

# WS 832 Toastmaster

## **Responsibility:**

Host of the meeting, conducts the program, introduce the speakers. Creates an atmosphere of interest, expectation and receptivity.

## **Before the Meeting:**

- Sets the theme and tone of the meeting
- Prepare and draft the printed agenda for the meeting
- Contact all participants to verify attendance and understanding of duties
- Prepare introductions for each major role holder and speaker
- Prepare remarks to bridge any gaps between program segments
- For the edification of guests and new Toastmasters, explain each section of the meeting

## **When You Enter the Room:**

- Arrive early to handle any last minute details
- Check with speakers for any last minute changes
- Sit in front of room for easy access to lectern

## **During the Meeting:**

- Preside with sincerity, decisiveness, and enthusiastic energy
- Lead applause before and after each meeting segment
- Introduce each Speaker
- Introduce the Table Topics Master
- Introduce the General Evaluator
- Remain standing near the lectern after intro until acknowledge and speaker has assumed control
- Hand out awards to Best Speaker, Evaluator, TT and Most Improved Speaker
- At the end of meeting return control to the Presiding Officer

## **After the Meeting:**

- None