

Chairman/Toastmaster Assignment Notes

These notes are to help you prepare for your role as Chair/Toastmaster at the next Toastmasters meeting.

A. BEFORE THE MEETING - CONFIRM THAT THE ASSIGNMENTS FOR HEADTABLE AND SPEAKERS TO BE FILLED.

1. Headtable: you must contact (email or call)* the Headtable (Table Topics Master, General Evaluator) early to ensure that they will be present and are aware of their assignments.

Although the headtable should be contacting you if they cannot attend, it is your ultimate responsibility. Arrange substitutes if needed.

2. Set the theme for the meeting. The theme is the Chair's responsibility and should be relayed to the Table Topics Master and General Evaluator.

3. A week or two before the meeting, contact all assigned speakers to confirm that they will be speaking. Ask for their speech assignment number, manual (if the CC or advanced manual), speech objectives, timing, and speech title. Also request some background information and their thoughts on the theme. Prepare the introductions for the speakers using this information. The introduction should include:

- Biographical background information about the speaker
- Thoughts on the the theme
- Speaker's manual assignment and objectives of the speech
- Length of the speech and timing of the lights (green at 5 minutes, yellow at 6 minutes, red at 7 minutes)
- Title of speech

4. Obtain introduction information from the Table Topics Master and the General Evaluator as you will be introducing them for their parts of the meeting (background info and thoughts on the theme).

5. Prepare a short toast to someone famous or infamous - could be related to the theme, or someone in the news. The toast should be 3-5 minutes long

6. Confirm with the General Evaluator if everyone in their section of the meeting has confirmed their role (the GE is responsible for the evaluators, timer, grammarian, quizmaster).

7. Confirm that the vote counter will be attending the meeting and is aware of their assignment.

8. Finalize the agenda with any changes and verify the timing. The meeting is scheduled to run for 2 hours (6:00 pm to 8:00 pm).

- Speakers: usually 5-7 minutes, allow for a couple minutes extra for introductions, applause, and filing in the comment sheets.

- Table Topics: usually 20 minutes
- Education speakers: if scheduled, find out how long their speech will be.
- General Evaluator: usually 20 minutes
- Chair - final comments: usually 10 minutes

B. AT THE MEETING - OPENING THE MEETING & INTRODUCING THE SPEAKERS

1. Sit close to the lectern. You will be getting up and down from the lectern quite frequently.
2. Call the meeting to order using the gavel.
3. Opening Comments/Toast - introduce theme of the day, toast.
4. Introduce headtable
5. Guest Introductions - ask members if they have guests at their table to introduce. Once all guests are introduced, thank the guests for coming, and encourage them to ask questions from any member.
6. Ask the VP of Membership if there are any new members to introduce (you can confirm before the meeting). Not necessarily the formal induction ceremony, but a quick introduction for those who may not be aware.
7. Introduce the Table Topics Master - background information, thoughts on the theme. Hand control of the podium to the Table Topics Master (shake hands, sit down).
*if you notice that the table topics session is running over time, signal to the table topics master to end the session.
**once Table Topics is done, the Table Topics Master should return control of the podium back to you by shaking your hand).
8. If there is an educational speaker - introduce the speaker (educational topic, background info, thoughts on theme, title).
9. Network break - call a network break (10 minutes), identify a time when the meeting will reconvene.
10. Introduce Speakers
 - Biographical background information about the speaker
 - Thoughts on the theme
 - Speaker's manual assignment and objectives of the speech
 - Length of the speech and timing of the lights (e.g. green at 5 minutes, yellow at 6 minutes, red at 7 minutes)
 - Speaker's Name, Title of Speech, Title of Speech, Speaker's Name
11. Before and after each speech, shake hands with the speaker and thank the speaker.
12. Make bridging comments between speeches. Allow for members to fill in the comment

sheets at the table.

13 After all the speeches. Remind everyone to vote for the best speaker.

14. Introduce the General Evaluator (background info and thoughts of theme). Hand control of the meeting to the General Evaluator.

C. AT THE END OF MEETING - CLOSING REMARKS

1. Results of the voting - check with the vote counter if they are done tabulating the results. If not, go ahead with other parts of the closing comments.

2. Next week's assignments: Ask the VP of Education to read the assignments for the next meeting.

3. Invite guests to comment.

4. Free for All - invite members to make other announcements.

5. Final Comments: e.g. I would like to thank our guests for coming to our meeting, please come again and again, we love to have you.

Thank you to my members of the headtable, who helped me run this meeting. I know that all of you have put a lot of work to make this meeting memorable...

I hereby lose meeting #_____ use gavel.

ADJOURN MEETING.