

## Toastmaster Role on Zoom

Toastmaster of the meeting hosts the meeting, creates an agenda, introduces the speakers, creates an atmosphere of interest, expectation and receptivity, and keeps the meeting running on time.

### BEFORE THE MEETING

- Select meeting theme. You can also run the meeting without the theme by simply following an agenda
- Several days before the meeting connect with club VPE to make sure all meeting roles are filled
- Several days before the meeting send an email to speakers and evaluators
- Remind speakers to send you their speech information and introduction before the meeting
- Remind evaluators to reach out to speakers about evaluations.
- Download meeting agenda on club website (<https://www.westseattletm832.org/member-resources>) and fill out all blank spaces
- Send meeting agenda via email to club VPE at least one day before the meeting

### DURING THE MEETING

- You will be introduced as meeting toastmaster after club president opens the meeting.
- Introduce yourself and meeting theme if any
- Introduce main meeting roles in the following order (Timer, Grammarian and General Evaluator) and ask them to explain their roles
  
- Start speaking portion of the meeting
- Ask Sergeant at arms to start meeting recording before you introduce the first speaker
- Introduce the first speaker
- After first speaker has finished speaking ask timer for one minute of silence to give members a chance to give speaker feedback via chat
- Repeat the same order for other speakers
- After the last speaker ask for two minutes of silence.
- Ask SAA to collect the votes for Best Speaker
  
- Introduce table topics master
- Ask SAA to collect the votes for Best Table Topics Speaker
  
- Introduce general evaluator

- Ask SAA to collect the votes for Best Evaluator (if the GE has not already done so.)
- Ask SAA to collect the votes for Most Improved (if the GE has not already done so.)
- By the time general Evaluator finished evaluation of the meeting you should have received awards via chat from sergeant at arms
- Close the meeting by announcing awards (Best Speaker, Best Table Topic, Best Evaluator and Most Improved)
- Thank everyone for the meeting and return it back to club president

#### GENERAL NOTES

- Make sure you have good wifi connection, your camera and microphone are working on Zoom. In case you have any technical difficulties before or during the meeting, please let Segreant at Arms or VPE know.
- It is recommended to use Zoom on your computer or tablet. Try to avoid using Zoom on phone when you are a Toastmaster.
- Throughout the meeting pay attention to overall time, meeting flow and address any questions that might come via chat, raised hand function on Zoom or visual indication of raised hand on member's screen.