

Toastmaster of the Evening

You are the general host, and you conduct the entire meeting's program.

Duties prior to the meeting:

Check with the Vice President of Education for the theme of the meeting.

Telephone all Speakers in advance as a reminder and to find out the:

Title of their Speech,

Pathways Project,

The need any special equipment (video, sound, PowerPoint, etc.)

Prepare the **Meeting Program** and bring at least **25 copies** to the meeting.

Duties during the meeting:

Once introduced by the President, start the program with a 1-3 minute inspiration.

Preside with sincerity, energy and enthusiasm. Take your audience on an exciting journey making them feel all is going well. Always lead the **applause when introducing each participant, and after they conclude.**

Remain standing at the Lectern and keep the applause going until the person you are introducing arrives to **shake your hand**. Then temporarily relinquish control to that person, and quickly proceed to take your seat.

Be attentive, smile, and regularly give affirmative nods while each Speaker is speaking on stage. Encouragement is the key to instilling confidence.

When the Speaker has concluded, you will relieve them and return to the Lectern. You will briefly **shake the Speaker's hand, smile** and thank them.

Maintain a **positive** attitude throughout the meeting and lead with a quiet sense of **confidence**. This is your show, make it very special and always keep the Meeting flowing smoothly...

If you have any questions, contact the Vice President of Education.

Thank you, Vice President of Education February 1, 2020