

Toastmaster Role Script for Gettin' Toasty

Toastmasters Club #147

The role of Toastmaster is generally reserved for members who are quite familiar with the club and its procedures. Serving as Toastmaster is an excellent way to practice planning, preparation, organization, time management, facilitation, motivation, and team-building skills as you strive to make the meeting one of the club's best.

The main duty of the Toastmaster is to run the meeting and make sure that the meeting goes smoothly and seamlessly. The President at Club #147 typically opens and closes the meeting as well as handles any business in the middle for the club, but the Toastmaster is running the heart of the meeting.

The role of Toastmaster is an opportunity to be charming and develop your M.C. and hosting skills (but be sure to pay attention to the timeline). The meeting should move along swiftly and on time, as you add lightness and fun along the way. It's also an opportunity to express your style and personality from the front of the room.

The Toastmaster's key responsibility is to coordinate and conduct the main body of the meeting, introduce participants, and act as a genial host. As Toastmaster, you set the tone for the meeting throughout. If any problems or glitches arise, you should handle it transparently and with grace. Remember, we're all a club and everything is okay! Be sure to stick to the timeline so we end promptly at 9:00 pm.

Toastmasters International (TMI) recommends to have a theme for the meeting, however this is not something that #147 has practiced, so it is optional. If you are taking on a theme, you can communicate it to the Table Topics Master to let them know what the theme is so they can create their questions around the theme.

BEFORE THE MEETING STARTS

Upon arrival at the meeting, review the agenda and make sure all roles are filled. If you look at the agenda and see that any of the key spots need to be filled in, check with the President and/or the VPE to see if they were filled in after the agenda copies were printed. If they have not, it's your responsibility to go around and find someone to fill those roles. Also, when checking with the President/VPE, ask if there have been any changes you should know about.

The roles that must be filled in:

- Sergeant at Arms
- Opening Thought

- Presiding Officer
- Toastmaster
- Table Topics Master
- Ah Counter/Grammarians
- Timer/Ballot Counter
- Speakers
- General Evaluator
- Number of Evaluators equal to Speakers

Get the Winners' Ribbons for later in the meeting from the Sergeant at Arms.

Check with the speakers to get their printed introductions and address any last-minute changes. Sit near the front of the room for quick movement to the lectern.

Throughout the meeting, stay alert and ready to go back up as one section ends. As a section is winding down, you can even choose to walk up unobtrusively and stand in the wings waiting for the current speaker to finish.

DURING THE MEETING

At Club #147, the Toastmaster is brought up after the President welcomes the guests and invites them to introduce themselves. The script that follows is a guideline for learning the role, but may be varied as you desire and as you see fit.

Once you are brought to the front, introduce yourself and say what your role is as Toastmaster for the evening -- something like:

Thank you, Madame/Mister Present. My name is _____ and I will be your Toastmaster tonight. We have a fantastic meeting in store for you. We're very excited to have our guests here, so let me also welcome you. It's my job to keep things running smoothly and on time and make sure you get what you came for. As you know, Toastmasters is where we come to develop our speaking skills and leadership skills. And with the new Pathways program, there are many other skills you can develop through a variety of paths. Throughout the evening, you'll be seeing a variety of members come up to speak in various roles. We also have two roles who are going to give us feedback on our speaking to help us develop our skills.

At this time, I'd like to give them an opportunity to introduce themselves and tell us what they will be doing. Can I have _____, our Ah Counter / Grammarsian, introduce yourself and tell us about how you'll be helping us.

Thank you, _____. Now another very important role, is our Timer and Ballot Counter. _____ is our Timer and Ballot Counter this evening, so _____, can you please tell us how you'll be assisting us?

Feel free to clarify anything for the audience if you feel it's was not completely clear. Or you may ask the Table Topics Master to clarify the timing if you wish.

After the Timer and Ah Counter have been introduced, you can then bring up the Table Topics Master.

TABLE TOPICS PROGRAM

Introduce the Table Topics Master as you would any speaker. Make them sound great!

At the conclusion of the Table Topics Program, if the Topics Master has not done so or if you feel it was not clear enough for members, request the timer's report to see if anyone has been disqualified based on time. Once that's is clear, ask everyone to vote and send the votes to the Ballot Counter. Pause for a moment while they do that before moving to the next section.

SPEAKERS PROGRAM

Each Prepared Speech Speaker is responsible for providing you with their introduction prior to the start of the meeting.

When you arrive at the meeting, meet briefly with each speaker to get their intro and speech details. Confirm the speaker's speech **title, project number, time allotment, speech intention**, and their actual introduction. Read each introduction in advance to make sure they are clear and that you can read their writing. Try to read it a few times so you can be smooth when introducing them.

When it is time, you will introduce each speaker. As the person Toastmaster giving the introduction, it is a great practice to help them establish credibility and make them sound as amazing as possible -- but do so authentically.

You'll do this for each speaker. You can add anything you want to the introduction to make them sound great. You can also make whatever they have written your own. You don't have to read it exactly as written.

Some Toastmasters use the convention of saying, " _____ would like to be introduced as follows." While this is acceptable, it makes the speaker sound much better if you read the introduction as if a third party (or you) wrote it. Of course, club members know the speaker wrote it anyway.

At the conclusion of the Speaker's Program, request the timer's report to see if anyone has been disqualified based on time. Once that's is clear, ask everyone to vote and send the votes to the Ballot Counter. Pause for a moment while they do that before moving to the next section..

EVALUATION SECTION

Before this section starts, check your time. This section should start no later than 8:30 to 8:35, allowing for 3 to 4 minutes for each of 3 evaluators and the time to introduce and bring them up. And 5 minutes for the general evaluation. Depending on how the evening has gone time-wise and whether there are 1, 2, or 3 speaker and evaluators, you can clue the General Evaluator in if they need to move quickly.

Introduce the General Evaluator as you would any speaker. They are responsible for introducing other members of the evaluation team.

At the conclusion of the Evaluation Section, if the General Evaluator has not done so or if you feel it was not clear enough for members, request the timer's report to see if any of the Evaluators have been disqualified based on time. Once that's is clear, ask everyone to vote for Best Evaluator and send the votes to the Ballot Counter. Pause for a moment while they do that before moving to the next section.

REPORTS & AWARDS

Thank the General Evaluator. Feel free to complement then or any of the evaluators and make any comments to support a smooth transition.

At this point, it's time to ask for reports.

- Ask the Ah Counter and Grammarian first.
- Then ask for the Ballot Counter to announce the winners of Table Topics, Evaluations, and Speakers. If there are special events such as Debate, you can also announce that winner.
- As winners are announced for the main sections, pass out the ribbons. Also give a ribbon to any New Members.
- Thank the members/audience for full participation and making the meeting great, then bring the Club President back up to wrap up the meeting.

IMPORTANT TIPS

- As you go to the lectern after each section, shake the hand of the retiring speaker. If you cross paths as they return to their seat, you should pass in front of them after shaking hands and moving to the lectern. Always, the new person going to speak

should be in front and the other person go behind. So likewise, when you bring the next person up, you should pass behind them when leaving the stage area.

- After a speaker or Role Master finishes speaking at the front and you go back up -- and shake hands -- Once at the lectern, thank them by name, feel free to make a short comment about the section, and then move to the next order of business
- As the meeting moves along, you may make remarks to bridge the gaps between program sections. It's a great opportunity to express your style and personality.
- Preside with sincerity, energy, enthusiasm, and decisiveness. Strive to begin and end the meeting on time. You may have to make adjustments to the schedule during the meeting to accomplish this task.
- STICKING TO THE SCHEDULE: Ensure each part of the meeting adheres to the established schedule. At TM #147, speakers, evaluators, and the General Evaluator should be finished by 8:45 PM to allow time for finishing properly and on time.
- Lead the applause before and after the Table Topics session, each prepared speech, and the General Evaluator's remarks.
- After you introduce each speaker, remain near the lectern until they arrive and you shake their hand. Once the speaker takes their place, return to your seat.

While votes are tallied, invite comments from guests and make announcements. Present awards. Request the thought for the day if your club has one. Adjourn the meeting.