TOASTMASTER OF THE DAY

READ: "Meeting Roles & Responsibilities" in the Communication & Leadership Manual,
          Pages 75 & 76

> **You are responsible for the tone and flow of the meeting and keeping the meeting moving.**

BEFORE THE MEETING

- **Prepare your introduction for the President.**

- **7 DAY IN ADVANCE of the meeting CALL:**

    1.   Vice President of Education: For Theme and Agenda changes (Stay in constant touch with the VP Education, especially if there are problems)

    2.   Table Topics Master:

         Remind him to read Checklist, etc.
         Discuss duties & give agenda changes
         Ask for an Introduction
         Tell him how many Table Topics to prepare.

         * Remind him never to call on Toastmaster, Speakers, or General Evaluator

    3.   Speakers:

         Remind him to read checklist, etc.
         Ask for an Introduction. (Remind of Introduction Form)

         Always include: **Title**
                                    Manual
                                    Project #
                                    Speech Objectives
                                    Time Limitations
                                    Information to set up speech

    4.   General Evaluator

         Ask for Introduction
         Discuss Agenda changes
         Remind him to call his evaluation team about their responsibilities
         Remind him to sit near the back of the room to fully observe meeting

    5.   Prayer & Pledge: **Remind him to read the Prayer & Pledge Checklist.**

- **Ask all participants to arrive early. On time is TOO LATE.**

UPON ARRIVAL AT THE MEETING

- **Consult Speakers for changes.   Remind Speakers to begin getting out of their seats and moving toward lectern as you begin their introductions. In fact, remind the General Evaluator, Table Topics Master, i. e., anyone coming to the lectern.**

- **Give your Introduction to the President.**

- **Sit up front so you can be ready to return to lectern without taking a lot of walking time.**

DURING THE MEETING

Keep the Flow   Û   IT MUST END ON TIME.

- **Be aware of all things in the meeting.**

- **Do not become bogged down in your notes.   BE FLEXIBLE.**

- **PAY ATTENTION TO ALL SPEAKERS AT THE LECTERN (It is the polite thing to do)**

- **Make the audience feel at ease by staying in control.**

- **Lead the applause.   (Or assign someone in the audience to start the applause for you.)**