



The TOASTMASTER Role

Before the Meeting:

- Contact **all Formal Speakers**, the **Table Topics Master**, and the **General Evaluator** via email and ask them 3-5 questions related to the meeting theme, to help you introduce them; also ask the formal speakers for their speech titles. (1-2 days before the meeting)
- If you do not get the information you need beforehand, try to get it 5-10 minutes before the meeting from the members you have to introduce (see below).
- In the absence of a **Ballot Counter** and/or a **Toast**, be prepared to take on the roles.

At the Meeting:

You are the glue that ties the program together. Your role is to explain the meeting format, introduce participants to the formal educational program, and bridge between participants so that the program flows smoothly, following the meeting **Agenda**.

Your tasks include:

- Welcome everyone to the meeting.
- Follow the **Agenda** to navigate through different parts of the meeting and bridge between presentations.
- Introduce the **Formal Speakers** (one at a time):
 - Ask their Evaluator to present the speech objectives and time.
 - Share the Speaker's answers to your questions (see Before the Meeting).
 - State: Speaker's full name and Speech Title.
- After each speech, ask the **Timer** for 1 minute and ask the **audience** to write/send their **feedback** privately to the speaker.
- After all the speeches are done, ask the audience to vote for the **Best Speaker**. Name all the speakers and their speech titles.



Speaker	Speech Title	Time	Speech Evaluator

- Call for a 5 min **break**. (Usually, members prefer to skip the break for online meetings. Ask and go with their preference.)
- Introduce the **Table Topics Master (TTM)**: _____ State their full name and share their answers to your questions (see Before the Meeting). Ask the **TTM** to explain the Table Topics. (The **TTM** will conduct the Table Topics portion of the meeting.)
- After all the Table Topics are done, ask the audience to **vote** for the **Best Table Topic**.
- Introduce the **General Evaluator (GE)**: _____ State their full name and share their answers to your questions (see Before the Meeting). (The **GE** will conduct the evaluation portion of the meeting.)
- After the GE concludes, ask the audience to **vote** for the **Best Evaluator**, choosing between: Speech Evaluators, GE, Table Topics Evaluator.
- Ask the Ballot Counter to give you the results of the votes and present the Awards of the meeting for:
 - **Best Speaker:** _____
 - **Best Evaluator:** _____
 - **Best Table Topics:** _____
- Congratulate the winners and return the gavel/control of the meeting to the **Chairperson**.