

## Toastmaster

The Toastmaster runs the prepared speech section of the meeting introducing speakers and evaluators. This role is useful practice for being a Master of Ceremonies at a conference, business meeting or wedding.

The following activities are covered:

- Introducing this part of the meeting explaining how members are working through a speech manual. Their speech will be based on a project in Pathways. Each project has specific purpose statements.
- Before introducing the speaker, position the lectern/whiteboard/props as they requested.
- Introduce each speaker giving details of the **path** chosen, which **level** and **project**. For example, "John is speaking from Innovative Planning path and presenting Level One, 'The Icebreaker' project.
- Invite the speech evaluator to read the specific **purpose statements**.
- Give **timing** instructions with times for green, amber and red lights. For example: "The time is 5 to 7 minutes, so Mr. Timer please indicate green on 5, amber on 6 and red on 7".
- **Online Meeting Note:** Ask each presenter to turn on their video, if they pinned the timer and to unmute.
- Introduce the speaker by giving his or her name, and speech title. For example: "Please welcome John Smith with his speech 'How I climbed Mount Everest'".
- After all the speakers have delivered their speeches, introduce each evaluator in turn.
- After all speeches and evaluators have been given, thank the speakers and evaluators and encourage the audience to give an extra round of applause. Then hand control back to the Chairman.

Each speaker needs to provide information to the Toastmaster and this should be done in the days preceding the meeting. Refer to the next section for details.

**Pathways Note:** After the meeting, login to Pathways and update your profile with the meeting date. This is a prerequisite for completing Level 3.