

Toastmaster Role (Toastmaster of the day)

Responsibility: Host the meeting, conduct the program, introduce the speakers; create an atmosphere of interest, expectation and receptivity; keep the meeting running on time.

- Well before the Meeting:
 - Set the theme and tone of the meeting
 - Contact the speakers and ask for:
 - Speech Title
 - Speech Path and Project names
 - Time range of speech
 - A short introduction to their speech for you to read.
 - Remind them to send their Project Evaluation Form to their evaluator
 - Assist VPE in soliciting for unfilled roles.
 - Prepare the agenda for the meeting (using current template.)
 - In Person: Make copies for all members and extras for guests
 - For Zoom: Send agenda to the Zoom Host to distribute with the meeting link
 - Prepare introductions for Speakers, Table Topics Master, and General Evaluator
 - Prepare remarks for opening and to bridge any gaps between program segments
 - For the edification of guests and new Toastmasters, explain each section of the meeting
- When You Enter the Room:
 - Arrive early to handle any last minute details. These might include:
 - Filling any roles that may still need to be filled
 - Check with speakers for any last minute changes
 - Sit in front of room for easy access to lectern, or be ready to Unmute!
- During the Meeting:
 - Preside with sincerity, decisiveness, and enthusiastic energy
 - Lead applause before and after each meeting segment
 - For your introductions when in person: Remain standing near the lectern after intro until acknowledged and speaker has assumed control.
 - After you are introduced, the flow of the evening will be as follows:
 - Give opening remarks regarding your theme
 - Introduce each Speaker
 - Invite members and guests to write a personal evaluation (for Zoom they can use private chat.)
 - Ask for one minute from the timer after each Speaker, two minutes after the last speaker (for the personal evaluations.)
 - Ask the members and guests to fill their ballot for Best Speaker, or on Zoom ask the SAA to start the polling for Best Speaker. If one of the speakers did their Ice Breaker, they are not included in the voting.
 - Introduce the Table Topics Master – Help keep the TT Master from going over time.

- Ask the members and guest to fill their ballot for Best Table Topic, or on Zoom ask the SAA to start the polling for Best Table Topic.
- Introduce the General Evaluator – GE will call for ballots for Best Evaluator and Most Improved
- Announce and hand out awards to Best Speaker, Evaluator, TT and Most Improved Speaker (the SAA will give you the certificates, or on Zoom the SAA will private chat you.)
- Thank everyone who took a role and return control to the Presiding Officer