



Chairperson

The Chairperson is the meeting's facilitator. You are responsible for the preparation that must be done before the meeting begins, and you set the tone for the evening. You make the meeting start and end on a good note, make sure the guests feel welcome and ensure the professionalism and efficiency of the whole event.

Speaking	★★★	Arrive by	5:50PM
Leadership	★★★	Speaking Time	10 min
Organization	★★		

24 hrs before the meeting

- Ask the toastmaster in advance for his/her introduction.

Before the meeting

- Find replacements for roles that are vacant or where the person has not yet arrived,

- Supervise the SAA and ensure that the room is set up by 5:55.

Start of the meeting

- Thank the Sergeant-at-Arms for his/her introduction.
- Welcome everyone to the meeting. Give an upbeat 2 to 3 minute talk on the Toastmasters organization. Giving an example about the impact Toastmasters has had on your own life will make your presentation more meaningful and memorable.
- Announce any changes to the agenda.
- Ask the guests to stand, introduce themselves, and say a few words about why they are attending
 - **Start with an experienced guest who has done an intro at a past meeting,**
 - Do not insist if a guest does not want to say anything,
 - Explicitly state how long guests should speak:
 - For example: "Tell us in 2-3 sentences why you came to Toastmasters"
 - Do not ask guests to speak about personal topics like their job or family situation.

During the meeting

Opening

- Invite the Grammarian to explain his/her function.
- Invite the Timer to explain his/her function
- Invite the Moment of Humour to present
- Invite the Moment of Reflection to present
- Invite the Moment of Sharing to present
- Invite the Toast to present.

Business session

- Open the Business Session by banging the gavel and declaring the session open,
- Ask the members if there are any changes to the minutes from last meeting,
- After the secretary records the changes, bang the gavel, declare the minutes accepted,
- Ask if there are any announcements to be made. Wait for members to speak up,
- Announce "I hereby declare the Business Session closed." and bang the gavel,

- Announce that the Education Session is now beginning and introduce the Toastmaster.

During the break

- Supervise the timer and make sure that the audience is asked to return 2 minutes before the break ends,
- Fill the roles for next meeting.
 - Check Roles left to be filled in easy speak,
 - Try to give roles to new members in priority.
 - Aim to fill 6-7 roles, plus 1-2 speakers and speech evaluators

Closing

- At the end of the Education Session, take control of the meeting from the General Evaluator with a handshake,
- Take 1 to 2 minutes to give your positive closing comments on the meeting,
- Invite guests to stand and comment briefly on their experience of the meeting,
- Invite guests to visit again,
- Give a quick summary of the roles for next meeting and ask members that do not have a role yet to come see you after the meeting so you can assign them a role,
- Present awards for Best Table Topics Speaker, Best Prepared Speech and Best Evaluator and do the 50/50 draw,
- Present educational awards if there are any,
- Acknowledge the first-time-roles of the day and get a photo with them,
- Ask for a motion to adjourn the meeting,
- Declare the meeting closed and bang the gavel,
- Fill roles for the next meeting if you did not finish during the break.

After the meeting

- Send the list of roles for next week's meeting to the VP Education
 - Make sure that you have at least 80% of the roles filled



- Observe the previous Chairperson in action and take note of what they did best and what they could improve,
- Let the meeting's theme inspire your introduction,

- If in doubt, ask your mentor or fellow members what to do. Everyone at SWS is here to help you.

Resources

- Background info on Toastmasters:
https://en.wikipedia.org/wiki/Toastmasters_International

Role Filling Table

Meeting Role	Member Name
Chairperson	
Toastmaster	
General Evaluator	
Table Topics Master	
1st Table Topic Evaluator	
Moment of Humor	
Moment of Reflection	
Moment of Sharing	
Toast	
Grammarian	
Timer	
1st SAA	
2nd SAA	
Speaker #1	
Speaker #2	
Speaker #3	
Speech Evaluator #1	
Speech Evaluator #2	
Speech Evaluator #3	
General Instructions	Details
1	Chairperson of current meeting fill all roles for the next meeting
2	Check Roles left to be filled in easy speak
3	During break and after meeting roles talk to members and ask them to fill roles (Try to give roles to new members in priority)
4	Forward the final list to the VP-ED after the meeting so they can update roles on easy-speak

Aim to fill 6-7 roles, plus 1-2 speakers and speech evaluators