

Davie Toastmasters

Program Guide to Weekly Meeting

1. Sergeant at Arms
 - a. Calls meeting to order
 - b. Leads Pledge of Allegiance
 - c. Introduces President

2. President
 - a. Provides inspirational words
 - b. Introduces the vocabulary word of the day and leads self-introductions (if guests are present, also informs them when they'll be invited to speak during the meeting)
 - c. Introduces the Toastmaster of the Day

3. Toastmaster of the Day (TMoD)
 - a. Introduces the helpers: Timer, Ah Counter, and Grammarian; each helper explains their role
 - b. Introduces each speaker
 - c. Asks for Timer's report on speeches
 - d. Introduces the Head Coach

4. Head Coach
 - a. Explains purpose of Coaching (aka Evaluating)
 - b. Introduces each coach
 - c. Asks for Timer's report on coaching speeches
 - d. Introduces the TMoD

5. Toastmaster of the Day
 - a. If not already done, asks for Timer's report for speeches and or coaching
 - b. Introduces the Table Topicsmaster

6. Table Topicsmaster
 - a. Explains the purpose of Table Topics (TT)
 - b. Introduces each TT and calls on a member to respond
 - c. Introduces the TMoD

7. Toastmaster of the Day
 - a. Asks for reports from each helper (Timer, Ah Counter, Grammarian)
 - b. Introduces the President

8. President
 - a. Asks for the overall report from the Head Coach
 - b. If guests are present, offers them the opportunity to comment on the meeting
 - c. Discusses any club business
 - d. Plans the next meeting
 - e. Closes the meeting

Note: When the President is absent, another officer will serve as the presiding officer (usually the VP Education)