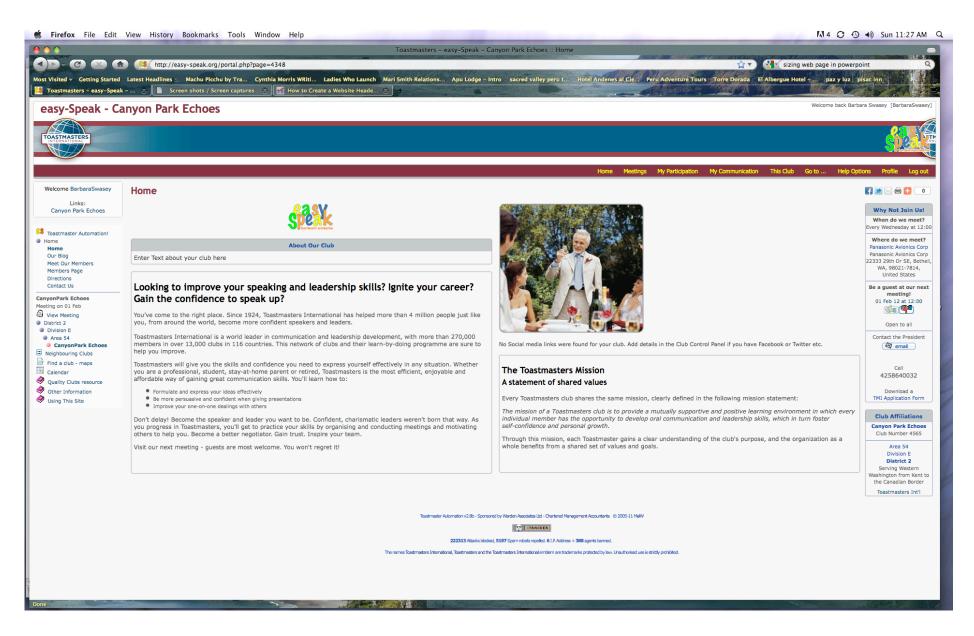
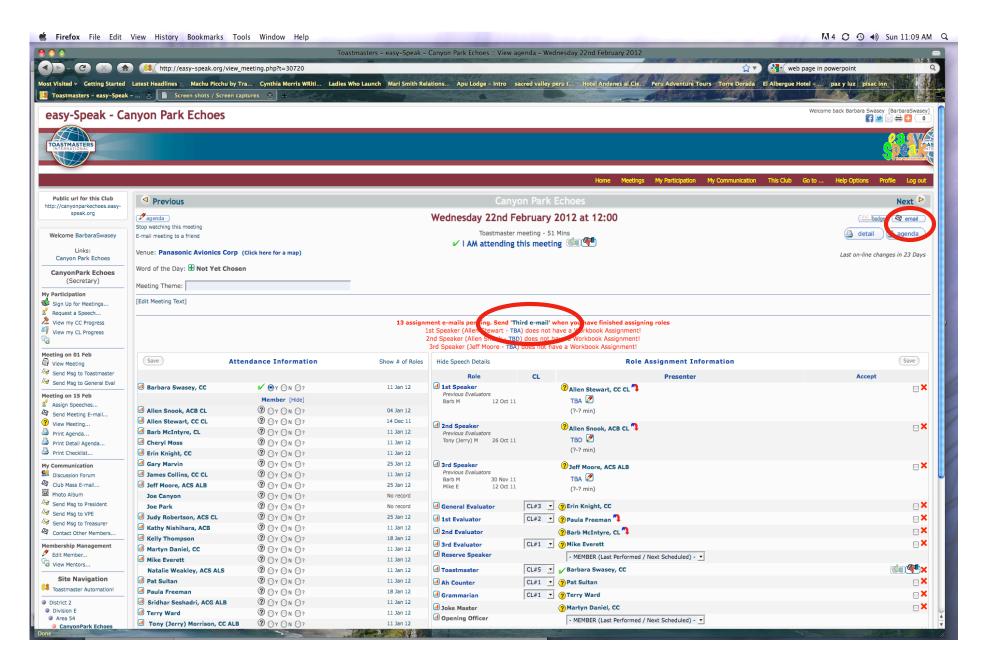
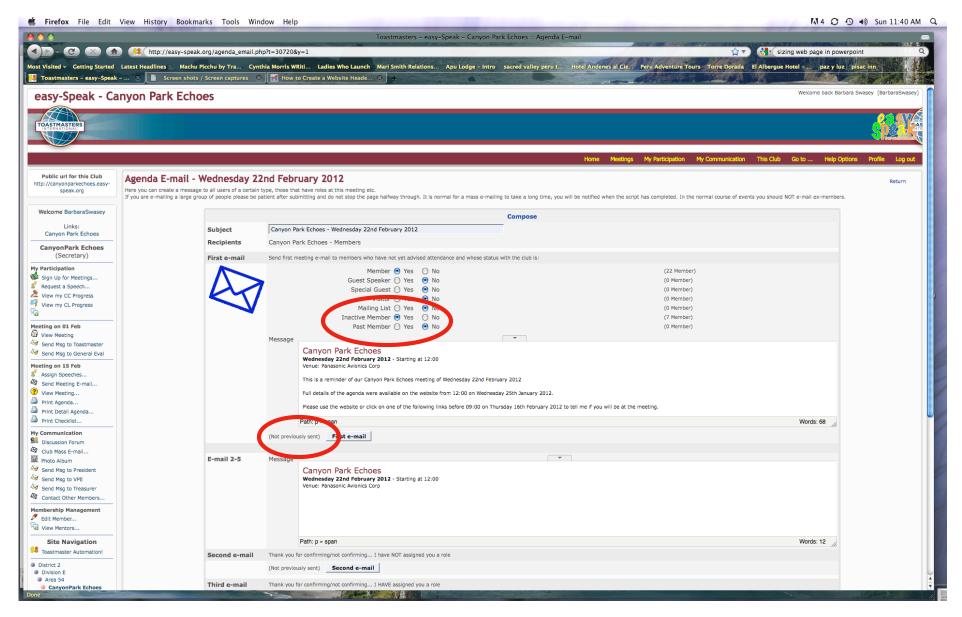
## Being Toastmaster Using Easy-Speak





\* Email button and reminders only available to Toastmaster



Email page - Don't send to Inactive members

- Check whether emails have been sent

## Meeting E-mails

- 1st "Ask for general attendance" -
  - \* Send on Wednesday if not already sent
- 2nd "Thanks for response No role"
  - \* Send on Friday
- 3rd "Thanks for response Have role"
  - \* Send on Friday
  - \* Can be resent only to those newly re-assigned roles
- 4th Asking for volunteers for vacant roles
  - \* If needed, send on Monday
- 5th Final agenda Don't send See next slide

## Agenda

- \* Create with Toastmaster Agenda Template located at <a href="http://www.canyonparkechoes.org/wp/what-to-do-when/">http://www.canyonparkechoes.org/wp/what-to-do-when/</a>
- \* On second/back page of agenda, insert future schedule, which is located at <a href="https://www.easy-speak.org">www.easy-speak.org</a>, This Club, List by Role (Printable, Go)

## The Toastmaster / General Evaluator Relationship

- Stays the same
- See <u>www.canyonparkechoes.org</u>, Member Resources, How TM Roles Interact

Canyon Park Echoes

**Toastmasters**