

ROLE OF CHAIR

WEEK OF THE MEETING

- Post on Metro Speakers WhatsApp page – theme question of the week:

- Members who have taken on a role text their answers to Chair on WhatsApp. All speakers text their answers to the Toastmaster who will introduce the speakers & Evaluators
- During the week, it's Chair's responsibility to make sure all meeting's roles are filled and post on WhatsApp to fill remaining roles. President will assist you with postings
- If someone with a role who hasn't answered the question of the week, text them on WhatsApp directly or ask them before the meeting starts

ON DAY OF - BEFORE MEETING STARTS

- Post the meeting's agenda on Zoom's 'chat' when everyone has arrived. If posted too soon, those arriving late will not be able to see the agenda on chat. Feel free to ask another member to assist you with posting the agenda
- Ensure everyone shows up for their roles
- Ensure all speakers shows up and if cancellations, ask for an impromptu speech. I would leave the empty speech slot role and ask during the start of the meeting after you introduce guests if someone wants to give an impromptu speech. Ask the audience to think about if they would like to give a speech (perhaps offer an incentive of some kind?) or ask if someone is willing to step up and do an impromptu speech (that way they have time to think about it). If someone agrees, ask for an evaluator to step in as well. If no one goes, then we can just move on.

MEETING FORMAT

- Chair is introduced by the Sergeant of Arms

19:00	Greeter greets Members and Guests	Greeter: _____ ANSWER TO THEME: _____ _____	
19:00	SAA Introduces Chair	Sergeant at Arms (SAA): _____ ANSWER TO THEME: _____ _____	1:00 1:30 2:00
9:02	Chair's Opening Remarks	Thanks Greeter & SAA. Give their theme answers. START YOUR 3 – 5 minutes SPEECH &/OR SHARE SCREEN ABOUT WHY YOU CHOOSE THE THEME OF THE WEEK.	3:00 4:00 5:00
19:07	Guest Comments	Chairperson – Ask each guest what brought them to Toastmasters	

19:11 INTRODUCE
Timer

Timer: _____

ANSWER TO THEME:

1:00 1:30 2:00

19:14 INTRODUCE
Wordmaster

Wordmaster: _____

ANSWER TO THEME

1:00 1:30 2:00

19:17 INTRODUCE
Jokemaster

Jokemaster: _____

ANSWER TO THEME: _____

1:00 1:30 2:00

19:20 INTRODUCE
Motivator

Motivator: _____

ANSWER TO THEME: _____

***Once you've introduced the Toast Master, he/she will be taking over until the Break.**

1:00 1:30 2:00

19:23 INTRODUCE
Toastmaster

Toaster: _____

ANSWER TO THEME: _____

1:00 2:00 3:00

19:27 FIRST
SPEAKER

TOASTMASTER INTRODUCES **SPEAKER:**

W/ANSWER TO THEME QUESTION, SPEECH TITLE & PATHWAY LEVEL

ANSWER TO THEME: _____

SPEECH TITLE #: _____

PATHWAY: _____

5:00 6:00 7:00

19:37	ONE MINUTE EVALUATION	MEMBERS SEND COMMENTS IN ZOOM CHAT TO SPEAKER	
19:38	SECOND SPEAKER	TOASTER INTRODUCES SPEAKER: _____ W/ANSWER TO THEME QUESTION, SPEECH TITLE & PATHWAY LEVEL	5:00 6:00 7:00
		ANSWER TO THEME: _____	

		SPEECH TITLE #: _____	
		PATHWAY: _____	
19:45	ONE MINUTE EVALUATION	MEMBERS SEND COMMENTS IN ZOOM CHAT TO SPEAKER	
19:42	THIRD SPEAKER	TOASTER INTRODUCES SPEAKER: _____ W/ANSWER TO THEME QUESTION, SPEECH TITLE & PATHWAY LEVEL	5:00 6:00 7:00
		ANSWER TO THEME: _____	

		SPEECH TITLE #: _____	
		PATHWAY: _____	

19:50	Evaluate Speech 1	MEMBERS SEND COMMENTS IN ZOOM CHAT TO SPEAKER	
		TOASTER INTRODUCES EVALUATOR: _____	2:00 2:30 3:00
		ANSWER TO THEME: _____	

19:52	Evaluate Speech 2	MEMBERS SEND COMMENTS IN ZOOM CHAT TO SPEAKER	
		TOASTER INTRODUCES EVALUATOR: _____	2:00 2:30 3:00
		ANSWER TO THEME: _____	

19:55 Evaluate
Speech 3

TOASTER INTRODUCES EVALUATOR: _____

ANSWER TO THEME: _____

19:58

Break (CHAIR ASKS TIMER HOW LONG WE HAVE FOR BREAK)

20:03 Table Topics

CHAIR INTRODUCES **TT MASTER:** _____

ANSWER TO THEME: _____

20:20 Vote for Best
Table Topics
Speaker

Table Topics Master: SEND VOTES TO SERGEANT AT ARMS

1:00

20:21 Table Topics
evaluation

CHAIR INTRODUCES **TT EVALUATOR:** _____

3:00 4:00 5:00

ANSWER TO THEME: _____

20:26 Vote for Best
Evaluator

Chairperson: Vote for Best Evaluator only if more than 2
Evaluators. SEND VOTES TO SERGEANT AT ARMS: _____

1:00

20:28 Wordmaster
Report

Wordmaster: _____

2:00 2:30 3:00

20:32 Timer Report

Timer: _____

1:00 1:30 2:00

20:35 Quiz

CHAIR INTRODUCES **QUIZ MASTER:** _____

5:00 6:00 7:00

ANSWER TO THEME: _____

20:43 GE Report

CHAIR INTRODUCES **GENERAL EVALUATOR:** _____

8:00 9:00 10:00

ANSWER TO THEME: _____

20:53 Awards

Chairperson – Announces Winners of Best Evaluator, Speaker, TT

20:54 Announcements

Chairperson – Chooses next Chair (Melanie will give you a selection). At the end of the meeting, ask President or if anyone has any special announcements.

20:57 Guest comments

Chairperson

- Vote for **best speech** only if there are more than two speeches given and vote for **It is up to the Chair Person if they want to include General Evaluator or not**. Only if there are more than two evaluators (includes Best Evaluator, Table Topics (TT) Evaluator, Each Speech Evaluator. Ask everyone to send their votes to the Sergeant at Arms (SOA). If no SOA, ask someone to step in to count votes
- SOA will email you the winners for Best Speaker & Best Evaluator which is announced at the end of the night's meeting.
- Feel free to contact VP of Education and/or President to assist with the Chair's role.