

Toastmaster

ELDER GATE TOASTMASTERS CLUB

MEETING GUIDELINES

FUNCTION: **The Toastmaster is responsible for preparing and running the meeting.**

The Toastmaster is totally responsible for every aspect of the evening, before, during and after the meeting. The Toastmaster will be supported by the Vice President Education, a mentor from the committee (if required), and by all the committee members. The Toastmaster should be familiar with all of the Eldergate Meeting Guidelines which define each functionary role as performed in our club.

PREPARATION: **Good preparation is key to a successful meeting, running to plan, and enjoyed, by all.**

Contacting the participants. Using the latest schedule published by the VPE, contact all the participants a week before the meeting to ensure that they will be there to carry out their role. You could send a draft of the agenda (see below) to the participants only. Find alternatives where appropriate with the help of the VPE. You may wish to delegate the responsibility for contacting all the Evaluators, including the Topics Evaluator and Grammarian to the General Evaluator, if so be specific about what you are delegating and when you need the response. If you have any doubts about any participant check the situation again before publishing the agenda, which should go out on the Wednesday or Thursday before the meeting, requesting confirmation of attending or an apology.

Contact the President and VPE to schedule their reports. Check how much time they require for club business.

Ensure the Meeting Secretary has copies of the previous meeting minutes that should have been circulated. You should read them too!

Contact each Speaker to find out their speech number, the title and the timing, Enter in the programme. Ensure they know who their evaluator is.

Contact the Reserve Speaker and inform them of the likelihood of their delivering a speech. Encourage them to be ready to deliver a speech at short notice. If the Reserve Speaker becomes an actual speaker, or is unavailable; appoint a new Reserve Speaker in conjunction with the VPE. Reserve speakers should be acknowledged in the agenda, particularly if speaking

Contact the Topics Master to discuss the theme and the topics subject, and the number of Topics Speakers depending on the time available.

Ensure the Sergeant at Arms will attend in time to set up the meeting and have the paperwork, equipment, and awards ready. At the same time, ensure any special requirements for equipment, etc. will be handled by the S@A

Toastmaster

If not delegated to the General Evaluator, contact all the Speech and Topics Evaluators, and the Grammarian and remind them to prepare a word for the day, including an explanation and example if possible.

The following is an extract from the General Evaluators role concerning planning:

Using the LATEST published agenda, familiarise yourself with the structure of the meeting which may vary from time to time. You should also be familiar with all the Eldergate Meeting Guidelines, which define each functionary role as performed in our club. Read the evaluation notes for the speeches to be given. Familiarise yourself with the booklet "Effective Speech Evaluation"

If requested by the Toastmaster: contact all the Speech Evaluators, and remind them to prepare for their evaluation and contact their speakers up to a week before the speech is due.

Contact the Topics Evaluator to ensure (s)he will attend and be prepared, finally contact the Grammarian and remind them to prepare a word for the day, including an explanation and example if possible. Confirm with the Toastmaster, giving any changes etc.

Preparation of the Agenda. Using the Standard Template, update and amend the agenda as appropriate, ensuring all names have been contacted and verified, including the standard roles. Plan the timing of the meeting carefully and adjust the times and lights as appropriate. Aim to circulate this by the Thursday before the meeting. Ideally circulate it again over the weekend before the meeting, particularly if there have been any last-minute changes. (It is particularly important that the Meeting Secretary has an up-to-date soft copy of the agenda to use as a template for the minutes). Finally, bring adequate copies of the agenda for members and guests to the meeting.

Preparing Yourself for the Meeting. Read the guidelines for the Toastmaster in the Toastmaster manual. Prepare your introduction, an introduction for each speaker and linking items to provide continuity for the meeting. Be prepared for guests and any special items. Only explain: officials, lights procedures etc if there are guests, and keep it brief, most information is in the new information for guests, which you should draw their attention to. (Your initial lights will be reduced by 1 minute if there are no guests to 1, 2, 3 m.) You may have to cut your time if the meeting is running late. It is a major part of your role to keep the meeting on schedule.

Finally, remember that your mentor, the VPE and the committee are all available to help you. If you are having difficulty contact them at the earliest possible date.

On the day of the meeting, bring your notes etc. (see page 3) and the prepared agenda. Remember to allow 1 minute for feedback after each speech and evaluator including the General Evaluator. The timekeeper should time these for you by turning the green light on at the start of the minute and off at the end, when your time starts.

After the meeting, ensure the Meeting Secretary circulates the minutes. This should be done the same week as the meeting.

Toastmaster

AT THE MEETING:

Arrive several minutes early and liaise with the EVP/President on any late changes.

Where possible, ensure that any equipment is set up in advance with the Sergeant at Arms - be ready to assist with equipment during the meeting. Check that the Grammarian, the Timekeeper, S@A, and the President are ready to start the meeting on time.

- 1) After your introduction by the Chairman, make a brief introductory address (for the benefit of guests- if any are present; mention the purpose of the set speech programme, explain the agenda, lights, votes etc.), note any last minute changes to the agenda. Ask the Grammarian to introduce the Word of the Day.
- 2) Introduce the Topics Session and the Topics Master
- 3) Introduce the Formal Speech session. Explain the feedback slips & 1 minute to complete them, and that there will be a vote for the Best Speaker and the Most Humorous.
For each speaker:
 - Give your prepared introduction of the evaluator
 - Greet the evaluator/speaker
 - Thank the speaker on completion of the speech
 - Ask audience to complete feedback slips (allow 1 Minute)
 - Introduce the next Speaker/itemThe “prepared speeches” section will occasionally include an education speech which does not require evaluation, other than by the General Evaluator.
- 4) On completion of the prepared speeches, explain the voting procedure and call for the timekeeper’s report; organise somebody (Usually the S@A,) to collect the votes and pass the result to the President.
Be prepared to say something, if necessary, while this is done.
- 5) Announce the break
- 6) After the break; introduce the Evaluation Session and the General Evaluator (if not done by the [S@A](#)). Your job now is to assist the General Evaluator.
For each evaluator:
 - Give your prepared introduction
 - Greet the evaluator
 - Thank the evaluator on completion of the evaluation
 - Ask audience to complete feedback slips (allow 1 Minute)
 - Introduce the next Speaker/item
- 7) On completion of the speech evaluations, (If the General evaluator has not done so, explain the voting procedure) call for the timekeeper’s report and for the votes; organise somebody (Usually the S@A,) to collect the votes and pass the result to the President. Be prepared to say something, if necessary, while this is done.
- 8) Introduce the General Evaluator to evaluate the evaluators and then the meeting as a whole.
- 9) Thank the General Evaluator, call 1 minute to give feedback to the General Evaluator. Finally call for the Humour vote, and hand back to the President.

Toastmaster

10) Throughout the meeting, the Toastmaster must keep the meeting on schedule and link the items. The Toastmaster may need to cover any item missed by another official in an unobtrusive manner.

NOTES AND TIPS

- The meeting is enriched if your introductions are interesting, informative and help the audience “get to know” the speakers/evaluators a little better.

- Typically, the introductions should include:

For the Topics speaker:

Speakers name
Summary of Speaker’s general background
Summary of speaking achievements
Objectives of the Topics session
Speakers name

For evaluators:

Evaluators name
Summary of evaluator’s general background/achievements
Evaluators name

- DO use the LATEST published agenda as a checklist - it contains the running order together with all timing information.

Even the pilot of Concorde uses a checklist.

- It is not necessary to announce timings as these are included in the programme.

- A vote for best speaker and best evaluator is conducted where shown on the programme.

Votes are usually cast on standard voting slips but any piece of paper is acceptable.

Remember to mention that the topics evaluator is to be included in the vote for best evaluator.

- Always greet each speaker/evaluator with a handshake and lead the applause - do the same on completion of the speech/evaluation.