

Toastmaster Guidelines

The Toastmaster of the Evening (TMOE) performs a very important role in helping Lake Ridge Toastmasters sustain its tradition of high quality, fun meetings. These guidelines aim to help you meet the standards of Toastmasters International (TI) and our club. We also encourage you to express your distinctive personality through a creative program agenda.

Below are a checklist and explanation of key planning elements.

Task	Milestone
<input type="checkbox"/> Review TMOE instructions in the Competent Communication Manual	Thursday
<input type="checkbox"/> Consult posted (VPE) schedule for assigned roles	Thursday
<input type="checkbox"/> Develop meeting theme	Thursday
<input type="checkbox"/> Create meeting agenda	Thursday
<input type="checkbox"/> Email agenda to all members , soliciting feedback	Friday
<input type="checkbox"/> Follow up with non-respondents	Sunday
<input type="checkbox"/> Forward speaker introductions to evaluators	Upon receipt
<input type="checkbox"/> Email final agenda with speech details to all members	Tuesday
<input type="checkbox"/> Prepare your TMOE introduction for the Presiding Officer	Tuesday
<input type="checkbox"/> Print agenda (at least 30)	Wednesday
<input type="checkbox"/> Arrive early (at least 7:15pm)	Wednesday
<input type="checkbox"/> Have fun	Throughout

Contact your mentor or the VPE for assistance at any time.

1. **First**, review the instructions for being the “Toastmaster” (TMOE) on pages 67-68 of your Competent Communication manual.
2. **Initial preparation:** You are responsible for developing the meeting agenda and theme. The meeting schedule and a suggested “TMOE Agenda Template” are posted on our Lake Ridge website -- <http://lakeridge.freetoasthost.us/> [now, <http://lakeridge.toastmastersclubs.org/meetingroles.html>] -- in the “[Members Only](#)” and “Articles” sections, respectively. You do not have to use the website’s suggested TMOE agenda template but *your* agenda should include the essential elements of the sample. You may email members directly from the web site.
 - a. **Your agenda** differs from the posted schedule in several key ways. It will reflect your personality, through the theme and graphics, for example. Your agenda will clarify who will fulfill the required roles more accurately than the schedule, which the VPE may have prepared weeks earlier. Once you distribute your agenda, members with scheduled roles are generally responsible to provide a replacement if they cannot participate,

although you may have to remind them. An exception may apply to speakers. You are best suited to identify replacement speakers in coordination with the VPE and club members.

- b. Include each participant's "**educational level**" (TM, CC, CL, DTM, etc) on the program behind their names. This acknowledges their accomplishments and encourages newer members to advance in the program. See the "Member Roster" for details.
 - c. With respect to **Table Topics**: Try to provide enough time for 3-5 TT respondents. Do not schedule the TM Educational Moment if there are more than three speakers or if any speaker requires more than the standard 5-7 minutes for their speech.
 - d. **Time management** depends on your carefully calculating the time for each segment of the agenda. State the start time for each meeting segment where indicated on the sample agenda template. To calculate speaker times, assume the maximum amount of allocated time per speech and add 1-2 minutes for each evaluator to summarize the speaker's objectives *and* for you to introduce the speaker. Meeting participants, including the Table Topics Master, should never have to wonder if they have enough time to do their assignment. Your carefully prepared agenda should help them manage their portion of the meeting.
3. **Friday** before the meeting, inform (email) club members of your proposed agenda and theme. Ask all club members to confirm their intention to attend the meeting and fulfill their scheduled role, as appropriate. Also request detailed speech information from the scheduled speakers. If a scheduled participant cannot fulfill the assigned role, ask him/her to coordinate their replacement, perhaps through an email to the club. Be sure to include the agenda in each email. Keep in mind that some club members may not have Internet access, as noted on the "member roster."
 4. On **Sunday** evening thank those who have replied and encourage non-respondents to reply. Always include the updated agenda in your emails. You should be receiving introductions from your speakers by now. A good introduction will help the audience answer three questions: Why this speech; Why this speaker, and Why this speech is appropriate at this time. Your program will be most successful if you have these introductions before the meeting. A thoughtful Toastmaster will forward speaker intros to the respective evaluator.
 - a. Phone any speakers who have not replied to you by this time. If any cannot speak, you are best suited to coordinate a replacement as noted above. Our club goal is to have no less than three speakers and ideally four speakers per meeting.
 - b. Prepare your introduction for the President or Presiding officer to introduce you as the TMOE. A short statement of just a sentence or two is normal. Ideally, your intro will complement or lead up to why you chose your theme (without letting the Presiding Officer steal your thunder, of course). Send it to the President or bring it to the meeting.
 5. **Tuesday**; distribute the latest version of your program agenda with speech details.
 6. **Wednesday**: Arrive no later than 7:15 pm with at least 30 printed agendas.
 7. **Have fun**. Remember, every club member is looking forward to your meeting and wants you to succeed.