



Guidebook to Toastmasters Sporty Speakers Club

Presented by:

Katrina Rodriguez, VP of Membership



Hi,

We are so excited to have you as a part of the Sporty Speakers club. Once your member application is received by Toastmasters International, you will be mailed your *Competent Communication* and *Competent Leadership* guidebooks which contains projects you will complete to build your presentations skills. To help you get started, we are providing the attached Membership Orientation package.

If you are new to Toastmasters, review the attached "Ice Breaker" speech guidelines for more insight on crafting your first project. Not to worry, you will have lots of time to watch or participate in fun roles during our weekly meetings before you have to give your first speech.

As a reminder we meet every Thursday from 6:00 pm – 7:00 pm. A reminder we work in a secure facility. Come to the main entrance to the building between 5:40 and 5:55 pm to gain entrance.

Location:

Nike Campus

1 Bowerman Drive

Beaverton, OR

Bldg: Nolan Ryan Bldg, 1st Floor, Air Direct Flight Room

We want to make sure you get all that you want out of Toastmasters. Please find our "Sporty Speakers" website link below as well as a few short videos to help you get started. In addition, there is a new member training the first Thursday of every month after the meeting at 7:05 pm.

Website: <http://sportyspeakers.toastmastersclubs.org/agenda-423182.html>

Please take some time on our website under "Public Downloads" & "Toastmasters Videos" to review some of the following documents: (Feel free to contact me should you need any help finding these)

- [Toastmasters International Testimonies](#)
- [Finding Speech Topics](#)
- [Engaging the Audience](#)
- [Overcoming Fear with Speaking](#)

We will schedule a meeting to answer in questions you might have. In the meantime, I want to invite you to meet with our Vice President of Education, Rohit Malshe, to discuss all the speaking roles that are available and help you to reach your goals.

Thank you,

Katrina Rodriguez, Vice President of Membership

Email: katrina@EdwardsHouses.com

Cell: 503-799-4688

• Officer Team:

- Garrett Broughton, President
- Rohit Malshe, VP of Education
- Katrina Rodriguez, VP of Membership
- Nikhil Badwaik, VP of PR
- Rick Martin, Secretary
- Kelly Fisher, Sergeant at Arms
- Marie Wang, Treasurer



Hello

Thank you for attending the Sporty Speakers club meeting. We wanted to take a moment and share a little more about what we do.

Toastmasters International has clubs all around world with members committed to training people on how to communicate effectively and develop leadership skills. Sporty Speakers Toastmasters is a brand new club that was chartered in July of 2014 to help expand on that mission of helping others to:

- 1) Become comfortable with public speaking, in a supportive environment
- 2) Learn how to think on your feet
- 3) Practice giving and receiving feedback
- 4) Expand your command of the English language
- 5) Grow your community and network

Why members join: You can log on to Toastmasters and search for testimonies.

Toastmasters Website: <http://www.toastmasters.org>

Sporty Speakers Website: <http://sportyspeakers.toastmastersclubs.org>

One of the main questions that come up is around the dues. Please find the information following.

1. Payable to Toastmasters International (Credit Card or Check)
 - New membership Fee- \$20
 - District dues – Due Twice a Year as an example: (October 2014 to March 2015)- \$45
 - **Total Dues – First Time = \$65**
2. Payable to Sporty Speakers (Credit Card or Check)
 - Club Dues – Due twice a year Example: (October 2014 to March 2015) @ \$2 per month- **Total Dues – First Time = \$12**

Thanks!

Katrina Rodriguez, VP of Membership

Email: Katrina@EdwardsHouses.com

Cell: 503-799-4688

- **Officer Team:**
 - Garrett Broughton, President
 - Rohit Malshe, VP of Education
 - Katrina Rodriguez, VP of Membership
 - Nikhil Badwaik, VP of PR
 - Rick Martin, Secretary
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 - Marie Wang, Treasurer



Club Values/ Mission Statement

The purpose of this document is to establish a set of values that make our club unique. With these values in mind, we can set the tone of the club, make decisions from a shared point of view, and create consistency from year to year. These 5 “values” emerged out of observation, and the uniqueness that this club emits:

1. Enthusiastic Spirit

We have an authentic enthusiasm that’s contagious and makes people want to come back.

ACTIONS:

Leadership: Our leadership represents this enthusiasm in both introverted and extroverted forms.

Atmosphere/Tone: We create a warm and encouraging tone that builds confidence and positivity.

2. Inspiring Diversity

When we look around the room, we see faces from all parts of the campus, the city, and the world. This brings unique and enriching stories to our lectern every week, and creates an environment we want to see in the world.

ACTIONS:

Officer Team: We work to maintain an officer team and club leadership that represents this belief.

Recruitment: We nurture our club’s diversity by welcoming new faces, reaching out to a range of communities to recruit new members, and encouraging a safe place for participation.

3. Beginner’s Mind

We started as a club of beginners, and embrace that spirit of openness and curiosity in all that we do. We work to make our club a place where new members thrive, and advance members can rediscover their gifts.

ACTIONS:

New Member Experience: We help new members find their way and feel welcomed.

4. Gifted Toastmaster Leaders

Our club began out of some truly great Toastmaster leaders, notably our Co-Founders Patrick Tuohy and Bill Hernandez. They fuel our growth and set a standard of excellence that we all learn from.

ACTIONS:

Advanced Member Growth: We strive to keep advanced members engaged, mentoring, and growing in our club.

Mentorship Program: We leverage our advanced members to mentor and share with our new members.

5. A Place For Growth

We believe in ongoing learning and continuous growth.

ACTIONS:

Team Learning Tools: The team has built tools and processes to encourage individuals learning.



Guidebook for Serving in Club Roles

Contains instructions, scripts, forms and other helpful materials so that you can be the best you can be in the roles.

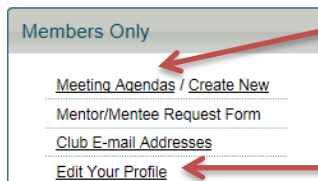
ROLES OUTLINED IN THE DOCUMENT

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Step 1: Make the club aware of your interest in a Role

Signing up & changing your roles for “Sporty Speakers” meeting

1. Visit: <http://sportyspeakers.toastmastersclubs.org/>
2. Click on “Member Login”. (if this is your first time visiting the site, you will be prompted to be emailed your password)
3. Click on “Meeting Agendas” on the left bar



Click to see agendas

IMPORTANT NOTE: Want your picture to appear on the Meeting Agenda? Go to “Edit Your Profile” to upload your picture. Be sure to make public so others can see it.

4. From the “Meeting Agenda page” you can select the date for which you want to sign up for a role or change a role.



Welcome to our meeting!




Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Select meeting date and the agenda with roles will appear on the screen



☐ List All Agendas

Time*	Role / Agenda Item	Member
6:00PM	Meeting Opening	
6:18PM	Speaker #2 Delivers a prepared or "hot seat" speech from one of the many Toastmasters manuals. <input type="checkbox"/> role filled by Tanya Pater [X]	
6:26PM	Manual / Speech / Time Choose Manual / Speech <input type="button" value="Choose Manual / Speech"/> 1 Choose a speech from the current list of Toastmasters International manuals. Your Speech Title <input type="text"/> 1 Enter the title of your speech. Your Speech Introduction <input type="text"/> 1 Enter a complete introduction for the Toastmaster. <input type="button" value="Update Speech Details"/>	
6:26PM	Table Topics Impromptu speaking. The Table Topics Master calls upon several members to deliver 1-2 minute unprepared speeches on a topic announced right before the member is chosen.	<input type="button" value="Sign Up"/>
6:36PM	General Evaluator The General Evaluator runs the evaluation portion of the meeting; introduces the evaluators, calls on reports, evaluates the evaluators and the meeting as a whole. <input type="checkbox"/> role filled by Alex Farkas [X]	

When you sign up for a role, the picture you added to your profile will appear here

If giving a speech, complete this section

SIGN UP FOR ROLE: roles that are available are noted with “Sign Up”. If signing up for a role, click this button. If you loaded your picture in your profile it will show up here.

TO REMOVE NAME: to remove your name from the agenda, click the X to remove your name. If less than 2 days before the meeting, please find someone to take your role

Grammarian Role

HOW ROLE BENEFITS CLUB:

Taking on this role improves your vocabulary, grammar, critical listening skills and evaluation skills. Club members benefit by your helping them improve their grammar and vocabulary.

BEFORE THE MEETING

Write the "Word of the Day" on the board/easel

Display the word and a brief definition as a visual aid showcasing how the word should be used.

The purpose of the "Word of the Day" is to help us improve and expand our vocabulary. The Word should be a unique word that can add breadth to our everyday vocabulary.



DURING THE MEETING

SCRIPT FOR WHEN TOASTMASTER INTRODUCES YOU:

Mr. /Madam Toastmaster, Fellow Toastmasters, and Honored Guests:

As Grammarian, it is my responsibility to pay close attention to all speakers, listening carefully to their language usage. I'll be listening specifically for Ab's, Um's and Double Clutches (like so...so). I'll take note of any misuses of the English language. As Grammarian, it is also my duty to introduce the Word of the Day. For today's meeting, the Word is _____, which means _____. [Point at the Word of the Day.]

An example of using the word is _____. Each speaker is encouraged to use the Word of the Day. I will give a Word of the Day report and grammatical usage report when called upon during the meeting.

- You begin your function **as soon as the meeting is called to order**, not when you are introduced.
- Write down the language and grammar usage of all speakers, noting incomplete sentences, mispronunciation, grammatical mistakes, non-sequiturs, malapropisms, etc. *Example: "One in five children wear glasses" should be "one in five children wears glasses."*
- Note who uses the Word of the Day or any derivatives thereof correctly or incorrectly during the meeting.
- Listen for good and poor usage of the English language, colorful phrases, and word pictures.
- Don't sit back and get engrossed in the speeches, e.g. Table Topics. Instead, listen to what people are saying. ***Listen to the words that are being used.*** There is a difference.
- **OPTIONAL FOR ADVANCED SPEAKERS:** If an advanced speaker asks for additional queues, then use a bell. Remember, when you ring the bell, you're not embarrassing or criticizing the person. What you're doing is helping them become a better speaker by bringing to their attention something that needs to be improved. It's important to have the bell close to your hand so you can easily ring it when you hear an infraction. After ringing the bell, touch it on the sides to stop it from reverberating.

WHEN GENERAL EVALUATOR CALLS ON YOU TO PROVIDE A REPORT:

Stand at your chair and read out the results captured in the Grammarian's report.

END OF MEETING

After the meeting, don't forget to have another member evaluate your performance in your Competent Leadership (CL) manual in order to earn points toward your Competent Leader Award. When you complete 10 projects in the CL manual, see the Vice President of Education (VPE) to submit to Toastmasters International for your certification.

GRAMMARIAN'S REPORT

NOTE: Be sure to write the "Word of the Day" with definition and use on easel/board.

<i>FUNCTION</i>	<i>NAME OF PERSON IN ROLE</i>	<i>UH'S and AH's</i>	<i>You-knows double-clutches (like so...so)</i>	<i>Word of Day</i>	<i>Commendable word use & phrases</i>
President					
Toastmaster					
Timer/ Jester					
Listener					
Speaker #1					
Speaker #2					
Speaker #3					
Table Topics #1					
Table Topics #2					
Table Topics #3					
Table Topics #4					
Table Topics #5					
General Evaluator					
Evaluator #1					
Evaluator #2					
Evaluator #3					

Note: Please keep Grammarian's Report under 2 minutes, if possible.

Timer / Jester Role

HOW ROLE BENEFITS CLUB:

One of the skills Toastmasters practice is expressing a thought within a specific time. As Timer you are responsible for monitoring time for each meeting segment and each speaker.

BEFORE THE MEETING:

- Acquire the timing/signaling equipment from the Sergeant-at-Arms and know how to operate it.
- Get the Timer's Report Template to complete during the meeting.
- Timing might vary from meeting to meeting, please check with your Toastmaster ahead of each meeting to confirm times.
- Come up with a joke to tell when you introduce the role. If possible, have the joke compliment the theme of meeting.



SCRIPT FOR WHEN TOASTMASTER INTRODUCES YOU:

Mr. /Madam Toastmaster, Fellow Toastmasters, and Honored Guests:

As the Timer, my role is to remind the speakers of how much time they've spent on their speech and how much time they have remaining to finish.

I will turn on the following lights to indicate time:

- **Green light** when the speech reaches the minimum time according to their project, (usually 1 minute for table topics and 5 minutes for prepared speech).
- **Yellow light** when they should be aware of their time is up soon and;
- **Red light** when the suggested time is finished and you have 30 seconds to complete your speech.

At the end of the meeting, I will present my report for everyone. For now, please enjoy the meeting! Back to you Toastmasters of the Evening!

DURING THE MEETING: RECORD THE TIME & SHOW COLOR SIGNALS

Start your stopwatch when the speaker expresses definite verbal or nonverbal communications to begin their speech. For example, the first word uttered OR any other communication such as sound effects. During the meeting, record the time for each respective role and give color display according to the key listed on the timer's report.

WHEN GENERAL EVALUATOR CALLS ON YOU TO PROVIDE A REPORT:

Stand at your chair and read out the results captured in the Timer's Report.

Read aloud the time of each speaker. Optionally, giving comments to their time management, and whether they are over time or under time.

Example below:

For Prepared Speech, Agnes is six minutes and twenty seconds for her seven-minute speech, Josephine is six minutes and ten seconds for her seven-minute speech and Lillian is fourteen minutes for her fifteen minutes advanced speech. [Optional: Everyone done a great job in meeting their project requirements, well done!]

END OF THE MEETING

Don't forget to have another member evaluate your performance in your Competent Leadership (CL) manual in order to earn points toward your Competent Leader Award. When you complete 10 projects in the CL manual, see the Vice President of Education (VPE) to submit to Toastmasters International for your certification.

TIMER'S REPORT

DID MEETING START ON TIME? (Goal is 6pm) _____

PREPARED SPEECHES

Unless otherwise indicated, speakers have 5:00-7:00 minutes each for their speeches. Confirm with the speakers the time length. If 5-7 minutes, then **GREEN** light at 5:00 min, **YELLOW** at 6:00 min, **RED** at 7:00 min

FUNCTION	NAME OF PERSON IN ROLE	RECOMMENDED TIME (Add it below)	ACTUAL TIME (Minutes / Seconds)
Speaker #1			:
Speaker #2			:
Speaker #3			:

TABLE TOPICS TEAM

Unless otherwise indicated, speakers have 1:00 to 1:30 minutes each for their speeches
GREEN light at 1:00 min, **YELLOW** at 1:15 min, **RED** at 1:30 min

FUNCTION	NAME OF PERSON IN ROLE	RECOMMENDED TIME	ACTUAL TIME (Minutes / Seconds)
Table Topics Master		3 minutes	:
TT Speaker #1		1 minute	:
TT Speaker #2		1 minute	:
TT Speaker #3		1 minute	:
TT Speaker #4		1 minute	:

EVALUATION TEAM

FUNCTION	NAME OF PERSON IN ROLE	RECOMMENDED TIME	ACTUAL TIME (Minutes / Seconds)
TT Evaluator		3 minutes	:
Evaluator #1		3 minutes	:
Evaluator #2		3 minutes	:
Evaluator #3		3 minutes	:
General Evaluator		4 minutes	:
Grammarian		2 minutes	:
Listener		2 minutes	:

Listener Role

HOW ROLE BENEFITS CLUB:

Taking on this role improves your time management skills as well as help others to understand timing for their speeches.

BEFORE THE MEETING

- 1) Practice your "Explanation of Duty" speech if you need to.
- 2) Obtain copy of Listener's report or otherwise use a blank piece of paper.



DURING THE MEETING

- Listen for interesting tidbits of information from all of the speakers.
- Formulate questions and ask them during the "Listener's Report" when called upon by the General Evaluator.
- Be sure to adapt the number of questions to the time available. If we're running late, just ask one or two quick questions.

SCRIPT FOR WHEN TOASTMASTER INTRODUCES YOU:

Mr. /Madam Toastmaster, Fellow Toastmasters, and Honored Guests:

Being a good listener is just as important as being a good speaker. As the Listener I will note interesting tidbits of information from any of the speakers and ask questions near the end of the meeting to see if everyone was paying attention. Back to you Mr. / Madam Toastmaster.

SAMPLE "LISTENER'S REPORT" SCRIPT

Mr. /Madam General Evaluator, members, and guests:

I've prepared a few questions to see if everyone was listening. [Ask a question, let the group answer, give the "correct" answer if no one gets it, and repeat for several questions, paying attention to the time]

WHEN GENERAL EVALUATOR CALLS ON YOU TO PROVIDE A REPORT:

Stand at your chair and read out the results captured in the Listener's report.

END OF THE MEETING

Don't forget to have another member evaluate your performance in your Competent Leadership (CL) manual as SPEAKER ROLE in order to earn points toward your Competent Leader Award. When you complete 10 projects in the CL manual, see the Vice President of Education (VPE) to submit to Toastmasters International for your certification.

LISTENER'S REPORT

Being a good listener is just as important as being a good speaker. As the Listener I will note interesting tidbits of information from any of the speakers and ask questions near the end of the meeting to see if everyone was paying attention. Note: Be sure to adapt the number of questions to the time available. If we're running late, just ask one or two quick questions.

Question 1:

Answer

Question 2:

Answer

Question 3:

Answer

Question 4:

Answer

Question 5:

Answer

OTHER COMMENTS: _____

Toastmaster Role

BEFORE THE MEETING

- Visit our website to see who has sign up for roles and
- Send a communication to all members 3-4 days in advance and introduce a “theme” for the meeting. The instructions for sending the email are below.
- Helpful Training video: [How A Meeting runs from start to finish](#)

DURING THE MEETING: Script and Suggestions

President: calls the meeting to order, will make opening remarks and introduce the TM for the meeting. NOTE: if the President is not there, either the VPE or TM starts meeting.

WELCOME AND THEME

TM: Welcome Fellow TMs and honored guests.

Thanks for joining us for the best hour of the week...

[INTRO THEME OF MEETING HERE. IF PRESIDENT DID NOT DO IT, HAVE SOMEONE IN AUDIENCE READ THE TOASTMASTERS MISSION AND ASK THEM TO EXPLAIN HOW TOASTMASTERS HAS HELPED THEM]

INTRO ROLES

TM: WELCOME OUR GREAT CAST of Functionaries TONIGHT...

Grammarian - _____, could you stand and tell us about your role? Grammarian introduces word of the day.
(STANDS AT CHAIR AND DESCRIBES ROLE)

Listener – _____, could you stand and tell us about your role?
(STANDS AT CHAIR AND DESCRIBES ROLE)

Timer / Jester - _____, could you stand and tell us about your role? Timer / Jester will provide a joke.
(STANDS AT CHAIR AND DESCRIBES ROLE)

Thank you support team. Now to help me with introducing the speakers:

INTRO EVALUATORS

TM: Evaluating our first speaker tonight is: **Evaluator #1** _____

Could you stand and tell us who you'll be evaluating and what you'll be looking for this evening?

INTRO SPEAKERS

TM: Help me WELCOME OUR Speaker #1 _____ (name and title.... Then reverse title and name). Come on down. *(TM leads the club by clapping until speaker is at lectern)*
(SPEAKER 1 SPEAKS)

TM: Evaluating our second speaker tonight is: **Evaluator #2** _____

Could you stand and tell us who you'll be evaluating and what you'll be looking for this evening?



TM: Help me WELCOME OUR Speaker #2 _____ (name and title.... Then reverse title and name).
Come on down. *(TM leads the club by clapping until speaker is at lectern)*
(SPEAKER 2 SPEAKS)

INTRO TABLE TOPICS MASTER

TM: Next in our speech part of the program is for unprepared speeches. Help me welcome our Table Topics Master to lead this part of the program this meeting is: _____. *(TM leads the club by clapping until TTM is at lectern)*
(TTM INTROS TOPIC)

INTRO GENERAL EVALUATOR

TM: The second half of the program is led by our General Evaluator. Help me welcome _____ to lead this part of the meeting. *(TM leads the club by clapping until GE is at lectern)*
(GE INTROS EVALUATORS AND CALL FOR REPORTS)

GE: We'd start the evaluation section of the meeting by calling on reports. I will begin by asking for reports from...

- Evaluator 1 (does from lectern)
- Evaluator 2 (does from lectern)
- Grammarian (stands at chair)
- Listener (stands at chair)
- Timer (stands at chair)
- GE gives a general assessment of meeting from lectern

GE Turns the Program back over to TM

CLOSING

- **TM:** (GENERAL COMMENTS) and...
- Please make sure each speaker has their individual evaluations.
- Thank you for your time this evening and for your incredible natural skills. I'm going to turn this over to our Club President for a final closing.

(PRESIDENT ENDS THE MEETING)

END OF THE MEETING

Don't forget to have another member evaluate your performance in your Competent Leadership (CL) manual as TOASTMASTER ROLE in order to earn points toward your Competent Leader Award. When you complete 10 projects in the CL manual, see the Vice President of Education (VPE) to submit to Toastmasters International for your certification.

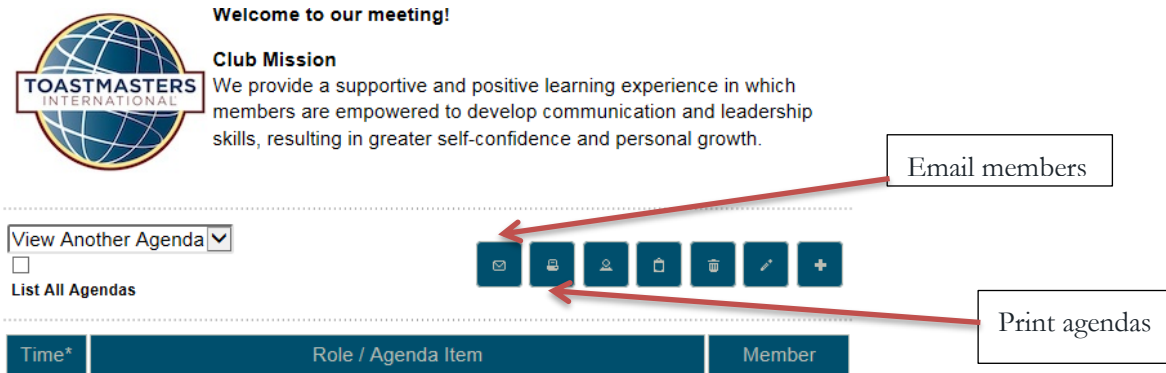
TOASTMASTERS'S COMMUNICATION INSTRUCTIONS

BEFORE THE MEETING: COMMUNICATING TO CLUB MEMBERS 3 TO 4 DAYS IN ADVANCE

- Choose a theme.
- Email the theme and agenda from website (instructions below) to club members so that team can support you. Example: The table topics master can match topics to theme.
- Feel free to use the attached as a script to conduct the meeting
- Print 20 copies of the agenda to bring to the meeting. Ask President or any Vice president if you can't print.
- Arrive early to make sure the room and the speakers are ready to go.

Steps for the Toastmaster to use to email communicate to club members:

5. 3-4 days before the meeting, check the website to see who has signed up for roles.
6. Visit: <http://sportyspeakers.toastmastersclubs.org/>
7. Click on Member Login. (if this is your first time visiting the site, you will be prompted to be emailed your password)
8. Click on Meeting Agendas on the left bar
9. From the Meeting Agenda page you can: email to all members with a message and print the agenda to bring to the meeting



Welcome to our meeting!

Club Mission
We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

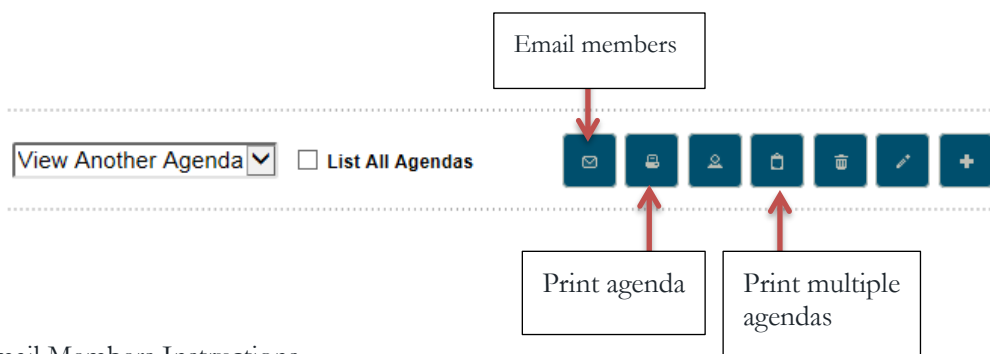
View Another Agenda
☐ List All Agendas

Email members

Print agendas

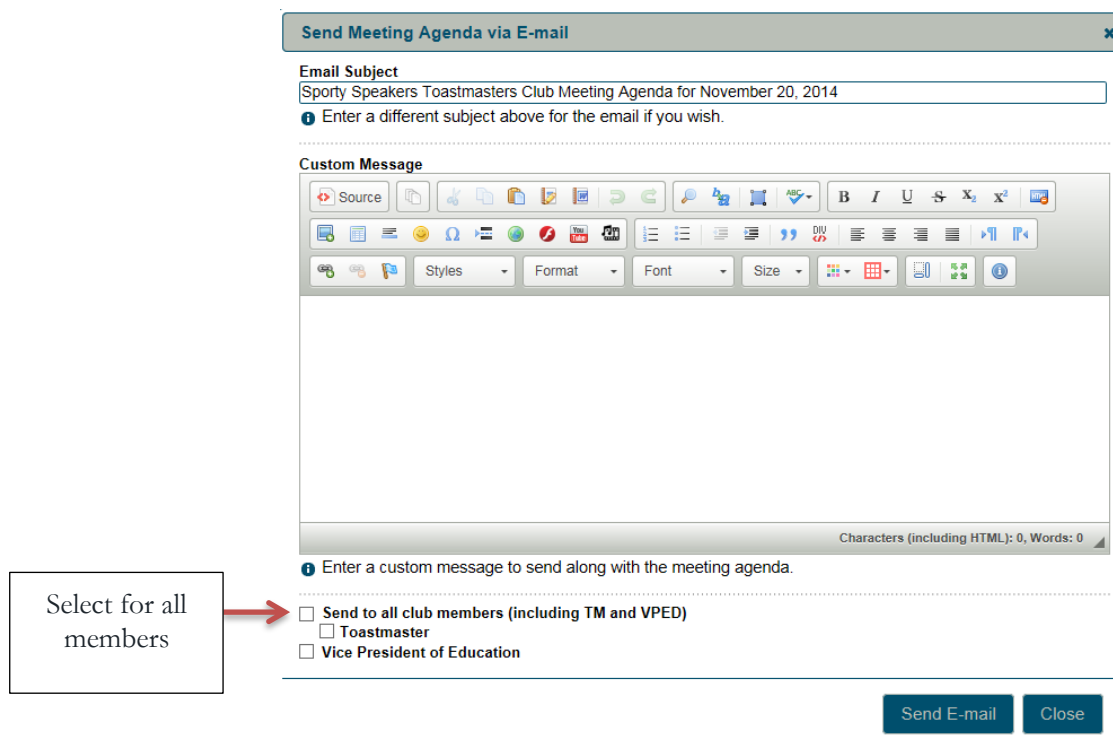
Time*	Role / Agenda Item	Member
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10. When to email members:
 - a. 2-3 days before the meeting, send a message to ask team members to sign up for roles that are not filled
 - b. 2-3 days before the meeting, inform the club members of the theme you will have for meeting so that the: Topic Master, Grammarian and Jester can complement your theme with activities to support you.
 - c. Day of meeting, print the agenda and bring to meeting. If you don't have time to print, contact the President to get help.



11. Email Members Instructions

- Click on the Email icon (see above) and the window below appears
- Update the **“Email Subject”** if you don’t want to use the default
- Type a message **“Custom Message”**
- Select the “Send to all club members” box
- Click on “Send Email”
- NOTE: This is for sending FROM WEBSITE. When you use the website, the Meeting Agenda with roles schedule will automatically be attached.



The screenshot shows the 'Send Meeting Agenda via E-mail' window. It has a title bar with the text 'Send Meeting Agenda via E-mail' and a close button. The window contains the following fields and controls:

- Email Subject:** A text field with the default value 'Sporty Speakers Toastmasters Club Meeting Agenda for November 20, 2014'. Below it is a note: 'Enter a different subject above for the email if you wish.'
- Custom Message:** A rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, link, unlink, text color, background color), list creation, indentation, and other editing tools. Below the editor is a character count: 'Characters (including HTML): 0, Words: 0'.
- Send to:** A section with a note 'Enter a custom message to send along with the meeting agenda.' and three checkboxes:
 - ☐ Send to all club members (including TM and VPED)
 - ☐ Toastmaster
 - ☐ Vice President of Education
- Buttons:** At the bottom right, there are two buttons: 'Send E-mail' and 'Close'.

Annotations in the image include a box labeled 'Email members' with an arrow pointing to the email icon in the toolbar, and a box labeled 'Select for all members' with an arrow pointing to the 'Send to all club members' checkbox.

- NOTE: To email members from your email exchange use:

members-3797086@toastmastersclubs.org

Be sure to specify which roles you need help with filling.

General Evaluator Role



Before the Meeting

Prepare for role:

- Link to short training Video: [Tips for Offering Feedback](#)
- Another Helpful Training video: [How A Meeting runs from start to finish](#)
- Connect with the evaluators to offer support and see if they are looking for specific areas of growth to give feedback

During the Meeting

President: calls the meeting to order and introduces TM for the meeting.

Toastmaster:

WELCOME AND THEM

INTRO ROLES

INTRO EVALUATORS

INTRO SPEAKERS

INTRO TABLE TOPICS MASTER

INTRO GENERAL EVALUATOR

- NOTE: The General Evaluator will be introduced by the Toastmaster after the prepared speeches and Table Topics are complete.

GENERAL EVALUATOR SCRIPT

Introduction and role context

GE: Hello Madam Toastmaster, fellow Toastmasters, and Honored Guests
{feel free to add any additional intro needed here...}

In my role today as General Evaluator, I will cover the following:

- Introduce the Speech Evaluators and the Table Topics Evaluator
- Provide an evaluation of the Speech Evaluators and Table Topics Evaluator
- Call on reports from the Grammarian, Timer and Listener
- Provide an evaluation of the overall meeting.

INTRO EVALUATORS

Once done with the intro, call on the evaluation team in this order.

GE: I'd like to start by calling on each evaluator to share their report. (Always lead in clapping until the evaluator reaches the front of the room!)

Speaker 1 Evaluator: _____ join me at the lectern to provide your evaluation.

Speaker 2 Evaluator: _____ join me at the lectern to provide your evaluation.

Speaker 3 Evaluator (if needed): _____ join me at the lectern to provide your evaluation.

Table Topics Evaluator: _____ join me at the lectern to provide your evaluation.

NOTE: the GE must stay near the front of the room so when the evaluators are finish can take over the lectern. The lectern should always have someone standing at it.

GENERAL EVALUATOR FORM

EVALUATE EVALUATORS

GE: The next part of my role is to evaluate the evaluators.

I'd like to start by thanking each of you for your considerate feedback to the speakers. It's with your help that we all grow and stretch into new dimensions of Sporty Speaker.

(Points for the GE to consider in Evaluating Evaluators)

- Did they evaluate according to the purpose and objectives of the speech?
- Were there any constructive comments?
- Did they keep to time?
- Was the evaluation firm fair and friendly?

Supportive evaluations are done in the "sandwich method" positive feedback, points on things they person can do better... end on a positive note.

Evaluation: Speaker One Evaluator:

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

Evaluation: Speaker Two Evaluator:

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

Evaluation: Speaker Three Evaluator (if needed):

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

Evaluation: Table Topics Evaluator:

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

SUPPORT TEAM'S REPORTS

GE: I'd now like to call on the support team for their reports.

Listener's Report: _____ could you test us on our listening today?

Timer's Report: _____ could you tell us how we did on time today?

Grammarian's Report: _____ could you tell us how we did on grammar today?

GE: Thank you to our support team today! Great work!

NOTE: If time allows provide feedback to support team on things they did well and improve on.

OVERALL MEETING COMMENT

GE: I'd like to close this portion of my role with some overall thoughts on the meeting

MEETING PREPARATION

- Was the room set up before starting time?
- Did the meeting start on time?

CONTROL OF THE MEETING BY THE TOASTMASTER

- Did the meeting run smoothly?
- Did it run to time?

OTHER OVERALL COMMENTS AND FEEDBACK:

GE: Thank you and I'll like to turn the lectern over to our gracious Toastmaster!

END OF THE MEETING

Don't forget to have another member evaluate your performance in your Competent Leadership (CL) manual as GENERAL EVALUATOR ROLE in order to earn points toward your Competent Leader Award. When you complete 10 projects in the CL manual, see the Vice President of Education (VPE) to submit to Toastmasters International for your certification.



GENERAL EVALUATOR ONE-PAGE FORM

EVALUATE EVALUATORS

Opening: _____

Supportive evaluations are done in the "sandwich method" positive feedback, points on things they person can do better... end on a positive note.

Evaluation: Speaker One Evaluator:

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

Evaluation: Speaker Two Evaluator:

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

Evaluation: Speaker Three Evaluator (if needed):

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

Evaluation: Table Topics Evaluator:

Good Comment: _____

Constructive Comment: _____

Good Comment: _____

OTHER OVERALL COMMENTS AND FEEDBACK ABOUT THE MEETING:

Topics Master Role

HOW ROLE BENEFITS CLUB:

Table topics have members think extemporaneously and speak for a minute or so. The Topics Master prepares and presents the topics; originality is desirable as much as possible. Each speaker may be given an individual subject or a choice of subjects to draw at random.

Remember, Table Topics has a twofold purpose:

- Gives those members in the room who does not have a role an opportunity to speak
- Helps people to learn to think and speak coherently in impromptu situations

BEFORE THE MEETING

- 1) Prepare for role:
 - *Link to short training Video:* [Impromptu Speaking](#)
 - *Helpful topics website:* [Table Topic ideas for Topic Master](#)
 - *Helpful topics document:* [101 Table Topic Ideas](#)
- 2) Check with Toastmaster to find out the theme of the meeting. Is possible, prepare topics to carry out that theme.
- 3) Find out who already has roles and call on members first WHO DO NOT HAVE A ROLE. If time permits, call on others with functionary roles and guests (ask if they want to participate).
- 4) When choosing a specific question, select one that will inspire the speakers to expound on them. Don't make the questions too long or complicated. Phrase them so that the speaker clearly knows what you want them to talk about.

DURING THE MEETING

- ✓ When introduced, briefly state the purpose of the topics session.
- ✓ Set the stage for your topics program. Keep your remarks brief but enthusiastic. If the club has a word of the day, encourage speakers to use the word in their response
- ✓ Be certain to remind speakers of time frames
- ✓ State the question briefly, and then call on a member to stand. This serves two purposes. First, it holds everyone's attention. Second, it adds to the value of the impromptu element by giving everyone an opportunity to improve their listening skills.
- ✓ Call on speakers a random. Avoid going around the table. Don't ask two people the same thing unless you ask each specifically, to give a "pro" or "con" side.
- ✓ Watch your time. Check the printed agenda for total time allotted to Table Topics and adjust the number of questions to end the segment on time.

END OF THE MEETING

Don't forget to have another member evaluate your performance in your Competent Leadership (CL) manual as TABLE TOPICS MASTER ROLE in order to earn points toward your Competent Leader Award. When you complete 10 projects in the CL manual, see the Vice President of Education (VPE) to submit to Toastmasters International for your certification.



Speech Evaluator

HOW ROLE BENEFITS CLUB:

Your purpose as an evaluator is to provide honest reaction in a constructive manner to the person's efforts, using the evaluation guides provided. When you evaluate, you are simply giving your own reaction to the person's speaking or leadership efforts. An evaluation is an opinion, nothing more. This opinion should mention the effect on you, what the speaker or leader did well, areas where the speaker could improve with specific recommendations.

How to Prepare

The speaker or leader has spent hours – even weeks – preparing a project. She deserves the best evaluation possible. The evaluation you provide should be thoughtfully prepared and presented. You will not need hours of preparation time, but you will need at least 15 minutes to do the following:

1. Read the project. Every project in the Competent Communication, Advanced Communication Series, and Competent Leadership manuals has a different purpose and different objectives. You will have difficulty evaluating if you are not familiar with the project and objectives.
2. Read the evaluation guide for the project. The guide explains what you should be looking for as you evaluate. It lists specific questions about the speaker or leader and provides a space in which you may write comments. This is the written evaluation you will give to the speaker or leader after the meeting. You will also use this guide as a basis for your verbal evaluation.
3. Talk with the speaker or leader. This is an important yet sometimes neglected step. Your evaluation will be most helpful if you are aware of the person's general goals and of specific areas in which the person would like help and feedback. If the leader tells you, for example, that she is working on strengthening her organization skills, you may want to specifically address this in your evaluation, even though the evaluation guide does not mention it.

Before the Meeting

Prepare for role:

- *Link to short training Video: [Tips for Offering Feedback](#)*
- *Review on the Sporty Speakers website for speaker, the speech title, length, and objective.*

During the Meeting

- ✓ Obtain the **manual from the person** and carefully read the project description and objectives.
- ✓ Listen carefully and watch closely. Make notes on the evaluation guide if you want to.
- ✓ After the speaker or leader has finished, begin preparing your evaluation. Complete the evaluation guide, but remember that you need not comment on every question. Then prepare your verbal presentation.
- ✓ You will also be more helpful if you are aware of previous feedback the speaker or leader has received and any progress made. Avoid duplicating previous evaluations, and don't merely watch for small inadequacies. Good eye contact, meaningful, natural gestures, and correct grammar contribute to the overall effect of a speech but should not be given so much emphasis that they detract from the basic purpose of the evaluation.



SPEECH EVALUATION FORM

NOTE: ONLY use for contests & round-tables meetings. USE manuals for all other evaluations!

Date: _____ Speaker: _____ Title: _____

What were the major strengths of the speech?

What needs improvement?

Other Points:

Introduction Overall: _____

- _____ gained attention and interest
- _____ clearly introduced the subject and thesis
- _____ previewed body of the speech

Body of Speech Overall: _____

- _____ main points were fully supported
- _____ well organized
- _____ good transitions

Conclusion Overall: _____

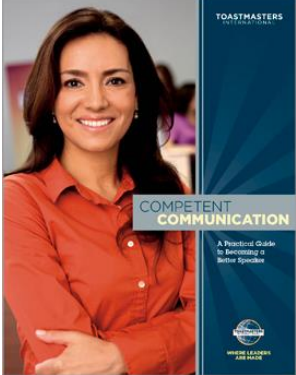
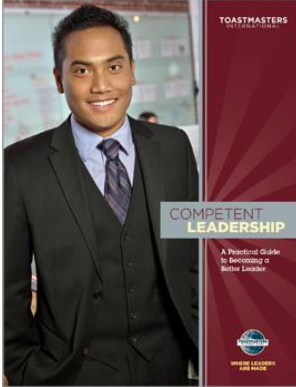
- _____ prepared audience for ending
- _____ reinforced central idea
- _____ summarized closing
- _____ vivid closing

Delivery

- _____ gave speech without rushing/ with pausing
- _____ maintained strong eye contact
- _____ avoided distracting mannerisms
- _____ articulated words clearly
- _____ used pauses effectively
- _____ used vocal variety to add impact (pitch)
- _____ good gestures
- _____ presented visual aids effectively

Positive Conclusion

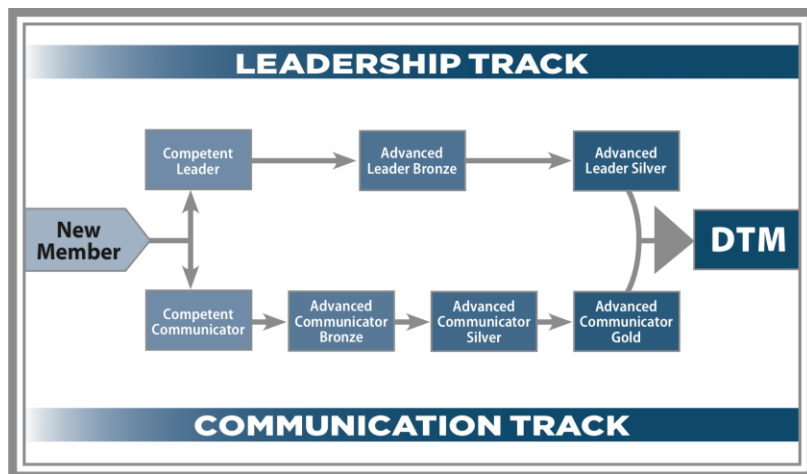
EARN AWARDS! BECOME DISTINGUISHED

	<ol style="list-style-type: none"> 1. Complete Competent Communication manual - 10 ‘self paced’ speech projects to help you develop your speaking skills 2. Finish all 10 projects to be eligible for Competent Communicator (CC) recognition. 3. Awarded: <ul style="list-style-type: none"> • You'll receive a CC certificate • If this is your first CC award, two Advanced Communication Series manuals free of charge.
	<ol style="list-style-type: none"> 1. Complete Competent Leadership manual - ‘10 leadership projects’ for serving in club meeting roles. 2. Bring this manual to every meeting to have and ask someone to evaluate you to give you feedback to help you improve. 3. Awarded: <ul style="list-style-type: none"> • You'll receive a CL certificate • If you wish, World Headquarters will send your employer a letter about your accomplishment.

How to earn you way to “Distinguished Toastmaster”

Details of the Distinguished Education Program are in your Competent Communicators manual. Once you complete the CC and CL, you are on your way to being *Distinguished*.

- Next earn Advanced Bronze for Communicator or Leader
- Next earn Advanced Silver for Communicator or Leader
- Then Advanced Gold Communicator



EMAIL CONTACT LISTS

Role	Email Address
ALL Sporty Speakers Club Members	members-3797086@toastmastersclubs.org
ALL Sport Speakers Officers	officers-3797086@toastmastersclubs.org
President	president-3797086@toastmastersclubs.org
Vice President of Education	vpe-3797086@toastmastersclubs.org
Vice President of Membership	vpm-3797086@toastmastersclubs.org
Vice President of Public Relations	vppr-3797086@toastmastersclubs.org
Secretary	secretary-3797086@toastmastersclubs.org
Treasurer	treasurer-3797086@toastmastersclubs.org
Sergeant at Arms	saa-3797086@toastmastersclubs.org
ALL current Mentors	mentors-3797086@toastmastersclubs.org



NOTES:

Don't forget to check out the Toastmasters International website for great TM stuff and other materials needed for your Leadership and Communications development. Visit here: <http://www.toastmasters.org>

Class Training Agenda

New member training is typically held the 1st Thursday of the month, as required.

Agenda:

1. **Website** – homepage “Left top” main menu bar for visitors and members
2. **Website** homepage “Left bottom” menu bar for members only
 - Mentor/Mentee Request Form
 - Club E-mail Addresses
 - Edit Your Profile
 - Private Member Directory
 - Member Downloads
 - Email Contact Info
3. **Website** login – Meeting Agendas / Create New
 - Email Agenda
 - Print Agenda
 - Download Report of your Roles
 - Print multiple agendas (view up to 5 weeks online; print all using export)
4. **Website** - How to signup / change roles on an agenda
5. **Guidebook** - Review of roles with scripts and forms in this manual
 - Accessing Website to Signup/ change a role See Page 2
 - Grammarian See Page 3
 - Listener See Page 5
 - Timer See Page 6
 - Toastmaster See Page 9
 - General Evaluator See Page 13
 - Table Topics Master See Page 17
 - Speech Evaluator See Page 18
 - Being Distinguished
6. **Competent Communicators** Guide; track & get signed See Page 60
7. **Competent Leadership** Guide; track & get signed See Page 64

If ever you have questions, contact your mentor or a Sporty Speakers Officer.

TOASTMASTERS INTERNATIONAL



Distinguished Toastmaster (DTM)

To qualify for Distinguished Toastmaster (DTM) recognition, you **MUST** complete the Communication Track **AND** the Leadership Track.

Communication Track

Advanced Communicator - Gold (ACG)

- Achieved Advanced Communicator Silver award (or achieved Able Toastmaster Bronze award or Advanced Toastmaster Silver award)
- Completed two additional advanced communication manuals (may not be those completed for any previous award)
- Conducted a Success/Leadership Program, Success Communication Program or a Youth Leadership Program
- Coached a new member with the first three speech projects

Advanced Communicator - Silver (ACS)

- Achieved Advanced Communicator Bronze award (or achieved Able Toastmaster award or Advanced Toastmaster Bronze award)
- Completed two additional advanced communication manuals (may not be those completed for any previous award)
- Conducted any two programs from **The Better Speaker** and/or **The Successful Club Series** (from those listed on the reverse side)

Advanced Communicator - Bronze (ACB)

- Achieved Competent Communicator (CC) award (or achieved Competent Toastmaster CTM) award
- Completed 2-Advanced Communication manuals (from those listed on the reverse side)

Competent Communicator (CC)

- | | |
|------------------------|------------------------------------|
| 1 The Ice Breaker | 6 Vocal Variety |
| 2 Organize Your Speech | 7 Research Your Topic |
| 3 Get to the Point | 8 Get Comfortable with Visual Aids |
| 4 How to Say It | 9 Persuade with Power |
| 5 Your Body Speaks | 10 Inspire Your Audience |

Leadership Track

Advanced Leader - Silver (ALS)

- Achieved Advanced Leader Bronze award (or “old” Competent Leader award)
- Serve a complete term as a District Officer
 - District Governor
 - Lieutenant Governor Education and Training
 - Lieutenant Governor Marketing
 - Public Relations Officer
 - District Secretary
 - District Treasurer
 - Division Governor
 - Area Governor
- Complete the **High Performance Leadership Program**
- Serve successfully as a Club Sponsor, Club Mentor or Club Coach.

Advanced Leader - Bronze (ALB)

- Achieve Competent Communicator (CC) or Competent Toastmaster (CTM) award
- Serve at least six months as a Club Officer
 - President
 - Vice President Education
 - VPM
 - VPPR
 - Secretary
 - Treasurer
 - Sergeant at Arms
- Participate in the preparation of a **Club Success Plan**
- Participate in a District-sponsored Club Officer training program, while serving as a Club Officer
- Conduct any two programs from **The Successful Club Series** and/or **The Leadership Excellence Series**

Competent Leader - (CL)

- ✓ Project 1 - Listening and Leadership
 - ✓ Project 2 - Critical Thinking
 - ✓ Project 3 - Giving Feedback
 - ✓ Project 4 - Time Management
 - ✓ Project 5 - Planning and Implementation
 - ✓ Project 6 - Organizing and Delegating
 - ✓ Project 7 - Developing Your Facilitation Skills
 - ✓ Project 8 - Motivating People
 - ✓ Project 9 - Mentoring
 - ✓ Project 10 - Team Building
- *Consult TI Manual #265 for complete details

www.toastmasters86.org

New Member
(the journey begins!)

www.toastmasters86.org

EXECUTIVE SUMMARY:

For your first speech project, you will introduce yourself to your fellow club members and give them some information about your background, interests and ambitions. Practice giving your speech to friends or family members, and strive to make eye contact with some of your audience. You may use notes during your speech if you wish. Read the entire project before preparing your talk.

OBJECTIVES:

- To begin speaking before an audience.
- To discover speaking skills you already have and skills that need some attention.

Time: Four to six minutes

THE ICE BREAKER

By now you've heard speeches by club members and have probably participated in Table Topics. This is your opportunity to give your first prepared talk and "break the ice."

The best way to begin your speaking experience is to talk about a familiar subject – yourself. Of course, this subject is too broad for a short four- to six-minute presentation. You must narrow it by selecting three or four interesting aspects of your life that will give your fellow club members insight and understanding of you as an individual. These might include your birthplace, education, or family. You could explain how you came to be in your present occupation and tell the audience something about your ambitions. Or you could explain the effect an incident from your youth has had on your life. One speaker donned hats as she talked about her life. She wore a chauffeur's hat as she talked about driving her children to their activities, a fireman's hat as she discussed the crises or "fires" she encountered daily at her work, and a chef's hat as she told of her love of cooking.

Once you have the highlights of your talk in mind, weave them into a story, just as if you were telling it to a group of friends. Share significant personal experiences. The more personal your talk, the warmer the relationship will be between you and the audience.

OPENING, BODY, AND CONCLUSION

Like any good story, your talk needs a clear beginning and ending. Create an interesting opening sentence that captures the audience's attention. Memorize it, if necessary, and use it even if a better idea occurs to you just before you speak. Then devise a good closing and memorize it, too.

A memorized beginning and ending enable you to start and finish your talk with confidence and ease. In any speech, it's best to select a few main points (three or four at the most) and emphasize them by using examples, stories, or

anecdotes. If you merely state a fact and then continue, most of your audience will miss the point. You should make a point, say it again in different words, illustrate the point, and then state it once more in order to be clearly understood. This is a good skill to learn. Choose your points and illustrations carefully. Too much information may overwhelm the audience.

If you think you will need notes, write a brief speech outline on note cards, which you can place on the lectern. Refer to them only when you need them. Remember, you're speaking, not reading. Many speakers begin

A memorized beginning and ending enable you to start and finish your talk with confidence and ease.

by writing out an entire speech, then breaking it into parts, with a key word for each part, and finally writing just the key words on one note card.

PREPARING YOURSELF

Now the talk is ready, but are you ready to present it? Practice the talk until you are comfortable with it. You won't need to memorize the body of the talk, since you already know all about the subject. As mentioned earlier, you should memorize the opening and conclusion.

Present the talk to a family member, a friend, or your Toastmasters mentor. Ask for comments. They may give you some helpful suggestions. If you have an audio recorder, record the talk and listen to it carefully, making any necessary improvements. Using a recording is one of the best ways to improving your speaking ability.

Instead of thinking of this presentation as making a speech, think of it as a talk before a group of friends, sharing information of interest. Don't be afraid of the audience. They have already experienced the same feelings you're having. They want you to succeed and they're eager to help you!

Appearance is important. Be well-groomed and appropriately dressed for your presentation. When you look right, you feel good about yourself. You'll then forget about your appearance and concentrate on your talk. You will have increased confidence because you know you've made a good first impression with the audience.

PRESENTING YOUR TALK

Once you've prepared and practiced your talk, relax. Nervousness is common to every speaker, no matter how experienced. In fact, you can put this nervous energy to work for you by using it to add excitement to your delivery. No one is going to notice a little quavering in your voice, and it will soon disappear anyway as you become involved with what you're saying. (More information about controlling nervousness appears on page 79.)

While being introduced, take a deep breath and slowly exhale. This will help your voice sound resonant and natural. Begin by facing the Toastmaster and saying, "Mr. (or Madam) Toastmaster," then face the audience and say, "Ladies and gentlemen..." or "Fellow members and guests..." Pause, then begin with your memorized opening.

While speaking, make eye contact with various members of the audience, first looking directly at one person for a few seconds, then looking at another, so people feel included in your talk. As you do this, glance periodically at the timer. If the red light comes on

while you're talking, move smoothly to your conclusion and finish quickly. Observe time limits whenever you speak.

Don't worry about what to do with your hands. Leave them at your sides if this makes you more comfortable. You'll have opportunities to practice gestures later.

Finish with your memorized conclusion. Some speakers say "thank you" at the very end to signal to the audience that they are finished, but this is not necessary. Instead, after you say your concluding words, nod at the Toastmaster of the meeting and say, "Mr. (or Madam) Toastmaster" and enjoy the applause.

Don't be afraid of the audience. Think of them as friends who want you to succeed and are eager to help you.

YOUR EVALUATION

After you finish, you'll probably begin evaluating yourself even before you return to your seat. You may think you left out some of the best parts. Every speaker thinks that. Just congratulate yourself on having delivered your first speech, then write down the things you did well and the things you want to improve to make your next speech even better.

To supplement your self-evaluation, an experienced club member has been assigned to evaluate your efforts. Before the meeting begins, give this manual to your evaluator so he or she may make notes on the evaluation page of this project. This gives you a permanent record of your progress. If you want the evaluator to observe something in particular, be sure to inform the evaluator in advance.

Ask other members for additional comments after the meeting (some may give you their own brief written comments during the meeting). All of these comments may not be useful to you, but you should consider them carefully. Remember, each evaluation is an opinion of how that person perceived you and your presentation. These opinions usually (but not always) will be helpful to your self-development.

SPEAKER'S CHECKLIST

- ▶ Bring this manual to the meeting whenever you are scheduled to speak.
- ▶ Review your presentation with your mentor.
- ▶ Discuss any special points with your evaluator before giving the speech.
- ▶ Give the evaluator your manual before you speak, so he or she can make written comments on your performance.
- ▶ Have the vice president education initial the Project Completion Record after you complete each project. This will give you credit toward your Competent Communicator (CC) certificate.
- ▶ Don't be discouraged if your evaluator misunderstood your point. Evaluators have varying degrees of experience in speaking, and evaluation is a learn-by-doing skill, just as speaking is.
- ▶ If you have not already done so, read *Effective Evaluation*. It will help you understand how to get the most out of the Toastmasters program.

EVALUATION GUIDE FOR **THE ICE BREAKER**

Title _____

Evaluator _____ Date _____

Note to the Evaluator: In this speech the new member is to introduce himself/herself to the club and begin speaking before an audience. The speech should have a clear beginning, body, and ending. The speaker has been advised to use notes if necessary and not to be concerned with gestures. Be encouraging and point out the speaker's strong points while gently and kindly mentioning areas that could be improved. Strive to have the speaker look forward to giving another speech. Your evaluation should help the speaker feel glad about joining Toastmasters and presenting this speech. In addition to your verbal evaluation, please write answers to the questions below.

- ▶ What strong points does the speaker already have?

- ▶ How well did the audience get to know the speaker?

- ▶ Did the speech reflect adequate preparation?

- ▶ Did the speaker talk clearly and audibly?

- ▶ Did the speech have a definite opening, body, and conclusion?

- ▶ Please comment on the speaker's use of notes.

- ▶ What could the speaker have done differently that would have improved the speech?

- ▶ What did you like about the presentation?



SUMMARY OF EXECUTIVE ROLES

Want to enhance your leadership? Taking a Toastmasters Executive Officer's role is a great professional development tool. In six months you will learn more than any book or resource on leadership can provide.

Best of all, you can do this in a mutually supportive environment, and any mistakes you make in your leadership, or lessons you learn, will obviously not be as costly as they would be in the real working world. You can also put your Toastmasters officer's role on your resume as volunteer experience. Members have reported getting job offers in part due to Toastmasters.

All officers are elected for either six months or one year, at the Club's decision. Terms of office are from January 1st to June 30th and July 1st to December 31st for clubs with six-month terms, or July 1st to June 30th for clubs with annual officer terms.

Officer Ranking

1.	President	The President presides at meetings of the Club, has general supervision of the operations of the Club. Serves as one of the Club's representatives on Area and District Councils.
2.	Vice President Education	Second ranking officer of Club. Plans and directs club programs which meet the educational needs of the Club members. Plans and publishes regular schedules of meeting assignments. Keeps track of member's progress towards goals. Serves as one of the Club's representatives on Area and District Councils.
3.	Vice President Membership	Third ranking officer. Plans and directs programs to retain and increase club membership. Serves as one of the Club's representatives on Area and District Councils.
4.	Vice President Public Relations	Fourth ranking officer. Develops and directs programs that inform individual members and the general public about Toastmasters International and about Club activities.
5.	Secretary	The Secretary is responsible for Club records and correspondence. Maintains the club roster. Has custody of the Club's charter, Constitution, Bylaws, and all other records and documents of the club. Keeps an accurate record of the meetings and activities of the Club.
6.	Treasurer	The Treasurer is responsible for Club financial policies, procedures and controls. Collects dues and pays dues to Toastmasters International, and maintains records. Makes financial reports to the Club at least quarterly. Receives and disburses, with approval of the Club, all Club funds.
7.	Sergeant at Arms	Prepares meeting room for meeting. Maintains Club property, including banner, nametags, and supplies. Greets visitors. Chairs Social and Reception Committees.
8.	Immediate Past President	The Immediate Past President supports the club officers. The primary responsibilities of this role involve serving as a resource for new officers and ensuring continuity with past terms.

Officer Duties

Each of the officers in a Toastmasters club has duties to fulfill in support of the members of the club. Toastmasters clubs have multiple officers both to spread the load and to expand the leadership opportunities at the club level.

Filling an officer role does not mean that you do the job alone; it means you are responsible to see that the job gets done.

Attend your training so you get the support you need to better serve your club.

There are some responsibilities that are expected of all club officers.

1. Attend District Officer Training once for each 6 month term
2. Participate in Club Success Plan
3. Attend club executive officer meetings
4. Attend club meetings regularly

All club officers should be aware of important dates and deadlines.

- July - club prepares, approves annual club budget (as appropriate)
- July - officers complete annual "Club Success Plan"; can share with club members
- August - should conduct club speech contests (Humorous Speech, Table Topics)
- Month of September - collect dues from all club members
- By October 1 - club Semiannual Membership Report due to World Headquarters
- September - Area holds contests
- October - Division holds contests
- November - District holds contests
- Month of December - clubs with 6 month officer terms hold club officer elections
- By December 31 - club officer reports due to World Headquarters (ALL CLUBS)
- January - officers review, update annual "Club Success Plan"; can share with members
- February (International Speech, Evaluations) - should conduct club speech contests
- speech contestants must have given minimum of 6 speeches
- members of newly charter clubs (after July 1) excepted from 6 speech rule
- March - Area holds contests
- Month of March - collect dues from all club members
- April 1 - club Semiannual Membership Report due to World Headquarters
- April - Division holds contests
- May - District holds contests
- Month of June - hold club officer elections (ALL CLUBS)
- June 30 - club officer reports due to World Headquarters (ALL CLUBS)

President

The President is the chief executive officer for the club. The role involves general supervision and operation of the club. This office ranks first among the seven.

The President presides at Club meetings, and directs the club in meeting the members' needs for educational growth and leadership. In cooperation with the rest of the officers, the President establishes long-term and short-term goals for the club. The President serves as one of the Club's representatives on Area and District Councils.

Some specific duties of the President are:

1. Presides over club meetings
2. Guides club in carrying out its mission and insures that all club activities are in accordance with Toastmasters International guidelines
3. Plans and leads Distinguished Club Program/Club Success Plan meeting(s) and issues report
4. Assures that the Semiannual Membership Report is complete and issued on time
5. Represents Club at Area/District meetings
6. Plans agenda and presides over club executive committee meetings

Important Dates and Deadlines for the President are:

- Every meeting - call meetings to order; conduct business meetings
- Monthly - ensure VP-E issues club assignments; ensure all officers completing duties
- As appropriate - contact visitors, long-absent members
- July - officers complete annual "Club Success Plan"; can share with club
- August - arrange for club to conduct semiannual speech contest
- September - assist in Area Contest
- Month of September - ensure dues collected from all club members
- October 1 - submit Semiannual Membership Report to World Headquarters
- October - assist in Division Contest
- November - assist in District Contest
- November - form club officer nomination committee
- Month of December - hold club officer elections (clubs with 6 month terms)
- December 31 - club officer reports due to World Headquarters (ALL CLUBS)
- January - arrange Officers meeting to review, update annual "Club Success Plan"; can share with club members
- February - ensure that club will conduct semiannual speech contest (Evaluations; International Speech)
- March - assist in Area Contest
- Month of March - ensure that dues collected from all club members
- April 1 - submit Semiannual Membership Report to World Headquarters
- April - assist in Division Contest
- May - assist in District Contest
- May - form club officer nomination committee
- June - hold club officer elections (all clubs)
- June 30 - club officer reports due to World Headquarters (ALL CLUBS)

Vice President Education

The VP Education handles the educational program within the club. The role involves ensuring that all members continue their progress towards their chosen educational goals. This office ranks second among the seven.

The VPE plans, organizes, and implements the meetings to fit the chosen speeches, educational modules, and related events to the members' needs. When members complete a speech or a major achievement, it is the VPE who initials the manuals or contacts Toastmasters to ensure proper recognition. New members will receive orientation and be assigned a mentor by the VPE. The VPE serves as one of the Club's representatives on Area and District Councils.

Some specific duties of the Vice-President - Education are:

1. Plans and issues soles schedule/ calendar
2. Presents monthly schedule at Executive meeting and publishes monthly schedule
3. Keeps individual member records
4. Keeps a binder with member achievement forms for each member
5. Tracks Member Educational Goals
6. Solicits personal achievement goals from each member
7. Administers speech contests
8. Presides in the absence of the President

Important Dates and Deadlines for the Vice-President - Education are:

- Each meeting - initial manuals of members completing manual speeches
- As appropriate, complete and submit member application forms for CTM, ATM, etc.
- On-going - talk with members on their education goals
- Monthly - plan and issue monthly meetings calendar with member assignments
- Monthly - update records of individual member accomplishments
- July - participate in meeting to complete annual "Club Success Plan"
- August - conduct semiannual speech contest (Humorous Speech, Table Topics)
- September - coordinate club contest winners participation in Area contest
- January - participate in meeting to update annual "Club Success Plan"
- February - conduct club semiannual speech contest (International Speech, Evaluations)
- International Speech Contestants must have completed at least 6 speeches (Members of newly charter clubs (after July 1) exempted from 6 speech rule).
- March - coordinate club contest winners participation in Area contest

Vice President Membership

The VP Membership handles sustaining and boosting the number of club members. The role involves marketing and some administration. This office ranks third among the seven.

The VPM plans, organizes, and implements a continuous marketing effort to ensure that club membership remains above charter strength (20 members). This is done both by retaining current

member, with the VPE, and by gathering new members, with the VPPR. The VPM is responsible for the semi-annual membership reports that go to Toastmasters, and for keeping the membership roster and attendance records. Serves as one of the Club's representatives on Area and District Councils.

Vice President Membership (Continued)

Some specific duties of the Vice-President - Membership are:

1. Develops program(s) for recruiting new members
2. Assimilates new members.
3. Greets all guests and encourages them to join; completes all Applications for Membership; forwards application and dues to Toastmasters International; and presents new members to club.

Important Dates and Deadlines for the Vice-President - Membership are:

- As appropriate - implement membership recruitment programs, contests
- As appropriate - encourage visitors to complete membership application form
- When received - submit application form and dues to World Headquarters
- July - participate in meeting to complete annual "Club Success Plan"
- December - assist President in completing semiannual membership report
- January - participate in meeting to update annual "Club Success Plan"
- June - assist President in completing semiannual membership report

Vice President Public Relations

The VP Public Relations handles maintaining and building the club's image. The role involves internal and external communications. This office ranks fourth among the seven.

The VPPR plans, organizes, and implements programs to maintain the positive image of the club and Toastmasters for all guests, members, and the general public. Common activities overseen include press releases, publicity campaigns, website maintenance, media representation, and club newsletters.

Some specific duties of the Vice President - Public Relations are:

1. Plans and prepares publicity materials Produces a Club Newsletters
2. Maintain website homepage with the latest updates / upcoming events

Important Dates and Deadlines for the Vice President - Public Relations are:As appropriate - assist VPM in promoting membership recruitment programs, contests

- As appropriate - issue press releases, publicity campaigns
- As scheduled - publish and distribute club newsletter
- July - issue press release announcing club officers to media
- July - participate in meeting to complete annual "Club Success Plan"; help publicize to members
- July/August - promote member participation in club contest
- August - issue press release announcing club contest winners to media
- November/December - publicize officer elections to club members
- January - participate in meeting to update annual "Club Success Plan"; help publicize to members
- January - issue press release announcing club officers to media

- February - promote member participation in club contest
- March - issue press release announcing club contest winners to media
- May/June - publicize officer elections to club members

Secretary

The Secretary is responsible for Club records and correspondence. The role involves all administrative details between the club and Toastmasters, and keeping the club's documents available and up-to-date. This office ranks fifth among the seven.

The Secretary cares for the club's records, including by-laws and constitution. Updated membership records, new member applications, supply orders, officers' lists, and past club records fall to the Secretary for execution. The Secretary also records and reads the meeting minutes, for meetings of the club and of the Executive team.

1. Maintains an accurate membership roster
2. Records club meeting notes and provide weekly results to members in email
3. Records officer meeting minutes
4. Maintains / adds informational web pages and documents to website

Treasurer

The Treasurer is responsible for Club financial policies, procedures and controls. The role involves the club's finances, including dues collection and materials purchasing. This office ranks sixth among the seven. Collects dues and pays dues to Toastmasters International, and maintains records. All club accounts come through this office. Dues notices and collection falls to the Treasurer. Makes financial reports to the Club at least quarterly. Receives and disburses, with approval of the Club, all Club funds.

Some specific duties of the Secretary and Treasurer are:

1. Prepares and mails orders for Toastmasters supplies
2. Prepares the Semiannual Membership Report, collects dues submits to World Headquarters (with President)
3. Issues checks to World Headquarters for semiannual membership dues/New Member Fees
4. Keeps complete and accurate records of all financial transactions
5. Prepares a monthly financial report

Important Dates and Deadlines for the Secretary and Treasurer are:

- As appropriate - issue check to World Headquarters for new member dues and fees
- As appropriate - issues check to World Headquarters, vendors or members for supplies
- As appropriate - update and publish club membership roster
- As appropriate - prepare and publish minutes of executive officer meetings
- Monthly - prepare financial report and present report to officers, members
- July - prepare and submit annual club budget to executive officers, President
- July - participate in meeting to complete annual "Club Success Plan"
- Month of September- collect dues from all club members; assist President in completing club Semiannual Membership Report

- By September 30 - issue check to World Headquarters for semiannual membership dues; club Semiannual Membership Report due to World Headquarters October 1st
- August/September - issue checks for supplies, trophies for club speech contests
- January - participate in meeting to update annual "Club Success Plan"

Treasurer (Continued)

- February/March - issue checks for supplies, trophies for club speech contests
- Month of March - collect dues from all club members; assist President in completing club Semiannual Membership Report
- By March 31 - issue check to World Headquarters for semiannual membership dues; club Semiannual Membership Report due to World Headquarters April 1st

Sergeant at Arms

The Sergeant at Arms handles meeting facilities and decorum. The role involves all those tasks expected of the host of the meeting. This office ranks seventh among the seven.

The SAA arranges setup for all meetings, sets out and cares for the club's materials and supplies, Club property, including banner, nametags, and supplies, and greets members and especially guests. Chairs Social and Reception Committees.

Some specific duties of the Sergeant at Arms are:

1. Arranges room and equipment for each meeting
2. Greets all guests and members
3. Collects ballots and tallies votes for awards
4. Maintains all Club equipment and materials

Important Dates and Deadlines for the Sergeant at Arms are:

- Each meeting - set up room before meeting
- Each meeting - greet guests and members; have guests use name tags, sign guest book
- As necessary - arrange for meeting room location
- January - participate in meeting to update annual "Club Success Plan"
- February/March - arrange for room location for club contest
- July - participate in meeting to complete annual "Club Success Plan"
- July/August - arrange for room location for club contest

Immediate Past President

The Immediate Past President provides guidance and serves as a resource to Club officers and members. The Immediate Past President chairs the Nominating Committee, assists in the preparation of the Club Success Plan, promotes the Club's Success Plan, and promotes the Club's efforts to become a Distinguished Club.

Some specific duties of the Immediate Past President

1. Provide guidance to the new president (remember: they are the president now, not you)
2. Act as advisor to club officers
3. Carry out special assignments as needed
4. Attend other Toastmaster events and encourage others to attend

NORTH ENTRANCE

SW WALKER ROAD

1

THOMAS PAINE RD

DEL HAYES WAY

WHQ NORTH

THE PARK

MIA HAMM

PETE SAMPRAS

KEN GRIFFEY JR.

NIKE SPORTS CENTER

JAY STREET 2

JAY STREET 1

JAY STREET

JERRY RICE

TIGER WOODS CENTER

SOUTH CAMPUS CHILD DEVELOPMENT CENTER

DAN FOUTS

ALBERTO SALAZAR

STEVE PREFONTAINE HALL

SW BOWERMAN DR

JOHN MCENROE

NOLAN SCHMIDT RYAN

MIKE JORDAN

JOAN BENOIT-SAMUELSON

BO JACKSON SPORTS CENTER

WHQ SOUTH

MICHAEL JOHNSON TRACK

DREAM 6

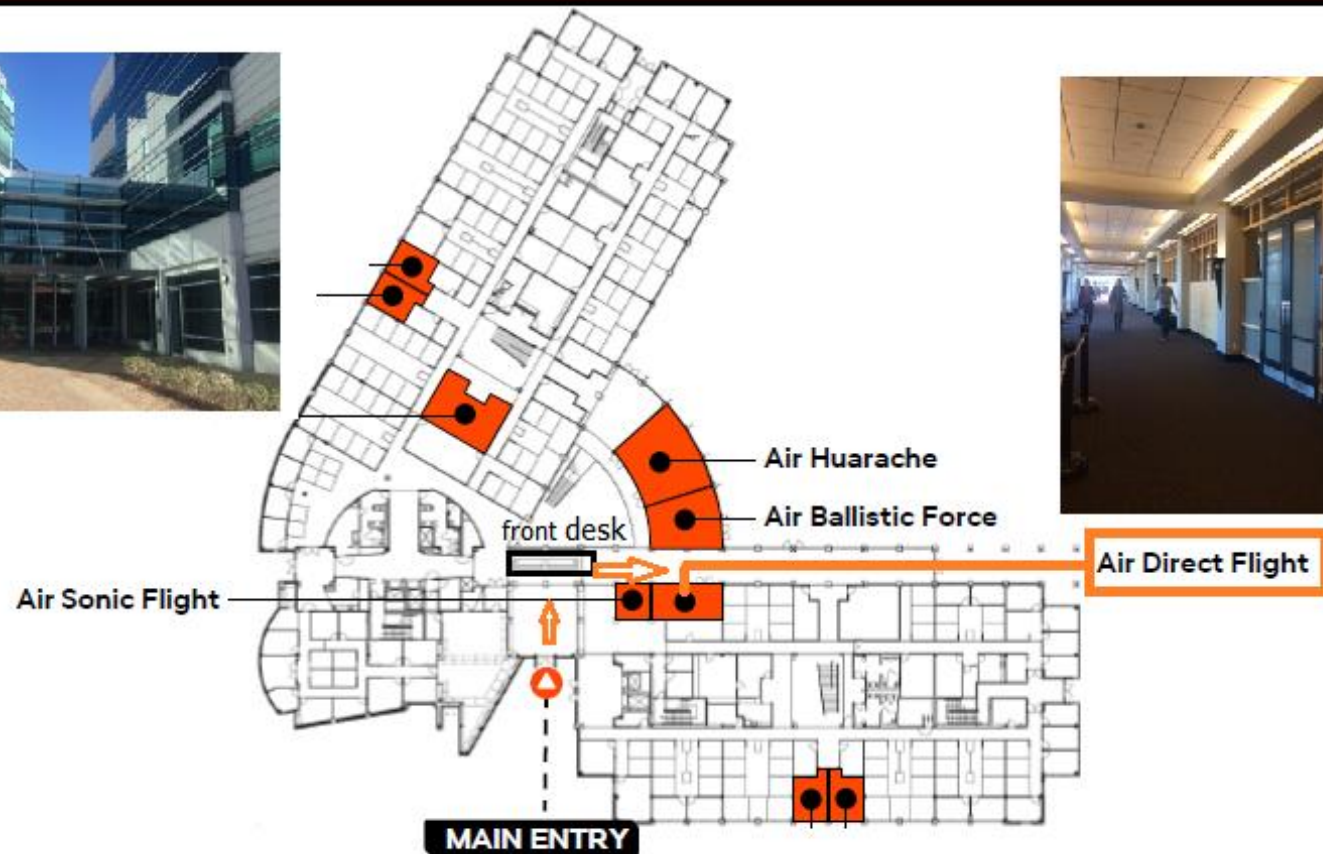
SW JENKINS ROAD

SW MURRAY RD

MAIN ENTRANCE

SW MURRAY RD

NOLAN RYAN – FLOOR 1



NIKE SW JAY STREET ENTRANCE

