



SAFRA TOASTMASTERS CLUB

Toastmaster of the Day (TMD) Checklist of Duties

Before the Meeting

- Remind the appointment holders, manual speech speakers and evaluators of the meeting.
- Contact any visiting toastmasters 1 week in advance to confirm their attendance.
- Arrive early and sit near the lectern. Advise speakers to do likewise.
- Find out how appointment holders and speakers wish to be introduced, confirm the projects they are delivering and their speech titles. Be prepared for last minute changes.
- Ensure that all appointment holders are present before indicating to the Sergeant- At-Arms to call the meeting to order. (The minimum number of appointment holders required is Sergeant-At-Arms, Opening Address Speaker, Timer, AH-Counter and Table Topics Master).
- Confirm speech titles of project speakers.
- Check if there are announcements to be made and by whom.

During the Meeting

- Act as a general host
- Remain near the lectern until the speaker has acknowledged you and assumed control of the meeting. Then be seated. Lead in the applause for speakers and evaluators.
- Must know the procedure of the meeting well:
- SAA welcomes members and guests observing standard greeting protocol.

- SAA then asks members and guests to introduce themselves.
- After members and guests are introduced SAA introduces the Toastmaster of the Day.
- TMD assumes control of the meeting at the lectern, observes protocol. Thereafter introduce yourself and state your role.
- Highlight meeting procedures for the first half of the meeting prior to the Tea Break.
- Introduce the key appointment holders such as the General Evaluator, Language Evaluator, timer and AH-Counter and briefly explain their duties.
- After the introductions invite the Language Evaluator to deliver and explain the word of the day.
- Encourage members to use the word of the day throughout the meeting.
- Invite the Club President to deliver the Opening Address.
- Introduce and welcome the Table Topics Master.
- Call for the timers report and announce if anyone is ineligible to be voted.
- Request for members and guests to vote for the best Table Topics Speaker.
- Invite members and guests for the tea break.
- Welcome members and guests back for the 2nd session and elaborate on the meetings procedure for the rest of the meeting
- Introduce the prepared speech speakers in the following manner (POETS)

P- Project number and what the project is about

O-Objectives of the project 7 Time Allocated

E-Evaluator - Mention who he/she is

T-Title of Speech

S-Speaker - introduce speaker, give some background if possible and mention their name
LAST.

- Ask for the timers report for the speakers.
- Invite members and guests to vote for the Best Manual Speech Speaker and then invite the evaluators for their comments.

- Ask members and guests to vote for the Best Evaluator and invite the Language Evaluator to comment on the use of language throughout the meeting.
- Ask for the AH Counter's report.
- Invite the General Evaluator for his/her comments.
- Invite the President to give away the awards and deliver the Closing Address.



SAFRA TOASTMASTERS SPEAKER & PROJECT INFORMATION

Please fill in the information asked for in the table below. This will be useful to ensure that you are properly introduced at the Meeting. Thank you very much for your co-operation.

<u>1. Project (Number, Title and Speech Manual)</u>
<u>2. Objectives & Time Allowed to deliver speech</u>
<u>3. Evaluator (Name, Club, Office (if any) held and any other information e.g. hobbies)</u>
<u>4. Title of Speech</u>
<u>5. Speaker(Name, Club, Office(if any) held and any other information e.g. hobbies)</u>