

Toastmaster

As Toastmaster, you are responsible for making the speakers feel welcome and for providing a bridge between speakers.

Before the Meeting

Before the meeting, contact each speaker to gather information for your introductions. Also contact the General Evaluator to prepare for the introduction and to advise the General Evaluator what project each speaker is working on.

During the Meeting

1. Explain the purpose of the Prepared Speeches section of the meeting. Your explanation should include the fact that there are a number of different manuals that speakers may be using. Also, briefly explain your role as Toastmaster which is to introduce the speakers and provide a bridge between the speakers.
2. Introduce first speaker, telling the club the project, the objectives of the project, the title, the time of the speech and some information about the speaker. If you prefer, you may advise the Timer when each speaker would like the lights and not announce this during the introduction.
3. Ask the club to join you in welcoming the speaker. Also, be sure to remain at the lectern until the speaker arrives and welcome the speaker with a handshake.
4. After the first speaker is done, encourage all members to provide their own evaluation to the speakers using the designated portion of the ballot. Ask the timer to time a minute of silence.
5. Provide a bridge between speakers by commenting on the previous speech in some manner and, if possible, use this comment to lead you into your introduction of the next speaker.
6. Introduce second speaker, telling the club the project, the objectives of the project, the title, the time of the speech and some information about the speaker. If you prefer, you may advise the Timer when each speaker would like the lights and not announce this during your introduction.
7. After the second speaker is done, encourage all members to provide their own evaluation to the speakers using the designated portion of the ballot. Tell the timer to time a minute of silence.
8. Ask the club to join you in welcoming the speaker. Also, be sure to remain at the lectern until the speaker arrives and welcome the speaker with a handshake.
9. When all speeches are finished, ask the Timer to report on each speaker's time.
10. Call for the vote for the best speaker. Instruct the members on the criteria for the vote which would normally be the speaker who best met the objectives of the project.
11. Introduce the General Evaluator of the meeting. This should be a proper introduction of the General Evaluator.