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To do: **two** weeks before the meeting

- Log in to easySpeak <http://ascotspeakers.toastmasterclub.org/>
- For every Speaker and role holder who hasn't yet confirmed (no green tick by their name), get them to decline or confirm their scheduled speech or assigned role.
- Update the meeting assignments in easySpeak accordingly.*

Declined: click their red **x**

Confirmed: click their checkbox and click [Save]

* If you're not the Meeting Meeting Manager for the meeting (displayed at the bottom of the meeting page) tell the VP Education or Webmaster.

The screenshot shows the easySpeak meeting management interface. At the top, it says "Click on a name to see Contact Details or on a role to see the Knowledgebase article". Below this, the Meeting Manager is identified as Paola Kathuria, CC, with buttons for "profile", "pm", and "email". There is a "new event" button and links for "Stop watching this meeting" and "E-mail meeting to a friend". The footer includes "Toastmaster Automation v2.20 - Powered by easy-Speak © 2005-16 MalW", a "Club Control Panel" button, a "TRACKER" button, and statistics: "100401526 Attacks blocked, 3699 Spam robots repelled, 122 I.P. Address + 687 agents banned." A "Privacy Policy" link is also present. At the very bottom, a disclaimer states: "The names Toastmasters International and all other Toastmasters International trademarks and copyrights are the sole property of Toastmasters International. This website is developed, supported and financed by Toastmaster members for use in their own clubs and is only available to Toastmaster clubs. It is not financed by Toastmasters International."

To do: **one** week before the meeting

- Read the both meeting checklists and decide which you will use
- Prepare and practice your introduction to the meeting (max 3 mins) – see ***Opening the meeting*** in the longer version of the meeting checklist
- Log in to easySpeak (Toastmaster Automation) to find out the latest confirmed meeting roles. <http://ascotSpeakers.toastmasterclub.org/>
- Check with the VP Education (VPE) to find out if there are any changes to the usual agenda.
- Come up with a **theme for the meeting** at least 5 days before.
- Let the VPE (for the agenda), Grammarian (for the word of the day) and Table Topics Master (for topic questions) know what the theme is.
- Contact the General Evaluator at least 3 days in advance to confirm the assignment (if they were already confirmed on easySpeak).
- Ask the General Evaluator to contact the other members of the evaluation team (Speech Evaluators, Table Topics Evaluator and Grammarian) and remind them of their responsibilities. *Meeting role guides are at <http://www.ascotSpeakers.org.uk/guides>*
- By default, the agenda will **not include** the time for you to introduce each Speaker with personal information on your theme. If you want to include themed introductions, let the VPE know before the Monday of the meeting so that they can remove a minute for every Speaker from the break.

How to get member e-mail addresses

- Log in to the club web site - <http://www.ascotSpeakers.org.uk/>
*If you don't know your password, click **Request new password** on the login form, enter your mail address. You'll be mailed a one-time link and instructions.*

Your username is shown on <http://www.ascotSpeakers.org.uk/members>
- Go to **About us > Our members > member e-mail addresses**

MEETING CHECKLIST

short version (1 side of paper)

UPON ARRIVAL

- reserve seat near front
- find someone to evaluate you as TME in your CL manual
- everyone on agenda present? If not, find replacements with VPE

OPENING THE MEETING

- agenda
- each meeting different – different speakers/role-holders each time – CC/CL
- theme
- slips for feedback, voting
- Timer: explain role
- Grammarian: explain role

PREPARED SPEECHES

- *For each prepared speech:*
 - Speech Evaluator: speech objectives
 - speech title – Speaker's name
 - Timer: 1 min for feedback slips
- Timer: report
- Best Speaker vote (*if at least 3 speeches in time*) – Timer: 1 min

BREAK

- state time to return

TABLE TOPICS SESSION

- *Is session going to over-run?*

EVALUATION SESSION

- Speech Evaluators
- Table Topics Evaluators
- Timer: report
- Best Evaluator vote (*if at least 3 evaluations in time*) – Timer: 1 min
- Grammarian: report
- General Evaluator: report
- handover to President

MEETING CHECKLIST

full version

When handing over to a new role-holder:

- start the applause
- shake their hand
- move off the stage

Upon arrival at the meeting

- Check with the Speakers for any last-minute changes.
- If there are any last-minute drop-outs, work with the VPE to find replacements.
- Sit near the front of the room and have your Speakers do likewise for quick and easy access to the lectern.
- Before the meeting starts, find another member who will evaluate you as Toastmaster in your *Competent Leadership* manual.

Opening the meeting

1. hand over from the President
2. introduction [**MAX: 3 mins**] – explain:
 - agenda (prepared speeches, impromptu speeches, evaluations) + any changes
 - explain each meeting is different because the role-holders are different – that is how we work through communication and leadership projects
 - theme (if there is one) _____
 - protocol - emphasise slips
 - encourage everyone to fill in each part (even guests)
 - write your name on feedback slip so speaker can follow-up
 - give feedback slips to Speakers during the break or at the end of the meeting
 - slips also used for voting
 - time-keeping - point out the clock facing the front for role-holders

3. ask Timer to explain their role (stand by their chair) [1m 30s] _____

4. (call up) hand over to/from the Grammarian to explain their role _____

Prepared speeches

- 5. *for each prepared speech:*
 - a) ask the Speech Evaluator to stand by their chair and give the **speech objectives**
 - b) hand over to/from the Speaker (speech title – name)

#	SPEAKER	TITLE	EVALUATOR	TIME M:S
1				
2				
3				
4				

- c) Timer: one minute for feedback slips (Toastmaster shouldn't talk during this time)
- e) wait for bell before resuming
- 6. Timer: was everyone in time?
- 7. Ask Timer for a full report
- 8. ***if at least 3 speeches in time***
 - about to vote for **Best Speaker**

Ask people to vote on the Best Speaker according to who best met their speech objectives

 - Members: also write name of Speaker you think has **Most Improved** since last speech
 - Timer one minute on the clock – please vote for **Best Speaker**
- 9. ***if less than 3 speeches in time***
 - no vote, need at least three Speakers in time

Break

- 10. announce break, telling people **what time to return** (*printed on the agenda*) _____pm
- 11. resume the meeting on time (*the SAA should bang gavel 2-min, 1-min and 0-mins*)

Table Topics Session

- 12. hand over to the Table Topics Master _____
- 13. indicate to the Table Topics Master when time is up for speakers
(see the time against “End of Table Topics speeches” on the agenda)
- 14. handover from the Table Topics Master

Evaluation session

- 15. hand over to/from each Speech Evaluator

#	SPEAKER	EVALUATOR	TIME M:S
1			
2			
3			
4			
	Table Topics Evaluator 4-6mins		

- 16. hand over to/from the Table Topics Evaluator _____
- 17. Timer: were all the evaluators everyone in time?
- 18. Ask Timer for a full report
- 19. **if at least 3 evaluations in time**
 - Timer one minute on the clock – please vote for **Best Evaluator**
- 20. **if less than 3 evaluations in time**
 - no vote, need at least three Evaluators in time
- 21. hand over to/from the Grammarian _____
- 22. hand over to/from the General Evaluator _____

Ending

- 23. hand over to the President