

Toastmaster

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Toastmaster

You are the emcee.

The Toastmaster is a meeting's director and host. You won't usually be assigned this role until you are thoroughly familiar with the club and its procedures. If your club's customs vary from those described here, ask your mentor or the club vice president education (VPE) for pointers well before the meeting.

Begin preparing for your role several days in advance. You can use the [Toastmaster's Check List](#) to help you prepare. You'll need to know who will fill the other meeting roles and if a theme is planned for the meeting. You'll also need an up-to-date meeting agenda. Get this information from your VPE.

Next, contact the general evaluator and make sure you're both working from the same agenda. Ask the general evaluator to call other members of the evaluation team – speech evaluators, Topicsmaster, timer, grammarian, Ah-Counter – and remind them of their responsibilities. Remember, as the director, you're responsible for ensuring all of the meeting's players know their parts and hit their marks.

To help the Topicsmaster, create a list of program participants already assigned a speaking role so he or she can call on others first.

As the Toastmaster, you'll introduce each speaker. If a speaker will not write his or her own introduction, you will write it. Introductions must be brief and before the meeting to ask about:

- Speech topic and title
- Manual and project title
- Assignment objectives
- Speaker's personal objectives
- Delivery time

You need all of these elements to create your introductions. Remember to keep the int

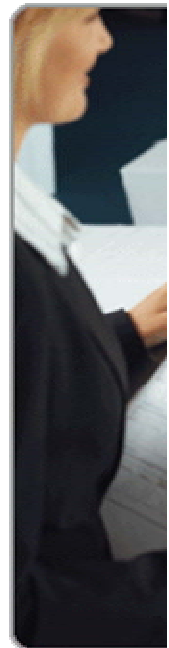
For more information about introductions see [When You're the Introducer](#) (Item 1167E *Speaker Series* module [Creating an Introduction](#) (Item 277).

Of course, you want to avoid awkward interruptions or gaps in meeting flow so your last remarks you can use to make smooth transitions from one portion of the program to another prepared for the possibility of awkward periods of silence.

The Big Show

On meeting day, show up early. You'll need time to make sure the stage is set for a success they arrive to see if they have made any last-minute changes to their speeches – such

You and the speakers will need quick and easy access to the lectern. Direct the speakers to leave a seat open for you near the front.



When it's time to start the program, the club president calls the meeting to order. Some guests or conduct other club business before introducing you.

When you're introduced, the president will wait until you arrive at the lectern before bei the room.)

Pay attention to the time. You are responsible for beginning and ending the meeting or meeting to accomplish this. Make sure each meeting segment adheres to the schedule about Toastmasters' educational program for the benefit of guests and new members l

Introduce the general evaluator as you would any speaker. Remain standing near has assumed control of the lectern, then be seated. The general evaluator will intr

Introduce the Topicsmaster as you would any speaker. Remain standing near the assumed control of the lectern, then be seated.

In some clubs it is customary for the Toastmaster and the person assuming control of i required, but it's sometimes done to help new members recognize when control of the and vice versa.

After the Table Topics session has concluded, most clubs begin the speaking program

You will lead the applause before and after the Table Topics session, each speaker an finished, you return to the lectern so the speaker can be seated and you can begin you

At the conclusion of the speaking program, request the timer's report and vote for the l

Briefly reintroduce the general evaluator.

While votes are being tallied, invite comments from guests and announcements (such

Present trophies or ribbons as practiced by your club.

Request the thought for the day if your club provides for this. Be sure to find out when on this note while others prefer to begin a meeting with this thought in mind.

Adjourn the meeting, or if appropriate, return control to the club president.

Serving as Toastmaster is an excellent way to practice many valuable skills as you stri Preparation is key to your success.

Related Resources

[Member Experience](#)

[Meeting Roles](#)

[Ah-Counter](#)

[Evaluator](#)

[General Evaluator](#)
