



Meeting Helpers

Toastmasters International: Where Leaders Are Made

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fytc.cars85.com

Toastmaster of the Evening Notes

Congratulations!

You're the TME -- Toastmaster for the meeting! You're the most important person, and the success of the meeting is dependent on your success. So, there's no pressure! 😊

We know you can do it well? Why? The VPE chose you! So they believe in you!

We thank you in advance for taking on this assignment and we look forward to the meeting!

General Purpose:

1. To keep the meeting running smoothly!
2. To keep the meeting lively and fun
3. To keep to the time on the agenda. [= Follow the flags.]
4. Briefly introduce Toastmaster's values to visiting guests.
5. Everyone admires the Toastmaster, so the TM needs to be a mentor when contacting participants.

Before the Meeting:

1. Call the president and tell them how to introduce you at the meeting.
2. Ask the VPE for details of any special events.
3. A week, or more, before the meeting, confirm the participation of these participants:
 - a. General Evaluator -- Remind them to confirm their team.
 - b. All prepared speakers -- Remind them to ask their mentors to edit/help with their speech.
 - c. Captain
 - d. Joke Master -- Remind them to tell MWAs* to prepare a joke
 - e. Quiz Master
 - f. Topicsmaster -- Remind them to ask the questions twice and ask MWA*s to answer.
 - g. SAA
 - h. Assign an Underground Police Officer
 - i. Warm Up Master
4. Remind meeting assistants to remember the rules by downloading and reading the relevant "Notes & Instructions" manual on fytc.cars85.com.
5. Remind the General Evaluator to confirm the participation of their team:
 - a. All the evaluators -- Remind them to evaluate on current & past speech objectives only.

*See P73 of the *Competent Communication* manual.

*Download updates and replacement forms from fytc.cars85.com

- b. Ah Counter
 - c. Grammarian
 - d. Timer
 - e. Vote Counter
6. In the event of an assistant or speaker not being able to attend, please find a suitable firefighter and notify the VPE so that they can update the agenda.
 7. Introducing the speakers:
 - a. You'll need to introduce the speakers, so call them to find out a little about them and their speech.
 - b. If not already on the agenda, get their speech titles and purpose [inform, entertain, inspire, persuade] and tell the VPE.
 - c. To help with your speaker introduction speeches, you could ask them:
 - i. Person they admire?
 - ii. Favorite place, thing, food, item of clothing...
 - iii. Interesting fact about them.
 - iv. About a fun thing that happened recently.
 8. Prepare your speaker introduction speeches.
It's even better to write them down and practice them at home before the meeting.

During the Meeting:

1. Arrive at least 20' early before the meeting so you can finalize all details.
2. Make sure all your assistants are present. If not, find a firefighter.
3. Find a seat at the front of the meeting room.
4. **Open the meeting** with something meaningful, inspirational and enriching that pertains to Toastmasters and its members. It could be based on current events and/or proverbs.
5. Remember to end each session on time & watch the flags:
 - a. Green: 3' to the end
 - b. Amber: 2' to the end
 - c. Red: 1' to the bell!
6. **Fill Up** or **Cut Down!**
You'll need to speak more, or less, to keep each session's time according to the agenda.
7. Lead the applause before and after each speaker.
8. When introducing a prepared speaker, you need to introduce:
 - a. Their name
 - b. A few fun facts about the speaker
 - c. The speech's title
 - d. The speech's purpose [Inform, persuade, entertain, inspire]
9. Greet each speaker with a handshake before sitting down.

10. Any new/visiting guests?

Give them a brief introduction to Toastmasters.

11. You are the back up!

- a. If any session master forgets something, the Toastmaster needs to pick up the pieces.
- b. If a speaker finishes early: jump in and take control.

12. Toastmaster's **Closing Speech**

- a. Thank all the participants for a great meeting
- b. Retell a few key points we have learned or laughed about.
- c. Remind members to help the SAAs tidy up the room.
- d. Welcome the **president** to close up the meeting.

After the Meeting:

1. Bathe in the glory of a job well done!

Further Reading:

1. See the **Competent Communication** manual:
 - a. Being a Toastmaster [P73]
 - b. How To Introduce A Speaker [P81]
 - c. Thanking A Speaker [P82]
2. **"A Toastmaster Wears Many Hats"** -- Available on the Toastmasters International website.
3. <http://www.toastmasters.org/members/membereperience/meetingroles/toastmaster.aspx>

*MWA = Members without assignments