



TOASTMASTER TASKS

The Toastmaster is a meeting's director and host. Being Toastmaster increases organizational skills, time management, as well as speaking skills. As Toastmaster, you have many duties. This list will help you prepare. A Toastmaster should:

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| 1 week prior
(Thursday) | <ol style="list-style-type: none"> 1. Visit Slack #general channel to see the agenda for the next meeting. On this page, you will see the assigned roles. Slack all meeting participants (even those that have not confirmed) in a direct message. In this Slack message: <ol style="list-style-type: none"> a. Remind them that they have this role coming up. b. Ask the General Evaluator to contact the evaluation team to confirm which speaker and project they will be evaluating. c. State the theme of the meeting (also communicate this in your attendance response on the app webpage). 2. Prepare filler material related to your theme. You can use notes, but practice it so that you're familiar with it. |
| At least 3 days
prior (Monday) | <ol style="list-style-type: none"> 3. Resend a message to those that have not responded. 4. Communicate with the group on #general channel to fill any open roles. 5. Direct message speakers reminding them to send you a written introduction including a speech title. |
| Night prior
(Wed. p.m.) | <ol style="list-style-type: none"> 6. On the app webpage: <ol style="list-style-type: none"> a. <i>View Meeting Status</i> button will show you who is not available for the meeting as well as those planning to attend but with no role yet. Direct message members to check if they will fulfill an empty role. b. Go to <i>View and Claim Available Roles</i> to select members and assign open roles. c. Print off enough agendas for number of attendees, plus a few extra for any guests. Choose the coming meeting date on the <i>View a meeting agenda</i> dropdown. |
| Morning of meeting
(Thursday) | <ol style="list-style-type: none"> 7. At the meeting, you have a key role. You should: <ol style="list-style-type: none"> a. Arrive at least 15 minutes early. You are responsible for having agendas available and the lectern is setup. Greet guests if no one else is available. b. Check off roles as people arrive. If a confirmed role hasn't arrived 5 minutes prior to start, ask another member to fill that role in case the person doesn't show up. c. Follow the scheduled timeline. Be prepared to subtly intervene when people are significantly over time. d. Introduce speakers with their provided introduction. Include their speech topic and title, project, objectives, and delivery time. e. Allow for one minute of silence for members to provide feedback to the speaker. |