

Easy-Speak Guide as A Toastmaster of the Week

Be Prepared!

If you are a Toastmaster of a meeting, this will be a great opportunity for you to improve your facilitation skills. With easy-Speak **you'll have plenty of tools at your disposal to ensure that all roles are filled-in**.

You can access the meeting you'll be Toastmastering at any time via the 'Meetings on DD MMM' tab. Click on 'View Meeting' to get to the meeting page.

By virtue of **being meeting manager you will have access to extra privileges** on the meeting page. One of which in a detailed attendance page which will tell you who's coming and who's not coming. It looks similar to what've seen before in Confirming & Amending your Attendance. Except that **you are now able to track the attendance of all club's members at the meeting**. While members should update their attendance status themselves, you can if you wish manually update someone's attendance yourself.

The row of dates circled in **green** shows when someone last attended a club meeting. You can switch to the **Show # of Roles** view instead which will show you how many roles members are doing at the meeting. This is a good way to find out if someone isn't doing a role at a meeting. You can switch back to the previous view by clicking on **Show Last Attended**.

Some information regarding the meeting you're managing will be e-mailed to you automatically via notifications.

TD-21 VPed: Confirm the Speakers and Toastmaster

TD-14 VPed: Reminder Notice to the Toastmaster, Speakers and GE

Action Taker	Task	4-Jul	11-Jul	1-Aug	8-Aug	15-A
Vped	Confirm the speakers Toastmasters	13-Jun-19	20-Jun-19	11-Jul-19	18-Jul-19	25-Jul-19
Vped	Reminder Toastmaster Speakers GE	20-Jun-19	27-Jun-19	18-Jul-19	25-Jul-19	1-Aug-19
Toastmaster	Confirm the role takers	27-Jun-19	4-Jul-19	25-Jul-19	1-Aug-19	8-Aug-19
Toastmaster	Lead the meeting	4-Jul-19	11-Jul-19	1-Aug-19	8-Aug-19	15-Aug-19

TD-14 Toastmaster: Update EasySpeak

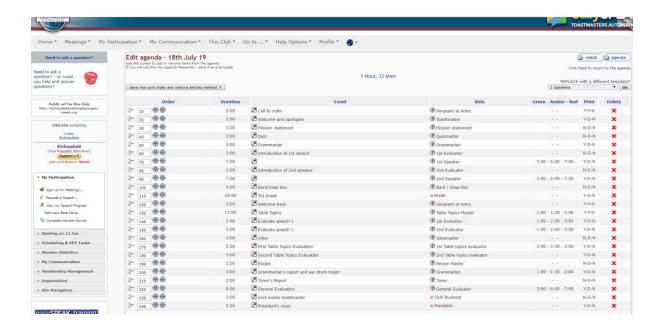
- Start working on EasySpeak
- Allocate roles
- Contact the role takers
- Get their confirmation
- Update EasySpeak
 - o Meeting Theme
 - Speech topics
- Announce the role takers at the meeting a week prior
- Use 'Special' for any ad hoc assignment(s) not shown in the list.
- Invite to participate if any role(s) not yet taken
- Update EasySpeak again



From TD-7 Toastmaster:

Finalise the roles and prepare for an agenda

- Click the 'agenda' button at the top left
- Rearrange the order
- Edit the duration by clicking the pencil
- Delete an Event not included



From TD-7 Toastmaster:

Print the agenda

Bishopdale

Distinguished Club - 2018



District 72, Division E, Area 5, Club Number 8657 Every Thursday at 19:25

Toastmaster Meeting 18th July 19 Starting at 19:25 Meeting Number 92 Meeting Theme TBA Venue **Bowls Papanui**

Time Role	Presenter	Event	Duration Green Amber Red		
19:25 Sergeant at Arms		Call to order		2:00	
19:27 Toastmaster		Welcome and apologies		2:00	
19:29 Mission statement		Mission statement			
19:31 Quizmaster		Quiz			
19:33 Grammarian		Grammarian		2:00	
19:35 1st Evaluator		Introduction of 1st speech			
19:37 1st Speaker			5:00 6:00	7:00	
19:44 2nd Evaluator		Introduction of 2nd speaker		1:00	
19:46 2nd Speaker			5:00 6:00	7:00	
19:53 Bard / Soap Box		Bard/Soap Box			
19:57 Break		Tea break			
20:07 Sergeant at Arms		Welcome back			
20:09 Table Topics Master		Table Topics	1:00 1:30	2:00	
20:20 1st Evaluator		Evaluate speech 1	1:00 2:00	3:00	
20:23 2nd Evaluator		Evaluate speech 2	1:00 2:00	3:00	
20:26 Jokemaster		Joker			
20:29 Table topics evaluat	or	First Table Topics Evaluation	2:00 2:30	3:00	
20:34 Table topics evaluat	or	Second Table Topics Evaluation	0:30	4:00	
20:39 Recipe Master		Recipe			
20:41 Grammarian		Grammarian's report and ear drum major	1:00 1:30	2:00	
20:44 Timer		Timer's Report			
20:46 General Evaluator		General Evaluation	5:00 6:00	7:00	
20:54 Club Business		next weeks toastmaster			
20:56 President		President's close			
		Attendance			
Member					
Sun Kim,					

Next Meeting 19:25 25th July 19, Bowls Papanui

D Day Toastmaster: Lead the Meeting

After the meeting Toastmaster: Closing

- https://www.youtube.com/watch?v=ddNdg2-2DLQ
- Update the EasySpeak: attendees, speakers, topics, etc.
- · Close the meeting

