**Toastmaster Role**

**Responsibilities:**

* Manages overall flow and timing of meeting
* Facilitates the meeting and makes sure meeting schedule times are met
* Introduces the Theme, Word of the Day and discusses any changes to the Agenda
* Introduces Ah-Counter, Grammarian and Timer and has them briefly introduce their role
* Introduces Speakers and their Evaluator; Table Topics Master; and General Evaluator
* Sets up roles for next meeting and adjourns meeting

**Sample Outline/Script:**

Hello fellow GenoMasters, my name is XXX and I will be the Toastmaster for today's meeting.

The theme of the meeting today is XXX

The word of the day is XXX, which means XXX

*Inform if there are any changes to the meeting agenda*

Now I would like to introduce the members roles

XXX is the **Ah counter** for today's meeting - please tell me about your role

XXX is the **Grammarian** for today's meeting - please tell me about your role

XXX is the **Timer** for today's meeting - please tell me about your role

I would like to introduce the 1st Evaluator XXX. Please introduce our 1st speaker

**After 1st speaker**

Would everyone please take the next minute to send a Matter Most message to the speaker with comments about their speech

I would like to introduce our next Evaluator XXX. Please introduce our 2nd speaker

**After 2nd speaker**

Would everyone please take the next minute to send a Matter Most message to the speaker with comments about their speech

I would like to introduce our next Evaluator XXX. Please introduce our 3rd speaker

**After 3rd speaker**

Would everyone please take the next minute to send a Matter Most message to the speaker with comments about their speech

I would like to introduce the Table Topics Master XXX, would you please lead us in Table Topics

**After Table Topics**

I would like to introduce our General Evaluator XXX, would you please introduce our 1st Evaluator XXX

**After Evaluations**

I would like to call for final reports from our Timer, Ah-counter, and Grammarian

Timer XXX please provide your report

Ah-counter XXX please provide your report

Grammarian XXX please provide your report

**After Final Reports**

Our next meeting will be in 2 weeks on XXX date. Please remember to RSVP at Easyspeak and sign up for roles. Also, remember to wear your toastmasters shirt for these meetings

I would like to adjourn this meeting today, thank you all for attending!

Hang 10 minutes if you're available for socializing and networking!