

# Margaret Wan

also known as

## Magic Wan



## Every Meeting is a Show: The Role of the Toastmaster

### Prior to the meeting:

- ★ If it is customary for your club to use a theme, think of a theme that is inspiring or timely. Let the table topics master and speakers know.
- ★ At least two days before the meeting, confirm with the table topics master, general evaluator, and speakers that they will take on their respective roles; then confirm the same to the Vice President Education.
- ★ In case a substitute is needed, consult the Vice President Education and identify a suitable replacement.
- ★ Prepare introductions for the table topics master, general evaluator, and speakers. This is your opportunity to develop your skills in introducing speakers. Use it!
- ★ Prepare opening and closing remarks and filler materials (based on the theme if one is used) to bridge the gaps between program segments. Have more materials than you expect to use to avoid awkward periods of silence.
- ★ Your opening or closing remarks should be brief and last less than 1 minute. You are the master of ceremonies. You are not giving a speech.
- ★ Quotes or jokes of good taste are appropriate filler materials. Again, keep them short.
- ★ Arrive early at the meeting to finish last-minute details and settle down before the meeting starts.

### Upon arrival at the meeting:

- ★ Sit near the front of the room for quick access to the lectern.
- ★ Check that the table topics master, general evaluator, and speakers are present. If necessary, find replacements before the meeting starts.
- ★ Note the pronunciation of names of the program participants you will introduce.
- ★ Give the table topics master a list of program participants, if different from the printed program.
- ★ If your club presents awards for the best speaker, etc., make sure that they are properly placed.

### During the meeting:

- ★ Watch the time and keep each segment of the meeting within the time allotted.
- ★ Lead the applause and shake their hands after you have given the introduction of the table topics master, general evaluator, and each speaker. Do the same when they return control to you.
- ★ After each speech, remind the audience to write comments for the speaker and sign or initial the comments. These comments are as important as the formal evaluation in helping the speaker improve.
- ★ If you have volunteers filling meeting roles at the last minute, do not announce this during the meeting. Thank them in private after the meeting. Every meeting is a show. Last-minute changes should be invisible to the audience.

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