



## SIM I TOASTMASTERS CLUB

### TOASTMASTER OF THE EVENING ("TME")

#### Role

You are the host of the meeting. You ensure meeting starts and ends on time. Introduce programs, appointment holders and speakers. Know the meeting protocol well and ensure smooth transition during the meeting.

#### Duties

##### (1) Prior to Meeting

- Remind all appointment holders, project speakers and evaluators to be present.
- Find out from appointment holders/speakers how they would like to be introduced.
- Find out from project speakers the project title and gist of the speech.
- Check out on the objectives and timing sequence of each project.

##### (2) Preparation on the night of Chapter Meeting

- Arrive early to ensure that all appointment holders and speakers are present before meeting starts.
- Confirm with VPE if there are any changes to the programme.
- Check with VPE if there are any announcements to be made and by whom.



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- Confirm speech title with project speakers
- Obtain the requisite project ribbons and ribbons for Best Table Topic Speaker, Project Speaker and Best Evaluator from SAA.

### Chapter Meeting Protocol

#### First Session

- After taking over control of lectern from SAA, greet the audience and welcome them to the Chapter Meeting.
- Introduce yourself and state your role as TME.
- Go through the programme with the audience, summarize what can be expected from the 1<sup>st</sup> and 2<sup>nd</sup> sessions.
- Remind audience to turn their mobile phones and pagers to silent mode (if SAA has not reminded the audience).
- Announce changes to the programme.
- Explain the duties of the various appointments and introduce the appointment holders (Registration officer, Sergeant at arms, Induction Officer, Timer, Ah Counter, Language Evaluator and General Evaluator). Initiate applause for each appointment holder.
- Invite President or Acting President to give his/her Opening Address.
- Invite VPPR to announce Business Matters.
- Invite Induction Officer to conduct Induction Ceremony (if any).
- Invite Language Evaluator to give the "Word of the Evening".
- Introduce and welcome the Table Topics Master to conduct the Table Topics session.



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- After the Table Topics session, say a few words of appreciation to Table Topic Master for the interesting session.
- Call for the Timer's Report and announce if anyone is not eligible to be voted.
- Request members and guests to vote for the Best Table Topics Speaker.
- Invite members and guests for a Tea Break. Ask them to be back by a certain time.

### Second Session

- Welcome members and guests back for the 2<sup>nd</sup> session.
- Introduce the prepared speech speakers in the following manner:
  - P : Project Number
  - O : Objectives of the Project
  - E : Who the Evaluator is
  - T : Timing sequence for the Project
  - S : Speech title and Speaker's name
- Remind audience not to distract or interrupt while project speakers are delivering their speeches.
- Offer a word of thanks and encouragement to each speaker after their speeches.
- After all the speakers have spoken, ask for the Timer's Report for the speakers.
- Ask members and guests to vote for the Best Prepared Speech Speaker.
- Invite the Project Evaluators to give their comments.
- After all the project evaluations, ask for the Timer's Reports for the Project Evaluators.
- Ask members and guests to vote for the Best Evaluator.



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- Invite Language Evaluator to give his/her comments on usage of English.
- Ask for the AH Counter's Report.
- Invite the General Evaluator for his/her comments.
- Invite the President to the lectern for ribbons presentation.
- Thank the President.
- Invite President or designated EXCO member to deliver the Closing Address.

### Useful Tips

- (a) Come to the chapter meeting fully prepared.
- (b) Time management
- (c) Cut down on table topics session if there's an overrun of time.
- (d) To create impact on introduction of Project Speakers, use POETS manner.
- (e) Read out title of members in full i.e. Competent Toastmaster, Advanced Toastmaster Bronze, and Distinguished Toastmaster instead of CTM, ATM-B or DTM.
- (f) Introduce appointment holders in following manner to create impact and lead applause after each introduction:  
"Description of person (e.g. profession, special hobby, achievement), appointment held in Club or District level, Title and Name".
- (g) Remind speakers and appointment holders to use Word of the Evening.
- (h) Wait for speakers or appointment holders to return to seat before continuing with meeting proper.