

OFFICIAL FUNCTIONS HANDBOOK



**MODERATOR TOASTMASTERS CLUB
CLUB TOASTMASTERS LE MODÉRATEUR**



CLUB # 3200

**FOUNDED IN 1979
FONDÉ EN 1979**

INTRODUCTION

This handbook has been put together for you, the members of The Moderator / Modérateur Toastmasters Club, to assist you in running an excellent meeting. The guidelines presented here will assist you in preparing for and performing an official function during the meeting.

Just remember that these guidelines are not set in stone. Feel free to experiment with the outline, but always inform the General Evaluator, Chairman and Toastmaster where appropriate so they are not surprised by any significant changes to the meeting. If you are a new member, it would be a good idea to discuss any proposed changes with your mentor beforehand.

**“The deepest joy in belonging comes as one learns to cooperate,
contribute and help.”**

Dr. Ralph C. Smedley

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WHY LEAD A TOASTMASTERS MEETING?

An effective leader uses the power of communication to influence the thoughts and actions of others. When you serve as an official at a Toastmasters meeting, you will inevitably develop this power to communicate, to lead a meeting, and to influence your listeners. By learning the role of Chairman you will master meeting procedures. By serving as Toastmaster of the meeting, you will learn how to coordinate a diverse program of speakers and activities to produce a meeting that flows smoothly.

The techniques you learn at Toastmasters will also work in the workplace with colleagues and superiors.

The ability to teach others is also important to leadership: you cannot lead for long if you cannot teach others to follow in your path.

As Table Topics Master you will encourage your speakers to gain confidence and resourcefulness through impromptu speaking. As an evaluator you will help the speaker learn new skills by providing sincere appreciation and constructive suggestions.

This handbook offers a step by step guide to help you prepare for each official function. Preparing yourself, as well as the speakers you will introduce, will enable you to avoid mishaps. This is a key to running an efficient meeting and is an essential part of the Toastmaster's job and a large part of the Chairman's as well.

Every effective leader uses the power of communication to influence people's thoughts and actions. Each Toastmasters meeting provides you with many opportunities to develop your leadership skills by performing one of several official functions.

Have fun and best success.

STANDARD MEETING FORMAT

| Time | Head Officer | Activity |
|-----------|---------------------|---|
| 6:30 | Sergeant at arm | <i>Opens the Meeting</i> |
| 6 :31 | Chairman: | Moment of Reflection |
| | | Toast |
| | | General Information capsule on Toastmasters International |
| | | Introduction of Officials for the meeting |
| | | Humorous Story |
| 6:40 | | <i>Business Session</i> |
| 6:55 | Toastmaster | <i>Educational Session:</i> |
| 7:00 | Table Topics Master | Table Topics |
| 7:15 | | BREAK |
| 7:30 | Table Topics Master | Presentation of Table Topics trophy and ribbon |
| 7:30 | Toastmaster | Prepared Speeches |
| 8:00 | General Evaluator | Evaluation Session |
| 8:20 | Toastmaster | Call for votes |
| 8:25 | Chairman | Award of prizes |
| 8:30-8:40 | | <i>Adjournment</i> |

Note: On evenings when a special event takes place (e.g.: module presentation, workshop, contest) the program may follow a different schedule. Always check the current meeting agenda for actual times.

CHAIRMAN'S CHECKLIST

Opening of Meeting

- ☐ Meeting Welcome
- ☐ Moment of Reflection
- ☐ Toast
- ☐ Announce Changes to the Agenda
- ☐ Describe an aspect of Toastmasters International (2 minutes)
- ☐ Introduction of Officials: As per agenda
- ☐ Introduction of Guests
- ☐ Humour
- ☐ **Open Business Session:**
 - ☐ - Quorum, minutes
 - ☐ - Executive and Committee Reports
 - ☐ - Scheduled New Business
 - ☐ - Unfinished Business
 - ☐ - New Business Proposed from the Floor
 - ☐ - Close Business Session

Conclusion of Meeting

- ☐ **Introduce Toastmaster**
- ☐ **Receive Control from Toastmaster**
- ☐ Ask Guests for comments
- ☐ Final Reminders
- ☐ V.P. Education Report
- ☐ Present Ribbons to Winners of Vote
- ☐ Announce "Post- Toasties" location
- ☐ Close Meeting

CHAIRMAN

"The well balanced, intelligent speaker is the natural leader in any group of which he is a part"

Ralph C. Smedley

PRIOR TO THE MEETING

Familiarize yourself with the names of all the meeting officials. Be aware of inductions and other special events. Make sure that someone has a humorous story, and have one yourself, just in case.

DURING THE MEETING

Introduction:

- Assume control (accept gavel) from Sergeant at Arms.
- Welcome the audience. Ask them to rise, and call for the Moment of Reflection and the Toast. Ask the audience to be seated.
- Describe an aspect of Toastmasters International that would be informative to the guests and new members.
- Outline the regular meeting format: business session and educational session. Mention any special events, and any changes to the agenda.
- Introduce the meeting officials. Ask them to stand as they are introduced. Tell the audience to hold their applause until the introductions are completed.
- Ask the Guest Greeter to introduce the guests.
- Ask for humorous stories.

Business Session:

- Bang the gavel to officially open the business session.
- Ask the Secretary if there is a quorum (and request an explanation of the term if there are guests or new members present.)
- Ask the Secretary to read the minutes. Call for errors or omissions in the minutes. Declare the minutes either adopted as read or as amended. Then bang the gavel.
- Reports of the Club Officers and Committees.
- Scheduled New Business.
- Unfinished Business (arising from the minutes or a continuation of motions referred to the current session).
- New Business proposed from the floor.
- Bang the gavel to close the business session.

Introduce the Toastmaster.

CONCLUSION OF THE MEETING:

- Accept control from the Toastmaster.
- Ask for any final reminders.
- If there is time, ask guests if they would like to comment on the meeting. (The Guest Greeter can provide the guests' names during the break).
- Ask V.P. Education about plans for upcoming meetings.
- Present ribbons to winners of "Best Speaker", "Best Evaluator" and announce the "Toastmaster of the Evening", as well as presenting the "Ice Breaker" ribbon whenever appropriate.
- Invite the guests and members to stay and to chat afterwards at Post-Toasties.
- Bang the gavel and officially close the meeting.

TOASTMASTER'S CHECKLIST LIST

PRIOR TO THE MEETING:

- ☐ Contact Table Topics Master and General Evaluator for information for introductions
- ☐ Contact each speaker for speech title, time, and biographical information (try to structure the introduction to establish the credibility of the speaker, but do not reveal the speech content). Remind the speaker to bring their manuals to the meeting.
- ☐ Ensure that speech evaluators have been selected. Tell the speaker who their evaluator is so the two can confer prior to the speech. Ensure speakers are presented in order of increasing experience (e.g.: #2 speeches before #4) so that inexperienced speakers are not intimidated.

DURING THE MEETING:

- ☐ Accept the gavel; thank the Chairman for the introduction
- ☐ Spend three minutes or less outlining the educational session.
 - The second and principal part of the meeting- both educational and entertaining.
 - Divided into three parts- impromptu speaking or Table Topics, prepared speeches and evaluations.
- ☐ Introduce Table Topics Master.
- ☐ Accept control of the meeting from the Table Topics Master. Limited comments are appropriate if time permits. Be aware of whether the meeting is on schedule, and limit or lengthen your comments accordingly.
- ☐ Explain Competent Communication and Competent Leader Manuals, and display a copy of each along with materials such as the advanced manuals, if time permits.
- ☐ Explain the use of the evaluation forms and voting. Urge everyone to provide constructive suggestions for each speaker.
- ☐ Introduce each speaker in turn:
 - Ask speech evaluator for speech number, objectives and timing.
 - Call on Timer to explain the timing procedure.

- Provide information about the speaker which is relevant to the speech. Build up the speaker's credibility and esteem.
 - State speech title and then speaker's name
 - Lead applause as speaker goes forward.
 - Lead applause after the speech.
 - Request one minute for written comments.
- ❑ After the last speaker, ask the Timer to announce any speakers who have not respected the time limits. Disqualify time violators from the voting.
- ❑ Call for vote for the "Best Speaker Award" and state the names and speech titles of all eligible speakers.
- ❑ Introduce the General Evaluator.
- ❑ Receive control from the General Evaluator.
- ❑ Ask the Timer to announce any evaluators who have not respected the time limits. Disqualify time violators from the voting, call for votes for "Best Evaluator" and "Toastmaster of the Evening". (Make sure to state which persons are eligible).
- ❑ Return control to the Chairman.

TOASTMASTER

"The Toastmasters club is fundamentally an educational organization"

Ralph C. Smedley

PRIOR TO THE MEETING

Before carrying out this assignment, read "How to Lead as Toastmaster of a Meeting" and "How to Introduce a Speaker" in your Competent Communication Manual.

One of the most rewarding experiences you'll have in Toastmasters is when you serve as Toastmaster of the evening and conduct the Educational Session. Your primary duty as Toastmaster is to act as a genial host: introducing the speakers so that the audience will listen with interest and anticipation.

To be a good host, make sure your introductions are brief and varied. Do not include lots of biographical details about the speaker, and do not make the speech for him or her. Above all, do not say anything that might embarrass the speaker. Just be friendly and enthusiastic, and help the speaker get off to a good start.

DURING THE MEETING:

When you are presented as Toastmaster, begin with "Mr. Chairman" or "Mme. Chairman," and then give a brief introduction of the Educational session format (Table Topics, Prepared Speeches and Evaluations).

Table Topics

Introduce the Table Topics Master (who will explain the impromptu speaking session in detail).

Prepared speeches

Regain control from the Table Topics Master. Outline the Toastmasters Educational program, putting emphasis on the Competent Communication and Competent Leader Manuals, and then the Advanced manuals. If time permits, you may also explain the modules from the "Better Speaker" and/or "Successful Club" series. Reduce the amount of time taken in this segment if the meeting is running late or if there are many prepared speeches on the agenda.

Introduce the first speaker, and make sure to follow this procedure:

1. Announce the project clearly. Be sure to let the audience know from which manual and project number the speech will be done.

2. Call on the assigned speech evaluator to read the objectives for the speech.
3. Ask the timer to explain the timing procedure for the speech.
4. Introduce the speaker, finishing with the title of the speech and then the speaker's name.
5. If the speaker is not speaking from the lectern, remain standing until the speaker has taken his or her place and has said, "Mr. Toastmaster" or "Mme. Toastmaster". Then take your seat.

When the speaker has concluded, call for one minute's silence for audience members to write their comments to the speaker.

Introduce of the next speaker, following the same procedure. Try to maintain smooth transitions between the speeches.

After the last speech, ask the Timer if there were any timing disqualifications. Then state which speakers are eligible to be "Best Speaker" and call for the vote.

Evaluation

Introduce the General Evaluator.

Conclusion of Education Session

Upon regaining control from the General Evaluator, ask the Timer to identify any evaluators who have not respected the allotted times. Then call for the vote for "Best Evaluator" and "Toastmaster of the Evening", reading out the names of all eligible candidates. Ask the Sgt. at Arms to collect the ballots. Close the Educational session and return control of the meeting to the Chairman.

Table Topics Master

"Imagination takes the common- place and glorifies it"

Ralph C. Smedley

SUGGESTIONS FOR TIMING AND PARTICIPATION

As the Table Topics Master, you play a vital role in influencing two important elements of the meeting.

1. member participation,
2. timing of the meeting

Here is what you can do to optimize both of these elements

Member Participation

To ensure the fullest participation of all members, avoid asking those who have other functions, especially anyone giving or evaluating a speech, the Toastmaster, Chairman, General Evaluator and in particular, the Table Topics Evaluator. Consult the agenda to see which members are performing these functions. Pay attention when the Chairman announces changes to the agenda at the start of the meeting.

If you choose the Timer to speak, ask someone near the Timer to take over these duties.

Non-toastmaster guests shouldn't be chosen unless they have volunteered for a Table Topic.

Timing

Adjust the number of participants so as to end at 7:15 pm (or earlier if extra time is needed for prepared speeches). Remember to ask for the timer's report, then recap the eligible speakers, and call for the vote for the Best Table topics Speaker.

If there is only one prepared speech, you may go beyond the 7:15 pm boundary. However, always check with the Chairman and Toastmaster to ensure they don't have other plans to fill out the evening.

Table Topics Master's Checklist

PRIOR TO THE MEETING

- ☐ **Choose the theme and topics**
Try to have 6 topics prepared, although you may not have time for all of them. Keep the topics short, and of such a nature that any speaker can easily respond to them, regardless of their background. If you are trying anything new, make sure that everyone understands the instructions.
- ☐ **Choose members** (with no other functions that evening) before guests or visiting Toastmasters. Check the agenda before the meeting.

DURING THE MEETING

- ☐ **Explain that this is the table topics session,**
Where people will be speaking on a variety of topics without preparation, both educational and fun. No one knows if they will be chosen, so everyone must listen carefully. Assure the guests that they will not be chosen unless prior arrangements have been made.

Why impromptu speaking? List a few of the benefits, perhaps giving a brief example of an impromptu speaking situation from everyday life:

1. Practice speaking without preparation;
2. Learn to listen carefully;
3. Form opinions quickly;
4. Control nervousness;
5. Learn to think on our feet;
6. Give an example of how Table Topics has benefited you.

During these introductory remarks, be brief and to the point (1 to 2 min). Be aware of whether the meeting is ahead of or behind schedule, and be prepared to trim your presentation if the meeting is running late. Reduce the number of speakers if time is short.

Form

- ☐ The theme of tonight's topic is and why?
- ☐ Explain the voting procedure, and that guests are invited to vote.
- ☐ Display the trophy and explain that the winner keeps it for the remainder of the evening, then the ribbon, which they can keep.
- ☐ Ask the Timer to explain the timing procedure.

- ☐ Explain where the speaking area is, if necessary.
- ☐ Read each topic loudly and clearly before calling the speaker's name.
- ☐ Do not repeat the topic if at all possible.
- ☐ When the last speaker has finished, ask the Timer if any speaker did not respect the time limits.
- ☐ Recap the names and topics of the speakers who are not disqualified.
- ☐ Ask everyone to vote.
- ☐ Bang the gavel; call for a 10 - 15 minute break.
- ☐ The Sergeant at Arms collects and counts the votes during the break.

THE BREAK

- ☐ You remain in control of the meeting, and it is your responsibility to resume the meeting on time. You may ask Timer to give a minute's notice before the break is over.
- ☐ Bang the gavel to end the break.
- ☐ Announce the 'Best Table Topics' winner and present them with the trophy and ribbon.
- ☐ Return control to the Toastmaster.

General Evaluator

"We gain skills by practice, and we improve by heeding our evaluators"

Ralph C. Smedley

Suggested Time: 20-30 minutes (includes Table Topics Evaluation, Individual Speech Evaluations, Grammarians' Report and Meeting Evaluation)

PROCEDURE

- ☐ Assume control of the meeting from the Toastmaster.
- ☐ Call upon the Table Topics evaluator
- ☐ Call upon the speech evaluators (you may make supplementary remarks on the evaluations)
- ☐ Evaluate the meeting (ask the timer to apply an unofficial 5-7 minute procedure for your remarks)

Check List for Evaluating Meeting Officials

Sergeant at Arms

Prior to the meeting

- ☐ Welcomes guests and members
- ☐ Arranges the meeting room and table(s)
- ☐ Sets up the equipment and materials

Opening of the meeting

- ☐ Starts on time, establishes order, uses the gavel
- ☐ Sets the tone
- ☐ Introduces the Chairman

Moment of Reflection

- ☐ Appropriate, brief, to the point, profound

Toast

- ☐ Made to persons, imaginative, clear purpose, brief, followed procedure

Guest Greeter

- ☐ Speaks clearly, distinctly
- ☐ Pronounces names correctly and gives appropriate information about each guest.
- ☐ Shows warmth and friendliness

Humorous Stories

- ☐ Tasteful, not too long

Timer

- ☐ Presents instructions clearly and concisely (bilingually)
- ☐ Displays the timing lights
- ☐ Makes sure lights can always be seen by speaker

Secretary

- ☐ Reads the minutes smoothly, clearly & briefly
- ☐ Handles motions accurately, professionally

Chairman

Opening

- ☐ Calls for the Moment of Reflection and Toast
- ☐ Outlines the meeting briefly (and announces any changes to the agenda)
- ☐ Introduces the meeting officials
- ☐ Asks for humorous stories

Business:

- ☐ Asks the Secretary for quorum
- ☐ Reading of the minutes – asks for errors or omissions, adopts the minutes as read or as amended
- ☐ Executive and committee reports
- ☐ Scheduled new business
- ☐ Unfinished business
- ☐ New business proposed from the floor
- ☐ Closes the business session
- ☐ Keeps control, limits the debate while allowing everyone a say

Introduction of the Toastmaster:

- ☐ Appropriate, original, encouraging

Note: Was the Chairman in control? Well prepared? Assess his/her lectern presence – voice, gestures, language

Toastmaster

- ☐ Explains the educational session; mentions the impromptu and prepared speeches as well as evaluations
- ☐ Introduces the Table Topics Master (appropriate build-up)
- ☐ Introduces the prepared speeches session (refers to manuals)
- ☐ Explains the ballot form and encourage guests and members to provide comments to the speakers, mentions that all comments should be signed
- ☐ Asks speech evaluator to read speaker's objectives
- ☐ Asks timer to state timing procedures
- ☐ Gives the speakers warm, supportive introductions
- ☐ Requests one minute for comments after each speech

Note: Were correct procedures followed? Good pace maintained? Imaginative transitions? Well prepared? Assess lectern presence – voice, gestures, language

Table Topics Master

- ☐ Explains the objectives of Table Topics, uses examples to highlight the importance of developing one's impromptu speaking ability
- ☐ Reviews the timing, trophy, and voting procedures
- ☐ Develops the theme and presents the topics (Assess: originality, clarity and appropriateness of the questions)
- ☐ Calls for the break
- ☐ Announces winner of session
- ☐ Returns control to the Toastmaster

Note: Were all procedures followed? Was the atmosphere friendly and relaxed? Sufficiently enthusiastic? Were any Toastmasters who were not busy excluded from the session? (It is the Table Topics Master's responsibility to select as many members as possible who are not otherwise involved in the meeting.)

Call for the report from the Grammarian(s)

GENERAL POINTS FOR THE GENERAL EVALUATOR

- Bilingual content
- Guests were made to feel welcome
- Enthusiasm
- Participation
- Language use
- Timing of the meeting
- Transition from one function to another

Note: Evaluate the meeting officials just as you would evaluate a speaker: if you are going to give a point for improvement, always precede it with praise for one or two of the speaker's strengths.

Table Topics Evaluator

Allotted Time: 30 seconds per speaker. Be concise

- ☐ Do not evaluate the Table Topics Master – that is the responsibility of the General Evaluator
- ☐ Mention one or two strengths and suggest one point for improvement
- ☐ Did the speaker answer their questions?
- ☐ Did they follow the Table Topics Master's instructions?
- ☐ Was their answer organized, and imaginative?
- ☐ Comment on speaker's delivery:
vocal variety,
eye contact,
body language and
overall confidence.
- ☐ Recognise any significant improvement the speaker has shown.
- ☐ Don't waste time repeating the speech. Focus on strengths and points for improvement.

Giving the Toast

What would a Toastmasters meeting be without a toast? We try to follow some specific rules:

- A Toast is generally given in honour of a person or persons, not things or events, or to the memory of someone no longer living.
- We do not usually toast political figures. Other members of the audience may feel uncomfortable paying homage to someone whose views they do not respect. An exception may be made if that person is being honoured for activities outside the political arena, for instance work on behalf of a charity.

The toast comprises five steps:

1. Greeting

Stand. Ask the audience to fill their glasses and wait while they do so. Address the audience: "Mr. Chairman, fellow members and guests ..."

2. Proposal

Raise your glass as you state: "I propose a toast ..."

3. Body

The body is the most important part. It should consist of two or three sentences, e.g.

"To a woman, who has provided medical and spiritual assistance to millions of people around the world.

"To a woman, who has devoted her life to benefiting others and, in so doing, benefits her own life.

"To a marvellous human being, who is a shining example to us all."

4. Veneration

The veneration is where you pay homage to the subject of the toast: "Please join me in a toast to Mother Theresa".

5. Declaration

The climax, honouring the subject and summarizing the toast; "To Mother Theresa".

The audience raises their glasses and joins in the declaration. A drink is then taken.

The Moment of Reflection

The Moment of Reflection is a thought-provoking comment. It should be two or three sentences long, and is followed by a moment of silence.

For example,

“I was visiting my grandparents over the weekend, and I really enjoyed their company and all the stories they had to tell. It made me wish I could see them more often, and reminded me of how much they’ve meant to me over the years. I think we should all reflect on the importance of family.”

“We tend to put remembrance behind us once November 11 is past. Yet the people we honour on that day made sacrifices every day of the year. I would ask you to reflect on the courage and sacrifices of our war veterans.”

“I have heard it said that faults are like the headlights on a car. We are blinded by those of others and unaware of our own.”

Timer

"The greatest speakers have usually been remarkable for the abundance of their ideas and their economy of words"

Ralph C. Smedley

The function of Timer is critical to the meeting. The timer turns on the green, yellow and red lights in turn to help the speaker stay on time. Be sure that the speaker can see the lights.

The rules for timing are printed in English and French and should be placed by the timing lights by the Sergeant at Arms. If the meeting is about to begin and you haven't received the timing instructions, see the Sergeant at Arms, or see the Secretary, since the instruction sheets are usually kept in the Secretary's box.

The choice of language is yours. However, only give the instructions in one language. If you believe some of the speakers may not have understood you, ask if the timing instructions are clear. If anyone is unsure, clarify the instructions by any suitable means.

Secretary

"Much of our forgetting results from failure to get clearly in mind the name or fact to be remembered"

Ralph C. Smedley

PRIOR TO THE MEETING

Everything you will need is in the blue plastic "Box Office"

- Take out:
 - The minutes book
 - The page defining the term "quorum";
 - The attendance notebook
- Review the minutes of the previous meeting – make sure you understand what was written.
- Start a new minutes sheet for the current meeting.
- Fill in the meeting number, date and meeting officials
- Fill in the attendance sheet: mark all members who have attended at least one - of the last three meetings with a dot (".") to show that they are active. As the members arrive check ("✓") them off on the attendance list.

AT THE START OF THE MEETING

When the Sergeant at Arms calls the meeting to order, calculate:

- The number of members present (count "✓")
- The number of active members (count "✓" plus ".")

We have a quorum if the number of members present is at least half the number of active members plus one.

Note on the minutes sheet the number of visiting Toastmasters and non-Toastmaster guests introduced by the Sergeant at Arms. Compare the calculated total attendance with the number of people in the room.

As the meeting progresses, mark the winners and runners-up for the various contests, the theme of table topics, and speech titles and evaluators on the back of the minutes form. WRITE CLEARLY.

The Business Session

When the Chairman calls on you, stand and state whether or not we have a quorum. A quorum is "Fifty percent of the active membership, plus one, an active member being one who has attended at least this or one of the last three meetings.

When reading the previous meeting's minutes, you need only mention the winners of the various contests, and any important business conducted.

On the blank minutes sheet, note the highlights of committee reports and any motions passed or defeated. It is important to get the wording of the motions right. The Chairman will ask you to repeat the exact wording of the motion just before the vote is taken.

AFTER THE MEETING

Mark the total money collected by the Sergeant at Arms at the bottom of the form, put the cash in an envelope to forward to the Treasurer and indicate on the minutes form the person who is holding the funds. Write down what time the meeting was adjourned.

Return all secretary's materials to the "Box Office".

Sergeant at Arms

"Everyone wants to feel himself an integral part of something active, vital, worthwhile."

Ralph C. Smedley

The Sergeant at Arms is responsible for setting up the room and welcoming guests and members, (with the assistance of the guest greeter). This is most important since it affects everyone's first impression of the meeting. The Sergeant at Arms also collects the ballots and helps speakers with props and flip charts, thereby ensuring a smoother meeting.

The room should be set up as early as possible, preferably by 6:15 pm. The following items must be provided:

- A ballot form and agenda at each place,
- A glass at each place, and filled water carafes strategically placed on the tables;
- The Timer's lights and instructions (instructions are in the Secretary's box);
- Best Table Topics, Best Speaker and Best Evaluator ribbons, at the lectern (often a good idea to provide two of each, in case of a tie); Also, the Ice Breaker ribbon when appropriate.
- The gavel, at the lectern;
- The club banner hanging behind the lectern
- Educational and publicity materials (pamphlets, Toastmaster magazines, newsletters, etc.)

It is your responsibility to ensure that the assistant Sergeant at Arms collects the meeting fee (currently \$5.00) from members and guests. AREA GOVERNOR OR DISTRICT OFFICIALS MAKING AN OFFICIAL VISIT ARE EXEMPTED. Record every person who paid on the payment list to ensure nobody has forgotten to contribute.

Don't hesitate to ask the assistant Sergeant at Arms or another member to help you. It's to everyone's benefit! (Note to all members: It is impossible for the Sergeant at Arms to set up the room alone. All members should try to arrive early to help out.)

You must also ensure that the Guest Greeter understands his or her functions.

Opening the meeting

Give two or three minutes' notice, from the lectern, before opening the meeting. At 6:30, bang the gavel and welcome the audience. Be enthusiastic! The Sergeant at Arms sets the tone for the meeting. Introduce the Chairman with a few details, lead the applause and hand the gavel to the Chairman.

Make sure that the guest list is handed to the Chairman before the end of the meeting.

Collecting Ballots

At the break (for "Best Table Topics"), right after prepared speeches (for "Best Speaker) and at the end of the meeting (for "Best Evaluator", and "Toastmaster of the Meeting"). Since speed is essential you may wish to ask someone to help you. Retain one ballot with the name of each winner and give to the Table Topics Master or Chairman and destroy the remainder. Some people mark more than one name on their ballots – count only the person they chose as best, and ignore their second choice.

Clearing up

Other members will help to clean up after the meeting. If necessary, ask someone to assist you. Encourage people not to linger too long and to move on to Post-Toasties to continue their conversations.

Guest Greeter

The Guest Greeter:

- Remembers that guests need to feel welcome and at ease.
- Ascertains whether the guest is a visiting Toastmaster, or has attended other meetings.
- Asks the guest to fill out the guest book.
- Explains the Table Topics session and ask (gently) whether they would like to participate. Inform the Table Topics Master
- Explains the fee for the meal, and tells them they will be introduced and will be asked whether they wish to say a few words at the end of the meeting (time permitting). Asks them to stand when they are introduced.
- Mentions the cloakroom, explains where the restrooms are, and directs them to a seat, if possible next to a member who can help them feel at home.
- Encourages the guests to look over the educational materials.

Introduction of guests

The introduction of guests can take different forms depending on the number of guests and how busy the evening's agenda is.

Traditional form (1-3 guests):

Describe a few things about the guest (e.g. occupation, how they found us, if this is their first Toastmasters meeting, hobbies, why they are here, etc) to create a build-up and then announce their name. Guest stands, members applaud, guest sits.

Alternative (time saving) form:

Ask members to applaud only after all guests are introduced. Name the guest. Briefly describe one or two things about him or her. Move on to next guest. Once all the guests are presented say something like "Please welcome this evening's guests".

VP Membership:

Inducting a New Member

The induction is done during the “Scheduled New Business” segment of the Business Session. The Chairman calls the VP Membership to the lectern to perform the induction ceremony.

- As VP Membership, assume control of lectern and explain the induction ceremony.
- Ask the prospective member to stand and briefly state why they would like to join the club.
- Ask the Sergeant at Arms to accompany the prospective member outside of the room, so their candidacy can be voted on by club members.
- Once the candidate is outside of the room entertain a motion to accept the candidate as member of the club.
- After motion is moved and seconded, ask for the motion to be discussed
- After 1 or 2 members have spoken, in favour of or against the motion, call for a vote.
- After the vote, have someone bring in the new member and ask everyone to stand and welcome the new member with a lively round of applause.
- Invite the new member to the lectern for a very brief word of welcome to the club. Then present them with their membership pin and educational materials
- Once the new member has taken his/her seat return control to the chairman

Note: If the VP membership is absent, the induction ceremony falls to the club president.

A Few Notes

When you are introduced as part of a group (co-winners of a ribbon, head table officials, etc.) and applauded, you should also applaud. You are simply honouring the other winners or officials, not yourself.

When giving control of the meeting to someone else at the conclusion of your function, avoid saying "I now turn the meeting over to..." It is not upside down! You can "yield control" "return control" or "surrender the gavel." A simple "Mr. Chairman" or "Madam Chairman" is often sufficient.

Whenever the Chairman asks you to stand (Sergeant at Arms, Secretary, Moment of Reflection, and Toast), remain standing until the Chairman thanks you or are asked to sit. But when speaking during the business session, you should sit as soon as your comments are concluded. There should never be more than the Chairman and one other person standing at once, to make it clear who has control of the meeting and the audience's attention.

Do not tell any humorous stories you would not tell your grandmother. There is plenty of time at post-toasties for risqué humour.

A Final Thought

The Moderator Club is your club. It is where you can experiment with different ways of presenting any kind of material to your audience, and you will receive their honest reactions. Not only do these experiments teach you what works, and what doesn't, but they make for an interesting meeting, and encourage creativity in every participant.

The Moderator Club has thrived since 1979. Educational, lively meetings have been the key to our success. By following the guidelines in this manual we will keep this great tradition alive.

"All speech is for communication, and there is no possibility of communication unless people understand"

Ralph C. Smedley