

How To Be Toastmaster Of The Day!

Rainbow Toastmasters

More Than One Week Out

When you sign up to be Toastmaster, you must choose a theme for your meeting. The theme should be something you can speak easily about, but also something the Topicsmaster can craft questions around, and that club members will find fun and engaging. Enter your theme on the Online Signup Sheet. You can find this on the Member Resources page of the Rainbow Toastmasters website (<http://rainbowtoastmasters.org/members/>).

The Week Before Your Meeting

When the previous week's meeting is over, your week begins! First, check the Online Signup Sheet to see if there are any vacant roles. Some roles will have been filled by the VP Education or by member volunteers, but as Toastmaster you are now responsible for filling any roles that may remain open. You can find a list of current members and their contact info on the Member Roster. This document is also found on the Member Resources page of our website. If you need help or have questions, contact the VPE.

On the Sunday or Monday before your meeting, email all meeting participants (Topicsmaster, functionaries, scheduled speakers, evaluators, etc.) Include your theme and the current roster of participants. You should also request from the scheduled speakers their speech details, including titles, project numbers and which manual they're working from. If you have a theme question to use in your introductions you may also ask for participant responses.

A Couple Days Before Your Meeting

Prepare your agenda. Be sure to include the participant names and credentials (CC, CL, ALB, etc.), which can be found on the Member Roster. For speakers, include the speech title, manual, project number, and allotted time.

Print 32 agendas and print one for yourself with your notes. Helpful notes can include a reminder to take one minute after each prepared speech for written evaluations, or to welcome visitors to the meeting before Table Topics is to begin.

Prepare your sheet of participant responses to the theme question. Edit them to 2-3 sentences where necessary. Responses should be to the point.

Running Your Meeting

5:40 - Arrive to distribute your agendas and make sure the room is set up properly

5:55 - Recruit back-ups for unfilled roles or if a participant has not yet arrived

6:02 - Sergeant at Arms starts meeting

Your primary responsibility is to ensure an energetic, upbeat, well-run meeting that starts and ends on time. Keep your introduction brief and to the point, but fun and energetic! Avoid lecturing or pontificating.

Introduce the functionaries with your prepared intros from their theme question responses, and ask them to stand and explain their roles from their seats. Then bring up your first speaker. **Remember to lead the applause for--and to shake hands with--each participant as they approach/leave the stage.** After each speech, ask the Timer to give one minute for written comments, and ask commenters to sign their names on the sheet.

After the last prepared speech and before you bring up the table topics person, ask visitors to identify themselves. Ask each their name and what brought them to Rainbow. Then explain Table Topics or ask the Topicsmaster to do it.

At 7:00, signal the Topicsmaster that there's time for one last speaker. This will help ensure that the meeting ends on time.

After table topics, introduce each evaluator, then your general evaluator, who will request reports from the functionaries and present the Rainbow Unicorn Award.

Give your own response to your theme question and bring up the president for club business.

Congratulations! You just run a successful Toastmasters meeting!