

# CHAIRPERSON

An official responsible for making formal announcements at large social events.

The Toastmaster is the meeting's director and host. You won't usually be assigned this role until you are thoroughly familiar with Earth Aware Toastmasters and its procedures. Remember that performing as Toastmaster is one of the most valuable experiences in your club work. The assignment requires careful preparation in order to make your meeting one of Earth Aware Toastmasters's best.

## PRIOR TO THE MEETING

- The VP of Education assigns roles in advance and will email you the roles and speakers for your meeting. During the announcements of the meeting prior to the one you are hosting make an announcement of who is doing the roles and your speakers for the next week.
- You are tasked with contacting and confirming the presence of the Table Topic Master and the Table Topic Evaluator, as well as ANY club member that does not communicate by email (i.e. by phone), so that they are made aware of any roles they may have and of the meeting's theme.
- The Sergeant-at-Arms (SAA) is tasked with contacting and confirming the presence of the General Evaluator, Grammarian, Ah Counter, and Timer. The SAA must then let you know that all roles have been confirmed/filled. You can work with the SAA to fill roles that change.
- Speakers are tasked with contacting you and their evaluator, and providing their (1) speech title, (2) speech project, and (3) short bio about themselves. These are used by you to introduce speakers to the audience, and to help evaluators focus their feedback.
- As this is your meeting, you may need to follow with the above to make sure everything is done accordingly. Be extra prepared now to enjoy the meeting later under much less stress!

## ON MEETING DAY

- Show up at 6:30pm. You'll need time to make sure the stage is set and everything is in place for a successful meeting.
- Make sure the Sergeant-at-Arms has spoken to the General Evaluator, Grammarian, Ah Counter, and Timer, and reminded them of their responsibilities.
- Prepare introductions for each Speaker. A proper introduction is an important element to the success of the Speaker's presentation.
- It is also important to prepare remarks which can be used to bridge gaps between program segments. You may never use them, but you should always be prepared to avoid possible awkward periods of silence.

## DURING THE MEETING

- Sit at the front of the room, in the audience so the speakers don't have to turn to look at you, and instead can just focus on the audience.
- Preparation is the key to your success. As the Toastmaster, you'll introduce each speaker. Remember to keep the introductions short and sweet. Begin the meeting with a welcome and introductions of functionaries and guests.
- Exchange handshakes and make eye-contact with those arriving at and leaving the front to show when control passes from the Toastmaster to the speaker and vice versa. Remain standing near the lectern until the Speaker has acknowledged you and assumed control of the meeting; then take your seat.
- You will **lead the applause** before and after every speaker comes to the stage, including Table Topics speakers. It is important to begin the applause the moment the speaker stands up, all the way until they reach the lectern to elevate the energy and encourage the speaker. Clap loud, clap proud, and set the example for the audience!
- After the prepared speeches you invite everyone to help themselves with refreshments. Inform the Sergeant at Arms the time assigned to the break, if your Sergeant was out of the meeting room when you announced it. Let the SAA know the time in which the meeting is supposed to be resumed, and remind him/her to call people to order. When everyone sits down, invite everyone to do a toast. Make sure you speak loud and clear.
- In the second half of the meeting you are responsible to introduce the Table Topic Master. After the Table Topics speeches, you invite everyone to vote for their preferred speaker. Make sure Your Sergeant at Arms passes out ballots and/or pens if any one requires them.
- While votes are being tallied call the Timer/Grammarian/Ah counter for their reports
- Invite General evaluator to give the meeting Evaluation
- Invite comments from guests and announcements from members.
- Introduce the next Toastmaster for the following week. Give time for them to verify next week's program, and calling for role volunteers.
- Adjourn the meeting.

**REMEMBER TO START ON TIME AND FINISH ON TIME-ADJUST TIME ACCORDINGLY USING THE BREAK MINUTES. KEEP THE MEETING RUNNING QUICKLY. IF SPEAKERS ARE SPEAKING TOO LONG, CLAP THEM OFF IF YOUR TIMER HASN'T ALREADY.**

Good luck and most of all have fun!!!