

Club No. 1406987, Area K2, Division K, District 80

*We meet every 2nd and 4th Wednesday, 7:30 p.m. at One Bar, Level 3, One Exchange Square,
8 Connaught Place, Central, Hong Kong (Dinner inclusive)*

The Role of Toastmaster of the Evening (TME)

The TME :

- i. acts as a genial host*
- ii. conducts the entire programme*
- iii. introduces all the participants*

Exact details of the TME's role is well listed on pages 70 and 71 of the Competent Leadership Manual. Please read it carefully. The following are a few extra points in a to-do-list format to help you.

#1: BEFORE THE MEETING

- ✓ talk to the Vice President Education (VPE) about the programme
- ✓ contact the Speaker for 'One Minute MBA' on how to introduce him/her
- ✓ contact the Table Topics Master (TTM) about the Table Topics session and about how to introduce the TTM.
- ✓ call the 3 Officials - the time keeper, ah-counter, grammarian to make sure that they understand their role (if not, ring up the VPE responsible for motivation for directions) and will be there on time
- ✓ call the table topics evaluator to ensure that he/she has received the table topics evaluation template from the VPE responsible for motivation. The template can be downloaded from the club website
- ✓ call all the speakers :
 - find out about the title of their speeches
 - confirm the Level of the Project
 - find out who the Evaluator is
 - work out how to introduce the speaker
- ✓ call the General Evaluator (GE) to ensure that he/she has received the GE template. The template can be downloaded from the club website
- ✓ prepare what you are going to say to bridge the gaps between programme segments to avoid awkward periods of silence

#2: JUST BEFORE THE MEETING

The TME must arrive at the venue at least 15 minutes in advance

The time is needed to do the following:

- ✓ confirm the speakers have all arrived (and make contingency plans if some do not turn up on time); check for last minute changes.
- ✓ confirm the Individual Evaluators (and help to find them)
- ✓ look for the speaker for 'One Minute MBA', Table Topics Master, the 3 Officials, and tell

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them their roles

- ✓ make sure you are comfortable with the speaking environment; it is important to check the microphone is working (if needed), the audio-visual aids are all ready and whether the podium will be an asset for you.
- ✓ check your appearance is presentable
- ✓ make sure you have in mind what to say to start off your segment
- ✓ check with the President that he/she knows how to introduce you
- ✓ establish your leadership of the meeting by greeting others as the Host and by acting as the Leader.
- ✓ make sure you know yourself that YOU ARE in charge of the timing of the meeting.
- ✓ most importantly, READ the programme and STICK TO IT !!!! (It is best to know it well prior to the meeting).

#3: DURING THE MEETING

The TME must have a rough structure within their mind about what to say. This is something in the area of the following (in order) :

- ✓ greet the audience
- ✓ introduce yourself very briefly
- ✓ introduce the role of TME (listed at the very beginning of these notes)
- ✓ ask the audience to turn off/silence their mobile phones
- ✓ mention any changes to the programme
- ✓ ask the audience to fill in the Evaluation form and remind them that it will be collected towards the end of the meeting (after the Speech Evaluations)
- ✓ introduce the Officials : time keeper, ah counter and the language evaluator (just read out their names and let them introduce their roles as printed out on prepared cards)
- ✓ introduce the Table Topics Master:
- ✓ Remember 4 T's
 - a) TTM's ROLE = introduce the role of the TTM as specified in the Manual
 - b) THEME = the theme of the Table Topics session
 - c) TIME = the time allowed for each table Topic speaker
 - d) TTM's introduction = introduce the TTM
- ✓ remind the audience the time for enjoying the appetizer
- ✓ introduce Individual Speakers

First introduce the NAME of the Speaker and the TITLE
The memory aid **POETS** is useful

 - a) **P** = Project (Project 1 icebreaker etc)
 - b) **O** = Objectives of the Project can be read out, unless someone earlier has already done a speech in the same Project
 - c) **E** = Evaluator's name should be read out
 - d) **T** = Title of the Speech
 - e) **S** = the Speaker to be introduced. Try to tell us briefly about that person's profession and something about that person that other Toastmasters can quickly identify with. Remember, you must be positive when introducing someone!
- ✓ introduce the Co-Sergeant at Arms / Guest Introducer (just read out his/her name)
- ✓ remind the audience the time for enjoying the main course
- ✓ introduce the Individual Evaluators (I.E.) in similar manner the word **PETS** can be used (at least for introducing the 1st of the I.E.)

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- a) **P**roject
- b) **E**valuated Speaker's name
- c) **T**ime allowed
- d) **S**peaker = name of the Individual Evaluator
- ✓ remind the audience the time for enjoying the dessert
- ✓ ask for Official's report
- ✓ introduce the General Evaluator in 4 areas:
Role of GE, the time allowed, a brief bio (emphasizing the TM experience), the Toastmaster Title and finally his/her name
- ✓ hand the control back to the President

#4 REMEMBER TO DO THE FOLLOWING

- ✓ smile !
- ✓ be brief, concise and avoid putting on a show
- ✓ show others that you are LEADING the meeting; try to be sincere and warm
- ✓ lead the applause
- ✓ tell yourself that "the mistakes you commit will not be obvious to others unless you become concerned by them"
- ✓ shake hands with all the speakers before and after their speeches
- ✓ gauge the audience for their response
- ✓ address each other by their titles all the time, e.g., Competent Communicator Albert Au; Advanced Communicator Bronze, Advanced Leader Bronze Sean Lin; Distinguished Toastmaster Jeffrey Hui
- ✓ bring your Competent Leadership (CL) manual and ask for an evaluator if this is one of your CL projects
- ✓ finally, be flexible and adapt to the circumstances

I am sure TME will be an experience you will cherish !

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Hong Kong MBA Toastmasters Club

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