Being Toastmaster of the Day is one of the most valuable experiences in our Club. It’s a very challenging role, however, the first time you try it, you will simply love it!

The main duty of the Toastmaster is to act as a genial host and conduct the entire meeting, including introducing the participants. If the Toastmaster does not perform his/her duties well, an entire meeting can end in failure. For obvious reasons this task is not usually assigned to a member until he or she is quite familiar with the Club and its procedures. Program participants should be introduced in a way that engages the audience and motivates them to listen. The Toastmaster creates an atmosphere of interest, expectation and receptivity.

Prior to the meeting (during the week):

1. At the Quest Toastmasters Club, the Toastmaster selects the theme of the day. Choose a theme that will let the people’s imagination roam (example: Time) (anything can be used as a theme; it is interesting and often fascinating to learn about a certain fruit, a vitamin, trips, a city, a pencil, a watch, etc.)

2. Prepare a question related to your theme (example: on the theme TIME - ‘What quality time do you offer yourself’?) that will help you to introduce your team: Timer, Grammarian, Ah Counter (if present), Table Topics Master, Speakers and General Evaluator. During the week, you may either call each member of your team OR email your question, using their short answer to introduce them.

3. Call each speaker to remind them they are delivering a speech. Interview them to find out something interesting which you can use when introducing them (job, family, hobbies, education, why this topic for instance...); Also ask for:
   - Manual and project number
   - Title of the speech
   - Time allotted
   - Speech objectives
   - Personal purposes to be achieved
   - The answer to your question to introduce her/him + some information on their Toastmasters performance (their level ex: CTM-5 or ATM-B 5 (Advanced Toastmasters Bronze)

4. Remind each speaker to get in touch with their respective evaluator to share their personal objectives besides the speech objectives. This is greatly appreciated because the speaker often forgets to get in touch with her or his speech evaluator prior to meeting.

5. Prepare a short introduction for each member of your team besides speakers (see 3) : Timer, Grammarian, Topicmaster, General Evaluator. Do not hesitate to
find out interesting points to introduce them properly, like their past Toastmasters achievements (inquire after any experienced member OR just ask the participant. A proper introduction is important to the success of each member’s performance.

6. Email your **theme and your question** to the President because he will ask a question when inviting members to introduce themselves and it has to be a different one than yours.

7. Ask him how long of a business period he will require.

8. Email your **theme** to the Sergeant at Arms for his introduction of the President.

9. Email your **theme** to the member who will propose a Toast.

10. Email your **theme** to the member who will make the Joke.

11. Email your **theme** to the member who will give us a Good News.

12. Email your **theme and your question** to the Topicmaster (part of your team).

13. Email your **theme and your question** to the Timer (part of your team).

14. Email your **theme and your question** to the Grammarian (part of your team).

15. Email your **theme and your question** to each speaker (delivering a speech) (part of your team).

16. Email your **theme and your question** to the General Evaluator (part of your team).

17. For your information, all the evaluators (topics and speeches) are under the responsibility of the General Evaluator.

18. It would be an appreciated gesture if you would email your theme to all Quest members so they know what to expect and sometimes prepare accordingly and bring innovation to the Club. You could use the Vice President Education’s email addresses used for sending the weekly schedule.

19. Invite the Table Topics Master to bring a copy of his or her questions to the meeting to hand it over to the Table Topics Evaluator; it is a nice and courteous gesture, but most of all, extremely helpful in order to ease his or her task.

20. Prepare the **agenda** (template at the end of this guide) also available through the undersigned by email); Print the agenda in approximately 30 copies; (we are 29 members up to this date plus some guests and some members do not have e-mail)

21. Prepare as well your **program** (template at the end of this guide); make a short introduction related to your topic (30 to 40 seconds) since you will talk a lot
during the meeting and not to take too much of the other members’ time); the explanation of the 3 parts of this meeting is mandatory.

22. It is suggested that you use your imagination; example: your theme could be baseball, then you could use all the terms related to baseball; so throughout the meeting, people would be at a baseball field; (you could invite members to wear a cap) you could bring accessories like a baseball bat, a ball, mitts...).

23. It is the Toastmaster’s duty to handle the time throughout a meeting. Since the Toastmaster is the time handler, always check the time on your agenda and at any time, invite the performer to end her or his session like the Topicmaster, the General Evaluator - when the time allotted is over.

To summarize your preparation:
- Choose a theme;
- Email your theme to all performers including the President (+ your question) and the Sergeant at Arms;
- Email your theme to all Quest members;
- Prepare your agenda and program accordingly; (see templates below) (ask me to email them to you)
  - Check how many speeches are on the menu; (this will set the pace for the whole meeting
  - Ask the President, how long a business period will be required;
  - Pause; (depending on how long speeches are, you may set the pause to 3, 4 or 5 min)

At the meeting:

1. **Arrive early at the meeting.**

2. Place a copy of your agenda in front of each table setting where the Sergeant at Arms has already placed the evaluation sheets and the breakfast menu.

3. Check if there are any last-minute changes; (if so, inform the Sergeant at Arms to mention them prior to his introduction of the President.

4. Meet with the Timer for any last-minute instructions.

5. 7:00 am, it’s time for the Sergeant at Arms to introduce the President.

6. The President will lead the introductions for the members, the Toast and the Good News, after which the President will introduce you. The success of the meeting is now in your hands!

*Preside the meeting with sincerity, energy and decisiveness, taking your audience on a pleasant journey and make them feel that all is going well.*
7. With a short introduction, the Toastmaster introduces the Timer and invite the Timer to explain his or her role; then you lead the applause and thank the Timer;

Always lead the applause before and after the topics session, each prepared speaker and the general evaluator.

8. With a short introduction, the Toastmaster introduces the Grammarian and invite the Grammarian to explain his or her role; then you lead the applause and thank the Grammarian;

9. With a short but a little more elaborate introduction, the Toastmaster introduces the Topicmaster. The Toastmaster gives the name of the Table Topics Evaluator. The Toastmaster will inform the Topicmaster when to end the topics session (time handling is extremely important and is under the Toastmaster’s responsibility);

Remain standing near the lectern after your introduction UNTIL the speaker has acknowledged you, shaken hands and assumed control of the meeting, then be seated.

10. The Toastmaster will call for the Timer’s report on the topics and will invite the members to vote for the Best Topic (vote for the impromptu speaker who has reached the required objectives).

11. The Toastmaster will declare a pause of .... minutes;

12. The Toastmaster will introduce the President for the business period; (no elaborate introduction, just say something like: To conduct the business period, here is our President, Mister or Mrs. ? ?)

Don’t forget, after each performer to lead the applause.

13. The Toastmaster will introduce each speaker (see template for more accurate details); mention the name of the speech evaluator.

14. After each speech, declare a moment to fill out the evaluation sheet for this speaker (if you mention 1 minute, then you will require that the Timer sets the chrono at 1 min and advice you by showing the red cardboard when time is over); (1 min can be used if there is plenty of time, but usually we lack of time and ask for a moment only to fill out the evaluation sheet).

15. When the speech period is over, ask for the Timer’s report and invite the audience to vote for Best Speech.

16. The Toastmaster will introduce the General Evaluator with a short but a little more elaborate introduction; applaud until the General Evaluator is at the lectern; shake hands; then you may be seated.

17. The General Evaluator will: (this role is not timed)
   - usually have a short introduction;
- call upon the Table Topics Evaluations (time allotted: 3 min for 4 impromptu speakers, 4 min for 6 and 5 min for 7 and over PLUS a 30-second grace – which will be timed);
- call upon the speech evaluations; (2-min allotted)
- call upon the grammarian’s report (this role is entitled to a vote as an evaluator at Quest); (2-min allotted)
- call upon the timer’s report for each evaluator (not timed)
- The General Evaluator will invite all members to vote for Best Evaluator
- The General Evaluator will invite all members to fill their ballots and hand them over to the Sergeant at Arms who will tally them for the awards;

18. At 8:25 am, the Toastmaster thanks the General Evaluator (stop him or her if needed), shake hands and applause.

19. The Toastmaster will unveil the names of the winners; (check if any ties)
   - Best Topic winner:
   - Best Speech winner:
   - Best Evaluation winner:
   - Best Improvement (it should be someone who did an outstanding performance – such as first-time Toastmaster or Topicmaster, not necessarily a speaker);

20. Should the Sergeant at Arms NOT BE READY with the certificates, you may either (see with the President prior to meeting)
   - Return the control to the President right away who will invite the guests for their comments;
   - Invite Toastmasters members who would not have had the chance to do a topic;
   - Invite the Vice-President Education to check if any roles are still open for the next meeting
   - The President might ask you to invite the guest for their comments if they want to;
   - And hand out the certificates to each winner;

The Toastmaster will end his or her session with a short thought;

The Toastmaster will return the control to the President by saying: “I now return the control to the President” then shake hands and applause.

**You did an awesome job, you were on time!**

**Final thoughts:**

Your mentor should always be the person you should refer to, especially when playing a role for the first time. He or she is your guide throughout your voyage in Toastmasters. You may also ask any experienced member for help.

The best thing I would recommend, is that if you want to play a role in the weeks to come, ask a member who is Grammarian for instance or Timer, or Topicmaster, etc. to
sit beside her or him during the meeting to learn the task. Toastmasters is a school where we all are eager to learn and the experienced members are ready to help.

Good luck!

Guide made by Gisèle Ménard
From: A Toastmaster Wears Many Hats
Revised December 2005

Attachments:

* Sample agenda
* Sample script
Theme : THE TIME

7 : 00 Sergeant at Arms : Yves Tourigny Call to order

7 : 02 President : Luc P. Pelletier Guests’ and members’ introduction

Toast Andrée Pelletier
Joke Lucie Chouinard
Good News Suzie Coss

7 : 10 Toastmaster : Gisèle Ménard
Timer Monique Grenier
Grammarian Alain Carpentier

First part : Table Topics and Business

7 : 18 Topicmaster : Angelica Muñoz
Topics Evaluator Élaine Leclerc Vote for best topic

7 : 35 Recess period (5 minutes)

7 : 40 President Luc P. Pelletier Business period Write comments for Luc

Second part – Prepared speech

7 : 55 Speaker Jean-Guy Ouellet

Objectives : To select new and useful information for presentation to the audience; Organize these informations for easy understandability and retention; Present the information in a way that will help the audience to learn.

Title : Madam
ATM-S – Manual Speaking to Inform Project 1 – The Speech to Inform

Time : 5 to 7 minutes
Evaluator : Louise Dion

Write comments for Jean-Guy
Write comments for Louise

Third part – Evaluations

8 : 05 General Evaluator Vote for best evaluation
Vote for best improvement (The person you feel really improved in a role this morning)

8 : 25 Toastmaster Gisèle Ménard Certificates of appreciation
Write comments for Gisèle

8 : 28 President Luc P. Pelletier Conclusion
Quizmaster Monique Grenier

It is never too late to be what you might have been !
Sample Script for Toastmaster of the Day
Note: Timings must be identical

THE TIME

7:08

Mister President,
Dear Quest members
Distinguished guest-s (if any)

Sorry, I don’t have time! No, can’t make it, don’t have time! If I had time I would... If only I had time!

I am always running after the time. Rush here, rush there, it’s difficult to find time to exercise by taking looong walks. By doing... ONLY what I want to do.

When I retired last June, I decided to grab a little private time for myself.

Many a time when I decided making alone time a priority, I felt guilty. But no more.

Taking some leasure time to read a good book is precious and so healthy - not selfish at all.

I now spend quality time when I take a loooooong walk by myself; inspiration comes along and I compose my speeches and record them not to forget.

Time is what we want most, but, sometimes what we use worst.

To get back on track with who we are, what we want and what we deserve out of life, let’s offer ourselves quality time.

Our goals this morning - and every day - is to enjoy ourselves while learning.

(Mandatory explanations of this meeting)

- I will now explain the process of his meeting. It has 3 goals:

The first goal for taking quality time is

with the impromptu speeches where SOME members, chosen at random - will explore on an unknown topic submitted by Madam Topicmaster.

The second goal for appreciating quality time will be to listen to a prepared speech.

The third goal for enjoying quality time will be the evaluations:

the General Evaluator will share with us his know-how through various evaluations.

(Smile, relax and enjoy playing this role)
(Do not talk too fast – pause)

Needless to say - these three goals are necessary for the success of a good meeting.

(here you show the audience the evaluation sheet)
Please note: each one of us has the opportunity to evaluate personally a fellow’s performance; using these evaluation forms, you may write a good word and also a little improvement – as each performer likes to receive these little love notes as we call them.

YOU will see what I mean when your turn comes.

Now, it is my privilege to introduce my expert team

First goaler: the Timer
A timer is essential at Toastmasters to ensure that the time allotted to each performer is well respected so everyone has his share to perform

Having joined our Quest club last Spring, I am inviting this wonderful lady to explain her role as Timer  Monique Grenier

Then, thank Monique

Second goaler: the Grammarian
To make sure we use a proper vocabulary, I am inviting our Grammarian to explain his role  Alain Carpentier

Then, thank Alain

(Smile, relax and enjoy playing this role)

(Do not talk too fast – pause)

7:18

It is now time to introduce the Topicmaster: a Quest member for a few years, this latino lady has this great smile  WOW

To my question:  “What quality time do you offer yourself? ”

HER answer: “While sitting quietly at home, I appreciate reading a good book! ”

The Table Topics will be evaluated by:  Élaine Leclerc

Let’s welcome warmly  Madam Topicmaster:  Angelica Muñoz

(after the Table Topics session, ask the Timer’s report)

Madam Timer (Monique): Can you give us your report, please?

Thank you Monique
I invite you to *vote* for the best impromptu speaker - *one who met the objectives*;

Take a moment to fill a little love note to show your appreciation on Angelica’s performance - and also to any topics speaker you’d like.

*(Smile, relax and enjoy playing this role)*

**7:35 (5 min)**

_We’ll now have a recess period - Madam Timer: could you set the stop watch for a 5 minute recess, please?_

*(Smile, relax and enjoy playing this role)*

*(Do not talk too fast – pause)*

**7:40 (15 min)**

*President Luc P. Pelletier  business period – followed by induction*

To lead the business period, I now invite our president - Luc P. Pelletier

You may write down your comments for Luc.

**7:55**

*A well appreciated quality time is when we listen to a prepared speech.*

*Our speaker today, offers himself quality time in so many areas that I chose this one:*

\[I \text{ appreciate quality time when I take a loooong walk on the Plains of Abraham}\]

Today, this gentleman is delivering one of his ATM-Silver speech

From the manual: Speaking to Inform

Project no. 1 – The Speech to Inform

Objectives:

1. To select new and useful information for presentation to the audience;
2. Organize these informations for easy understandability and retention;
3. Present the information in a way that will help motivate the audience to learn.

*Speech to be evaluated by  Louise Dion*

*Time : 5 to 7 minutes*

*Title : Madam*
Help me welcome warmly Jean-Guy Ouellet

(acknowledge Jean-Guy by shaking hands and continue to applause)

Take a moment to write down a little love note to Jean-Guy

- Madam Timer : Can you give us your report on Jean-Guy speech, please!

(When more than 1 speech, invite the audience to vote for the best speech)

(Evaluation time)

To fully enjoy quality time – the evaluations will give us some good pointers

8:05 Introduction of the General Evaluator

A Quest member for over 3 years, also our Vice-President Education, this gentleman is always ready to help out, saving the day

Leisure time for this gentleman is well known:
   Golf is one of his numerous passions

As eager as we are to learn and improve ourselves, please help me welcome our General Evaluator this morning –

PIERRE CLOUTIER

Shake hands with PIERRE and leave him at the lectern.

(Always check the time, you stop the General Evaluator when time is over)

Thank and shake hands with Pierre as he is returning the control to the Toastmasters

8:25

(Toastmaster is announcing the winners of the certificates)
(check the certificates first to see if there are any ties)

It is now time for the awards.
I hope you all feel like a WINNER - having learned something new this morning.

The winner for BEST SPEECH =
The winner for BEST TABLE TOPICS =
The winner for BEST EVALUATION =
The winner for BEST IMPROVEMENT =

My heartfelt thanks to all of you dear MEMBERS
  who helped make our Quest meeting – another success

(go to Internet:  www.worldofquotes.com  for some quotes or thoughts)

(it is time for your conclusion)
I leave you with this thought:  Live thoroughly every day and savour each second of it –
  because it is just the right TIME

(it is time to return the control to the President)
8:27

I am out of time so I return the control QUICKLY to our president  Luc P. Pelletier
(here you applaud and shake hands with President)
It is the President’s duty to invite guests to give their comments and also to invite the
Quizmaster for his report.

Gisèle Ménard – Toastmasters
September 30, 2005