

Toastmaster of the Day

You are the emcee

The Toastmaster of the Day (TMOD) is the meeting host responsible for the day's educational program. You won't usually be assigned this role until you are thoroughly familiar with the club and its procedures. Begin preparing for your role several days in advance. You'll need to know who will fill the other meeting roles and if a theme is planned for the meeting. You'll also need an up-to-date meeting agenda. Get this information from your VPE.

Next, contact the General Evaluator, Table Topics Master, Timer, Ah-Counter/Grammarian – and remind them of their responsibilities. Remember, as the emcee, you're responsible for confirming their attendance and ensuring all of the meeting's players know their parts and hit their marks.

As the TMOD, you'll introduce each speaker. If the speaker does not provide an introduction, obtain introductory material and speech titles, including:

- Speech topic and title
- Manual and project title
- Assignment objectives
- Speaker's personal objectives
- Delivery time

You need all of these elements to create your introductions. Remember to keep the introductions between 30-60 seconds in length.

Of course, you want to avoid awkward interruptions or gaps in meeting flow so your last preparation step before the meeting is to plan remarks you can use to make smooth transitions from one portion of the program to another. You may not need them, but you should be prepared for the possibility of awkward periods of silence.

On meeting day, show up early. You'll need time to make sure the stage is set for a successful meeting. To start, check with each speaker as they arrive to see if they have made any last-minute changes to their speeches – such as changing the title.

You and the speakers will need quick and easy access to the lectern.

When it's time to start the program, the club president calls the meeting to order. Sometimes he or she will make announcements, introduce guests or conduct other club business before introducing you.

Kapolei Toastmasters Meeting Roles

When you're introduced, the president will wait until you arrive at the lectern before being seated. (This is why you should sit at the front of the room.)

Pay attention to the time. You are responsible for beginning and ending the meeting on time. You may have to adjust the schedule during the meeting to accomplish this. Make sure each meeting segment adheres to the schedule. If time allows, you can make some brief remarks about Toastmasters' educational program for the benefit of guests and new members before you move forward with the introductions:

It is customary in Kapolei Toastmasters for the person assuming control of the lectern to exchange a handshake, and pass in front of the speaker leaving the lectern.

Serving as Toastmaster is an excellent way to practice many valuable skills as you strive to make the meeting one of the club's best. Preparation is key to your success

Citation:

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Toastmasters International website

<http://www.toastmasters.org/Members/MemberExperience/MeetingRoles/Toastmaster.aspx>