ROLE OF TOASTMASTER-OF-THE-DAY

The main role of the Toastmaster-Of-The-Day (TMD) is to act as a genial host and conduct the entire program, including introducing participants. Participants should be introduced in a way that excites the audience and motivates them to listen. The TMD creates an atmosphere of interest, expectation and receptivity.

Before The Meeting

- Review the agenda.
- Check with VPE if there is any special theme or program changes.
- Contact the Table-Topics Master to discuss theme (if any), who is introducing the table-topics session, call for timer’s report and vote for the ‘Best Table Topics Speaker’.
- Contact all speakers in advance to remind them that they are speaking. Confirm with them the manual project number, timing, their speech title and the title achieved.
- Briefly talk to the speakers and appointment holders and then make use of the information (job, family, hobbies, education, why this topic etc) to prepare an interesting introduction for each participant.
- Contact the Project Evaluators and General Evaluator to confirm the appointment.
- Prepare remarks which can be used to bridge the gaps between program segments.

At The Meeting

- Arrive early in order to finish any last-minute details.
- Check with speakers for any last-minute changes.
- Take place designated for the Toastmaster-Of-The-Day

During The Meeting

- Preside with sincerity, energy and decisiveness. Take your audience on a pleasant journey and make them feel that all is going well.
- Always lead the applause after announcing the name of the speaker and inviting him to the lectern.
Remain standing near the lectern after your introduction until the speaker has acknowledged you and assumed control of the meeting, then be seated.

Address appointment holders by their titles (in words), then followed by their names e.g. Toastmaster So and So.

- **TM** – Toastmaster (all Toastmasters who have not completed their Basic Communication & Leadership Manual)
- **CTM** – Competent Toastmaster
- **CL** – Competent Leader
- **AL** – Advanced Leader
- **ATM-S** – Advanced Toastmaster Silver
- **ATM-B** – Advanced Toastmaster Bronze
- **ATM-G** – Advanced Toastmaster Gold
- **ATM** – Able Toastmaster
- **DTM** – Distinguished Toastmaster

Do not use ‘Mr’ So and So.

Avoid using ‘None other than’, ‘Shall we put our hands together…’, etc.

You may give short comments after each segment. A good TMD would be able to ad-lib (speak without advance preparation e.g. make use of what someone said earlier on during the meeting and weave it into your comments when you are making the transitions between segments).

Keep track of timings to ensure that the meeting ends on time. Seek President’s advice when necessary; he should be sitting on your left.

When a speaker has finished presenting, allocate 30 seconds to allow the audience to provide written feedback for the speaker. Encourage them to do so when you are making the announcement. The SAAs will collect the feedback and give to the respective speakers when collecting the votes.
GENERAL MEETING FLOW FOR TMD

1. Welcome Message
2. Remind audience to switch off communication devices
3. Present agenda & introduce key appointment holders
4. Changes to program (if any)
5. Word Of The Day
6. President Opening Address
7. Special Presentation (if any)
8. Table-Topics Session
9. Timer’s Report
10. Vote For The Best Table-Topics Speaker
11. Table-Topics Evaluation (if any)
12. Prepared Speech Session I
13. Timer’s Report
14. Announce 30 seconds for the audience to provide their written feedback after each speaker has finished presenting
15. Vote For the Best Prepared Speech Speaker (Session I)
16. Project Evaluation Session I
17. Timer’s Report
18. Vote For the Best Evaluator (Session I)
20. Prepared Speech Session II
21. Timer’s Report
22. Announce 30 seconds for the audience to provide their written feedback after each speaker has finished presenting
23. Vote For the Best Prepared Speech Speaker (Session II)
24. Project Evaluation Session II
25. Timer’s Report
26. Vote For the Best Evaluator (Session II)
27. Listening Master (if any)
28. Language Evaluation (if any)
29. Ah Counter’s Report
30. General Evaluation (if any)
31. Ribbon Presentation
32. Closing Address
Suggested Introduction Protocol:

Your introduction may consist of
- Role of appointment holder
- Brief introduction for Appointment Holder
- Who


- Project Number
- Project Objectives
- Who is the Evaluator
- Timing and Timing Sequence (Do not repeat the timing sequence if it is the same as any of the earlier projects)
- Speech Title
- Speaker
- Lead The Applause
SAMPLE SCRIPT

Welcome Message
Good afternoon, Mr President, Fellow Toastmasters and Guests. Welcome to Tampines Regional Library Toastmasters Club 11th Chapter Meeting. I am XXX and I am very happy to be your Toastmaster-of-the-Day. It is my responsibility to bring you through the meeting proper today.

Order of Meeting
State anything you want, eg Theme

Amendments/Changes
State what they are. Check with VPEs for changes before the meeting.

Introduce Appointment Holders
Appointment Holders to introduce : Timer, Ah Counter, Table-Topics Evaluator, Listening Master, Language Evaluator, General Evaluator

You may either lead the applause after each introduction or ask the audience to hold their applause until everything is done. Then you lead the applause.

Your introduction may consists of
- Roles of appointment holders
- Introductions for Appointment Holders
- Who

Example : To keep track of the time, especially the timing of speakers, so as to ensure that today’s meeting runs according to schedule, we have the “Timer”. Our Timer is <timer’s introduction>. Please help me welcome <title followed by name of timer>.

Word of the Day
To help increase our vocabulary, we shall now call upon <title name> to give us the word of the day.

President’s Opening Address
We shall now invite our President to deliver the opening address.

Table-Topics Session
You may explain what table-topics is all about. If preferred, and pre-arranged with the Table-Topics Master, you may ask the table-topics master to explain it. Decide before the meeting who is to introduce the timing sequence.

Timer’s Report
We shall now invite our Timer <title name> to give us the Timer’s Report.
Vote For The Best Table-Topics Speaker
We shall now vote for the best table topics speaker. All guests and members are eligible to cast their votes. Please fill up the voting slips and the SAAs will go round collecting the votes.

Prepared Speeches (Session I)

Repeat for each speaker using the POETTS style.

The first prepared speech is a Project 2 speech ‘Resources for Informing’ from the Advanced manual – Speaking to Inform. The objectives are:

• Analyse the knowledge level of the audience regarding the chosen subject.
• Focus presentation at the audience level of knowledge.
• Build a supporting case for each major point through use of explanation, examples, and information gathered research.
• Effectively use at least one visual aid to enhance the audience's understanding.

To evaluate this speaker, we have ATM-B So and So. (Note: NO introduction of the evaluator at this point)

Time: 8 - 10 minutes.
Timing sequence: Green light at 8th min; amber light at 9th min, and red at 10th min, after which the speaker is allowed another 30 seconds to conclude his speech before he hears a beep.

Speech Title: Building a Canal

Speaker: The speaker is a person who admits that he is behind time on project speeches but will definitely get it done, eventually. Please welcome CTM So and So. Lead Applause.

After each speaker has presented his speech
Invite audience to write feedback for the speaker. Allow 30 seconds. SAA will collect the feedback and give to the respective speakers while collecting the votes.

Timer’s Report

Vote For Best Prepared Speech Speaker

Speech Evaluation (Session I)

The speech evaluation serves 2 purposes: 1) To give feedback to the speaker to make him/her a better speaker and 2) To allow the evaluator to become a better listener. The timing allowed for each evaluation is 2 – 3 minutes. Green light at 2nd minute, amber at 2-and-half minute, and red at the 3rd minute. The evaluator is given another 30 seconds to end his evaluation.
Repeat for each evaluator
✓ Who is the speaker being evaluated
✓ Introduction for the evaluator
✓ Title and Name of Evaluator
✓ Lead the applause

Example:
To evaluate the 2nd speaker CTM So and So, we have a member and Past President of XYZ Toastmasters Club. He works for the Heavenly King as the Director for their Marketing division in Africa. Please welcome ATM-G Tan Ah Kao.

Break for Refreshments
At this juncture, let me declare a 15 minutes break for refreshments. Please BE back by 4 pm. Do enjoy your refreshments and fellowships. See you later.

SEGMENT II
Welcome back!

Repeat Same for Prepared Speech and Evaluation

Language Evaluation
To give us feedback on our usage of the English language, the good uses and misuses of the language during the meeting, please welcome <title name>. Lead Applause.

Ah Counter
While we are enjoying the sessions, there is someone out there who is busy tracking the word-fillers made by the speakers. For each pause-fillers made, there is a fine of 10 cents, subject to a max of a dollar. This fine applies only to members of the club. However, if non-members would like to contribute, you are most welcome. Let us now welcome the Ah Counter, <title name>. Lead Applause.

After Ah Counter report, you may remind members to see the Ah Counter to pay their fines.

Ribbon Presentation For the Best Prepared Speakers and Evaluators

** Make sure you have the results from the SAAs (do not pass the results to the President. TMD is responsible for announcing the results. The President will present the ribbons)

Closing Address
We shall now invite the President to give us his closing address. Make this invitation short and sweet as by this time, the President should already be standing beside you.