

Topic Master Role Description

Discuss with Toastmaster the theme for the meeting and timing

- Try to pick topics that fit the day's theme
- Timing will alert you to the number of topics you will need for the meeting.

Select topics that will be used for approximate 2-minute impromptu speeches. Arrange prior to the start of the meeting for someone to count the votes – usually the Sergeant at Arms.

When called upon by the Toastmaster, introduce your theme or topics... why you have chosen these topics.

Introduce one topic at a time, and then call upon a member to speak.

Thank that speaker, then call upon the next speaker and so on until agreed upon number has been completed.

Return control of the meeting back over to the Toastmaster.

Hints on Topics -

- Something in conjunction with Toastmaster's theme
- Current events
- If around a holiday, something related to the holiday
- Memories (favorite vacation, favorite teacher, etc.)

*Also, refer to page 73 and 82-83 of the Communication and Leadership Program Manual.