

Confident Speakers Toastmasters Club 4199

Toastmaster Roles and Responsibilities

Critical responsibilities

- 1. Pick a Theme and Word of the Day for the meeting then send this to the Vice President Education and Topic Master**
- 2. Print out the Word of the Day in very large type to be taped to the lectern**
- 3. Email speakers about their title, introduction and Pathways project**
- 4. Before meeting, verify everyone on the agenda is present and ask members to fill in if there are unfilled roles**
- 5. Manage the meeting. Use the Checklist to make sure you've got everything covered**

Here is a brief summary of what a Toastmaster does at Club 4199 (it can vary by club):

1. The Toastmaster manages the entire meeting so everything is done that is supposed to be done and the meeting stays on time.
2. As the master of ceremonies of the evening, the Toastmaster sets the tone for the evening by briefly talking about the Theme and getting people excited about the meeting.
3. If there are any guest present, the Toastmaster takes a moment to explain how the meeting works.
4. Then the Toastmaster ask the Time Keeper, Vote Counter and Ahh Counter / Grammarian to explain their roles.
5. The Toastmasters introduces the speakers. You should email each speaker to ask them for their introduction. Sometimes you get this and sometimes you don't. If you don't then you have to get it at the meeting. You need their project, their title and something briefly about them. The introduction prepares the audience to be receptive to the speaker.
6. After the speakers finish, the Toastmaster ask for the Time Keepers report and then, for those speakers that qualify, ask everyone to vote for best speaker.
7. Then the Toastmaster introduces the Table Topics Master. Pay attention to the time in case the Table Topics Master isn't so that the last speaker is called by no later than 7:30 pm.
8. If the Table Topics Master forgets to ask for the Time Keeper report, Word of the Day report and vote, you should do this before introducing the General Evaluator.
9. When the Table Topics Master returns control of the meeting to the Toastmaster, you may elect to add something additional about the Theme if time permits. Then you introduce the General Evaluator.
10. When the General Evaluator returns control to you, you then give out the awards for Best Table Topics Speaker, Best Evaluator, Best Speaker and, if an ice breaker has been given, the Ice Breaker Ribbon.
11. You return control of the meeting to the President.

Before the meeting, the Toastmaster looks to see that all the participants shown on the agenda are present. If not, then last minute changes need to be done by asking someone to perform a role. You normally would work with the Vice President of Education to do this.