



FLUOR COMMUNICATORS

Club #3950 - Area 8 - Division D - District 42

The **TOASTMASTER** Role

Before the Meeting:

- Contact **all Formal Speakers**, the **Table Topics Master**, and the **General Evaluator** via email and ask them 3-5 questions related to the meeting theme, to help you introduce them; also ask the formal speakers for their speech titles. (1-2 days prior to the meeting).
- In case you do not get the info you need beforehand, try to get it 5-10 min before the meeting from the members you have to introduce (see under).

At the Meeting:

You are the glue that ties the program together. Your role is to explain the format of the meeting, introduce participants in the formal educational program, and bridge between participants so that the program flows smoothly, following the meeting **Agenda**.

Your tasks include:

- Welcome everyone to the meeting.
- Follow the Agenda to navigate through different parts of the meeting and bridge between presentations.
- Introduce the Formal Speakers (one at a time):
 - Ask their Evaluator to present the speech objectives and time.
 - Share the Speaker's answers to your questions (see Before the Meeting).
 - State: Speaker's full name and Speech Title.
- After each speech, ask the Timer for 1min and ask the audience to write/send their feedback privately to the speaker.
- Introduce the General Evaluator (GE): _____ State their full name and share their answers to your questions (see Before the Meeting). (The GE will conduct the evaluation portion of the meeting.)
- After the GE concludes, they hand the meeting back to you
- You ask guests for their comments/feedback
- You make announcements
- You end the meeting

Meeting Date:

v_2024