**When You Are the Toastmaster @ Macintalkers**

The Toastmaster's Role

1. The Toastmaster is the host of the meeting. At the end of a meeting, the VPE signs up as many key roles as possible. The TM is then responsible for filling the rest of the roles and ensuring the meeting runs smoothly.
2. VPE creates the Macintalkers custom meeting on [easy-Speak](http://easy-speak.org/portal.php?marknow=0) and assigns TM role and makes TM the meeting manager so s/he can edit agenda.
3. Club Officer will send out email to Club members within 24 hours after a meeting with the roles assigned for the next meeting.

Before the meeting

1. Start contacting club members 5 days before the meeting and make sure they confirm their roles, using the macintalkers@yahoogroup.com mailing list.
2. Remind club members 3 days before the meeting to sign up for/confirm roles.
3. If some haven't signed up confirmed, email/call/text them to find their whereabouts. It is the member's responsibility to find a replacement.
4. Ask Speakers to email/enter their speech titles and workbook into easy-Speak.
5. Ensure the Topicsmaster has the Theme at least 1 day before the meeting.

Prepare Agenda

1. Log in to [easy-Speak](http://easy-speak.org/portal.php?marknow=0) to edit/print the week's agenda.
2. If you don't have speech title, workbook project the agenda won't print, so be sure to get that information from speakers. Ask VPE for help if necessary.

Print//Copy Agenda and Comment sheets

1. Check with SAA to ensure that there are enough comment sheets, ballots.
2. Make 20-22 copies of the agenda.
3. If you have any problems with the agenda, try copy/paste into MSWord to reformat as necessary.

Toastmaster Script

**Note on Applause:** The TM leads the applause; applause is reserved for coming to the lectern, leaving the lectern. If someone speaks at his/her place, applause is given when they finish speaking, except for evaluators reading objectives – no need to applaud.

**Theme:** Talk about the theme throughout the meeting, at each transition point (Opening the meeting, Prepared Speeches, Table Topics, Evaluations, Conclusion).

**Script:** Copy/paste into MSWord or your favorite text editor and add your own notes.

1. Opening the meeting
	1. Note any changes on the agenda
	2. Introduce the Theme
	3. Introduce roles:
		1. Wordmaster
		2. Grammarian
		3. Wizard of Ahs
		4. Timer
		5. Vote Counter
		6. Joke of the Day
2. Prepared Speeches
	1. More about the theme
	2. Introduce speaker and ask evaluator to read the objectives (do not applaud evaluator)
	3. Give title of speech and confirm time with Timer, welcome speaker to lectern (applause, handshake)
	4. SPEECH
	5. After the speech, be ready to shake hands
	6. COMMENTS – ask Timer for a minute of silence to write comments (45-60 seconds is ok)
	7. Repeat as necessary for each speaker
	8. At end of “Prepared Speeched” ask people to vote for speaker who has best accomplished objectives and keep basket moving.
3. Table Topics – let Topicmaster know how long they have
	1. A bit more about the theme
	2. Introduce Topicmaster
	3. At the end, if TT has not done it, remind people to vote for best TT and keep the basket moving
4. Evaluations
	1. Even more about the theme
	2. Introduce GE
5. Conclusion
	1. Check with Vote Counter
	2. Ask for Thought of the Day
	3. If VC ready, ask for Best TT, Best Eval, Best Speaker
	4. Have VPE announce next week’s meeting and role sign-up
	5. Give lectern to President/Presiding Officer for Club Business or adjourn if no Club Business

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| Toastmaster (TM)  | * Choose a Theme
* Run the Show
* Check-in with Officials
* Help with Speaker Set-Up
 |
| Topicmaster (TT)  | * Run Table Topics, a fun and creative way to experience impromtu speech
* Questions based on Theme
* Call on Members with no Roles first
* Ask Guests to Participate
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| General Evaluator (GE)  | * Review of Meeting
* Introduce Evaluators
* Call for Reports
* Give a personal Evaluation of the whole Meeting
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| Speaker (S)  | * Give a Prepared Speech from TM Manual
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| Evaluator (E)  | * Contact Speaker prior to meeting
* Give Oral Review of Strength and Improvement
* Complete Manual Evaluation Form
 |
| Wordmaster (W)  | * Choose the word of the day
* Word should be relevant with respect to the theme
* Word should be easy to use, yet not often heard
* Give definition, type (noun, adj,...), example of usage
* Report to General Evaluator who used the word
 |
| Grammarian (G)  | * Be aware of English language
* Report to General Evaluator both incorrect and colorful use of language
 |
| Wizard of Ahs (A)  | * Counts the pauses
* Report to General Evaluator
 |
| Timer (T)  | * Time Speakers, TT participants and Evaluators
* Report to General Evaluator
 |
| Vote Counter (VC)  | * Collect and Count Votes for Best Speaker, Best Eval., Best Table Topics| Report to Toastmaster in the Awards Section
 |
| Joke of the Day (J)  | * Tell tasteful joke or anecdote
 |
| Thought of the Day (TD)  | * Tell a Thought of the Day
 |
| ListMaster (L)  | * Take note of appropriate items
 |
| Chief Judge (CJ)  | * Give Winner Name to Toastmaster
 |
| Ballot Counter (BC)  | * Count Ballots
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