



**WHERE LEADERS ARE MADE**

## **Role Description: *Toastmaster of the Evening (TME)***

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**Taking on this role improves organizational skills, time management skills and public speaking skills**

The Toastmaster is a meeting's director and host. A member typically will not be assigned this role until they are thoroughly familiar with the club and its procedures.

**As Toastmaster, you always lead the applause and shake hands with those coming on and leaving the stage. Follow the agenda as an outline. Be prepared to fill any gap.**

Your duties as *Toastmaster of the Evening*:

- Acquire a meeting agenda from your Vice President Education (VPE) through Easy Speak (ES).
- Work with the General Evaluator to ensure all club participants know their roles and responsibilities.
- Introduce speakers during the club meeting, including their speech topic, project title, objectives, delivery time, etc. during your introduction.
- Ensure smooth transitions between speakers during the club meeting

### **Before the meeting**

- Contact scheduled speakers and members assigned meeting roles through ES and at the meeting again to ensure that they are aware of their responsibilities and to obtain speech titles for speakers.
- Remind each program participant to bring his or her Competent Communication and Competent Leadership manuals

### **At the start of the Meeting**

- Make certain each of the following understands his or her duties.
  - Timer
  - Grammarian
  - Ah Counter
  - Table Topics Master
- Check room set-up with SaA Ensure the General Evaluator has assigned evaluators and has the names of all assigned meeting participants
- Have the president announce program changes before calling the meeting to order.



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- Remind SaA to open the meeting on time and remind everyone to turn off their phones

### **When Introduced**

- Acknowledge the president's introduction and recognize your audience.
- Introduce the General Evaluator, (who in turn will introduce his team (timer, grammarian, Ah/Um-Counter, listener (if there is one) and have them explain their roles)
- Lead the applause all the time when someone is presented on stage
- Present the speakers in turn by pronouncing their names and giving a prepared introduction for each of them plus an explanation or their project.
- Before handing a speaker the stage, pronounce name again, lead the applause, express speech title clearly and then again, the name of the speaker. The summarized format is: Speaker's name > Speech Title > Speech Title > Speaker name

### **After all speeches have been given**

- Check time scheduled
- Introduce each speech evaluators by name and lead the applause
- Have them give their evaluations in the sequence of the speeches presented

### **After the speech evaluations:**

- Check time scheduled
- Be prepared to adapt TT to time frame on agenda
- Introduce the Table Topic Master, who will replace you for this part of the meeting. However, keep in mind your continuing responsibility for the course of the meeting
- Check with your timer on time frame, should this issue occur
- Keep scheduled time

### **After Table Topics:**

- Check time scheduled
- Be prepared to adapt reports' duration to time frame on agenda
- Introduce and hand over to the General Evaluator who will conduct the evaluation period; he/she will ask the "evaluation team" to give their reports: the grammarian, Ah/Um-Counter, listener, etc; then
- will give a brief evaluation on the speech evaluators
- evaluate the overall meeting, then
- Ask the timer to give his report
- Thank those who have made the program successful
- Then return the gavel and control of the meeting to the president