

TOASTMASTER

Responsibilities before the meeting

- Determine a theme for your meeting (this is optional)
- Make sure all the meeting roles necessary are filled
- Contact everyone signed up for a role to remind them of their duties and make them aware of your theme (if you chose to have one)
- Plan the meeting agenda – you can conduct the meeting in any order you prefer
- Prepare introductions for the planned speakers (the following are suggestions for introductions, feel free to use any or all of these)
 - Announce speaker's name and job title
 - Explain which speech and its number
 - Note objectives of speech
 - Announce title of speech
- Prepare introductions for other meeting participants as necessary

During the meeting

- The Club Officer presiding over the Business Meeting will introduce you
- Welcome everyone and introduce your theme
- Ask the General Evaluator to explain their role and introduce their team
- Introduce the following participants in the order you prefer. Between each role, you can elaborate on your theme for 1-2 minutes.
 - Introduce the joke master
 - Introduce each planned speaker
 - Introduce each evaluator
 - Introduce the Topic Master
 - If the Topic Master does not, ask for the Time Keeper's Report on who qualified for voting and ask everyone to vote
- Re-introduce the General Evaluator to close the meeting