. Ideally you would have one small card for each item you are introducing.	
Explain the significance of handing over control of the stage to another presenter using a handshake.	
Lead the applause after introducing a speaker or functionary. Remain standing and shake hands with the member to signify that the control of the meeting is being handed over to them.	
When the member has finished speaking again lead the applause. Then stand up and shake the hands with them to signify that control of the meeting is being returned to you	
Remember to cover all the items on the agenda as the meeting progresses. Items that are easy to miss are: <ul style="list-style-type: none"> • <i>Inviting timekeepers to do their reports</i> • <i>Inviting the speech evaluators to read out the speech objectives before introducing the speakers or reading them yourself.</i> • <i>Inviting attendees to provide feedback after each prepared speech.</i> • <i>Inviting people to vote for best speaker, best Evaluator or best Table Topic.</i> <p><i>Note: Votes are not held if there are fewer than three speakers/evaluators</i></p>	