

TOASTMASTER RESPONSIBILITIES

Items in italics can be spoken

I. DAY OF THE MEETING: Arrive 15 minutes early in order to:

Obtain data sheets from speakers:

- Name of speaker
- Title of speech
- Pathways – Level - Project
- Speech objectives
- Timing requirement
- Speaker's background

Please note the items in red are not implemented for this club

Thank you, madam president. Welcome fellow Toastmasters and most honored guests. I am your Toastmaster of the day; my role is to ensure the meeting runs smoothly and on time. Our meetings are broken up into 3 parts:

- *Formal speeches*
- *Table topics*
- *Evaluation of the speeches*

There are several people that help ensure our meetings run smoothly. Yyyyy can you please explain your role as:

- "Ah" Counter: _____
- Timer: _____
- **Vote Counter:** _____
- Body-Language Monitor: _____
- Grammarian: _____

Thank you all for your help. Let's jump right into our formal speeches. _____ (timer) can you please explain the timing requirements for a ___ to ___ minute speech?

Our first speaker is:

Speaker's name: _____

Path: _____

Level: _____

Project: _____

Title: _____

Speech objectives _____

Time requirement _____

Speaker's background _____

That was wonderful, thank you. _____ (timer) can you please explain the timing requirements for a ___ to ___ minute speech?

Our second speaker is:

Speaker's name: _____

Path: _____

Level: _____

Project: _____

Title: _____

Speech objectives _____

Time requirement _____

Speaker's background _____

That was wonderful, thank you. _____ (timer) can you please explain the timing requirements for a ___ to ___ minute speech?

Our third/next speaker is:

Speaker's name: _____

Path: _____

Level: _____

Project: _____

Title: _____

Speech objectives _____

Time requirement _____

Speaker's background _____

*Didn't you enjoy these speeches? _____ timer, can you please tell us how our speakers did. **Great, please vote for _____, _____ or _____ as your (favorite or most improved pick one) speaker.** The next part of our meeting is Table Topics, this is always such fun when you have the opportunity to prepare a 1 minute speech on the fly. Please welcome our Table Topics master*

Table Topics Master

It is now time for our formal evaluations. Please welcome our General Evaluator

General Evaluator

Thank you General Evaluator _____ . *It is now time to find out our winners of the day.*

Best table topics: _____

Most improved speaker: _____

Best Evaluator: _____

I hope you enjoyed the meeting as much as I did. That concludes my responsibilities as your Toastmaster of the Day. Please welcome our President _____