

When You are the Toastmaster of the Day

Objectives

- Acts as a genial host and creates a pleasant atmosphere.
- Conducts the entire educational portion of the program.
- Enthusiastically introduces the speakers and other participants.

Before the Meeting

Toastmaster of the Day requires the most preparation of all the meeting roles. Responsibilities include the following items.

- Sets the theme of the meeting (consider recent events, holidays, and things you enjoy).
- Prepares the meeting agenda and emails it to membership for role confirmation.
- Contacts the speakers for their speech title, manual projects (manual name and speech number), time needed, and speaker introduction information (hobbies, jobs, family, and etc.)

Note: Two or three sentences from the speaker for how he/she would like to be introduced to audience.

- Request the “Word of the Day” from the Grammarian.
- Contacts the other meeting participants to request confirmation of role.
- Prepares introductions for each Speaker.
- Prepares remarks which can be used to bridge the gaps between program segments. This helps to eliminate awkward periods of silence.
- Brings an adequate number of agendas to the meeting for distribution.

Upon Arrival of Meeting

- Checks with the Speakers for any last minute changes.
- Reserves seat for himself/herself near the lectern.

- Distributes meeting agendas.
- Find last-minute role replacements.

During the Meeting

- Presides with sincerity, energy and decisiveness, making the audience feel comfortable and that all is proceeding as planned.
- Leads applause before and after each prepared Speaker, Table Topics, and Evaluator.
- Remains standing near the lectern after introducing each Speaker until the Speaker has acknowledged him/her and assumed control of the meeting, then takes a seat.
- Introduces each meeting segment and the person who controls that meeting segment, i.e., Table Topics Master, Speakers, Evaluators, and Presiding Officer.
- Requests votes when required.
- Awards the ribbons, trophies, or buttons.
- Reintroduces the Presiding Officer, who assumes control of the meeting.

After the Meeting

- Relax.

Samples

The following samples will help you through your first time as Toastmaster of the Day.

Accepting Control of Meeting

"Thank you, Mr. President. I am pleased to be Toastmaster of the Day. Our theme today is, "Graduation Day." At this time of the year, colleges, high schools, and even the primary grades may have a celebration to honor everyone moving to the next level in their life. With the help of the Grammarian and the Table Topics Master, I am sure we will be keeping the theme in mind and have fun during our meeting. I am looking forward to having an outstanding club meeting today.

Assistants Introduction

The first part of today's meeting is the introduction of our assistants. With the help of the assistants we improve our communication skills. Let us hear from each of our assistants to learn how they will help us today.

Since we have a full schedule today, I ask that we hold our applause until all assistants have been introduced.

After the introductions . . .

Let's give all assistants a round of applause.

Speakers' Introduction

A major part of any Toastmasters' meeting is the prepared speeches. During this portion of the meeting our speakers will present speeches they have prepared to meet specific objectives as given in their speech manuals.

Our first speaker today is, Jane Doe. Jane will be presenting speech 5 from the C&L or Communication and Leadership Manual. Let's hear Jane's objectives from her evaluator, Sam Smith.

After the objectives

Say thank you to evaluator and provide a short introduction of speaker from the information provided. If no introduction was provided by speaker, then state title of speech, speaker's name, speaker's name and title of speech.

Thank You to Speakers

Thank you, Jane Doe for your interesting speech. Our next speaker is .

Note: Take care to avoid prejudicing the audience between speakers, give same level of comments after each speech.

Assistants' Report Request

May we have the Timer's report for our prepared speakers today?

Note: Repeat for each meeting segment, replacing speakers with applicable meeting segment.

Keys to Success

Be prepared for your speaking opportunities. Use sample wording provided as a guideline, but don't read it word for word. This will ensure that your introduction and report are

- concise so that the meeting stays on schedule and
- clear so that our guests understand what is going on.

Understand that your role is to serve as emcee for the meeting. Your comments should be appropriate to set the tone, but not lengthy. You are not there to deliver a speech: you are there to set the stage for the speakers and keep things running smoothly.