



Toastmaster of the Day / Chairperson

Open the meeting, host the programme, and close with control.

Purpose

At Ballito Toastmasters, the Toastmaster of the Day also carries the practical Chairperson function. This person opens the formal meeting, welcomes guests, hosts the educational programme, manages transitions, protects the agenda, and closes the meeting clearly.

The role is not to speak the most. The role is to make everyone else feel prepared, introduced, supported, and on time.

Before the meeting

- Confirm the agenda with the VPE or agenda builder.
- Confirm the meeting theme and Word of the Day.
- Contact all prepared speakers for titles, projects, objectives, and timing.
- Ask each speaker for a short introduction.
- Confirm the Timer, Grammarian, Ah-Counter, Furbusher, Table Topics Master, and General Evaluator are present.
- Check whether there are guests, apologies, awards, or club notices.
- Prepare a concise opening, speaker links, handovers, and closing.
- Arrive early and check the speaking area.

Opening flow

- Accept the handover from the Sergeant at Arms.
- Welcome members, guests, and visiting Toastmasters.
- Set the tone for the meeting.
- Mention practical notes, apologies, and key announcements only if needed.
- Introduce the theme and Word of the Day segment.
- Move into the agenda without over-explaining.

Useful phrase:

Thank you, Sergeant at Arms. Good evening, fellow Toastmasters and welcome guests. I now call this meeting to order and will guide us through tonight's programme.

Speaker introductions

A strong introduction includes:

- Speaker name.
- Speech title.
- Pathways project or objective.
- Timing.
- Why the audience should listen.

End with the speaker's name. That is the audience's cue to applaud.

Ballito Toastmasters Club

Meeting Role Guide



Example:

Our next speaker is presenting a 5 to 7 minute speech from the Evaluation and Feedback project. The speech is titled "Finding Your Voice". Please help me welcome... Jane Smith.

During the meeting

- Keep explanations short.
- Lead applause before and after each speaker.
- Thank speakers without evaluating them.
- Use concise links between agenda sections.
- Keep the audience informed about what happens next.
- Hand over clearly to each role player.
- Watch timing and adjust calmly if needed.
- Keep guest experience in mind: explain unfamiliar items briefly.

Handling gaps

If a speaker or role player is absent:

- Stay calm.
- Check quickly with the VPE or agenda builder if available.
- Adjust the agenda without making the absence dramatic.
- Use Table Topics, guest comments, or a shorter break only if appropriate.

Closing flow

- Thank guests, speakers, role players, and members.
- Invite guest comments if this is part of the agenda.
- Announce awards, next meeting details, and key club notices.
- End on an upbeat note.
- Formally adjourn the meeting.

Useful phrase:

Thank you to everyone who contributed tonight. This meeting is now adjourned.

Ballito standard

Be warm, brief, and clear. The Toastmaster of the Day should frame the meeting, keep the room comfortable, protect the schedule, and make handovers feel professional.

Source basis

- Toastmasters International Toastmaster role: <https://www.toastmasters.org/membership/club-meeting-roles/toastmaster>
- Toastmasters International Club Meeting Roles: <https://www.toastmasters.org/membership/club-meeting-roles>
- Ballito Toastmasters local agenda and combined Toastmaster/Chairperson practice.