



District 48

Running a Killer Club Meeting ONLINE

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This video and accompanying handout are designed to kick start any Toastmaster club into using Zoom effectively. To be frank, there is no meeting role that can't be conducted online... with a bit of creative thought. The best way to experience an online club meeting is to GUEST one. If you can't, I encourage you to watch one or two of our club meeting videos archived at theorderofsmmedley.org

There are two main points to share:

- 1) Meetings go faster than in person
- 2) Establish new meeting role: "Tech Master", not the same person as ToastMaster

Before the meeting starts, have your TechMaster conduct a quick Tech Check before the gavel.

- Ask everybody to mute their mic. TechMaster to monitor mics during meetings, as people often forget to mute as they take turns speaking
- Virtual Applause
- ToastMaster virtual handshake
- Silly fun!!! 😊
- Timed Speakers – Pin the Timer to your view
- TechMaster will monitor chats during meeting
- Zoom has several views, keep the Gallery view active
- Quick Review of Zoom buttons (desktop/mobile)

Time Management – stick to normal meeting agenda

At end of meeting – after General Evaluation, ask the TechMaster to evaluate the online experience, which creates a speaking role for them.

Enjoy your online meetings and Good luck!