



Job description: Toastmaster of the Evening (TME).

The Toastmaster of the Evening (TME) is like a Master of Ceremonies (MC) and Meeting Facilitator all in one. Thus, the main duty of the TME is to keep the meeting moving.

PRIOR TO THE MEETING

1. The TME should receive an updated sign-up sheet from the Vice President of Education one week prior to the meeting at the latest. The VP Education tries to ensure that a junior Toastmaster does not evaluate a more advanced Toastmaster, if at all possible.
2. Develop an agenda for the meeting. (A template is available for download on the TM website, www.toastmasters.ch.) Please make copies and pass out a copy of the agenda to members. *(if you cannot make copies, please contact the VP Education early enough and make sure he/she receives the agenda with all required information. The VP Education will arrange for the agenda to be copied for the meeting).*
3. Call or e-mail the key players a week in advance. (Table Topics Master, Master Evaluator and Prepared Speakers) who are scheduled and have duties and responsibilities for the meeting. Ask them to confirm their attendance for the meeting. Coordination is important, because you may have to find replacements for members who can't attend.
4. Please ensure you receive a written introduction from all prepared speakers for you to use at the meeting.

Obtain from the speakers at least the speech title, manual, speech number, and timing requirements, and write them in the meeting's agenda.

If necessary, ask pertinent questions of the speaker to formulate a quality introduction.

5. Ask the Master Evaluator to confirm that his team is complete (Speech Evaluators, Timer, Grammarian, Ah and Vote Counter). If not, get the Master Evaluator to complete his team either before the meeting day, or before the meeting the same day. The Master Evaluator makes sure that the Grammarian prepares the word of the day and lets you know about it (for inclusion in the agenda).
6. Tell the Table Topics Master how much time there is available for Table Topics (based on the number of speakers, educational session, and business portion of the meeting).

AT THE MEETING

The TME should arrive early, i.e. at least 20 minutes prior to the start of the meeting to finalize all meeting assignments. This individual is responsible for the smooth running of the meeting and to ensure it closes on time. Other remarks for the TME:

1. Encourage members to use the (colored) feedback sheet to provide constructive feedback to the speaker. Allow 1 minute after each speaker for the members to give a written evaluation.
2. Get the grammarian (directly or via the Master Evaluator) to provide a meaningful, applicable, Word-of-the-Day which is written, legibly, in large text on a piece of paper, and displayed on the lectern with a short definition and example.
3. Begin applause after introducing a member and wait for him / her to arrive at the lectern. (Say something like: "Help me welcome ... " and start clapping.) Shake their hand when they arrive to the lectern. Then you can leave the lectern.
4. Never leave the lectern unattended.



8. Make every effort to bring the meeting to a close by 21.40 h. Use the meeting checklist and agenda to conduct the meeting. Consult the basic manual for additional information (page 74/75 on meeting responsibilities).

M.Kalmar / T. Skipwith
November 2004