

"A Compilation of Toastmaster's Guide for Current and Future Leaders"
2010 - 2011

"Toastmasters- Quality and Leadership Redefined"



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Know your life method, Master your Vision, and show the way... Khalid AlQoud

TOASTMASTERS
INTERNATIONAL®

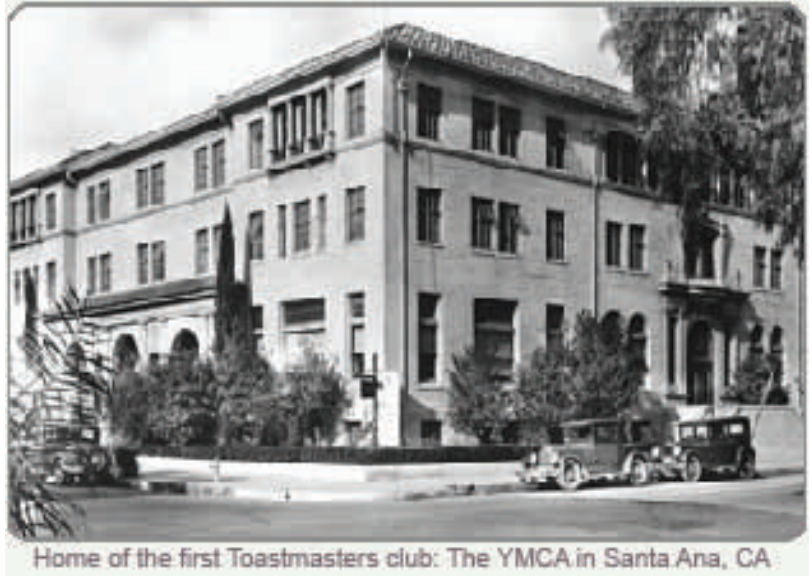
If your actions inspire others to dream more, learn more, do more and become more, you are a leader.
- **John Quincy Adams**

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What is Toastmasters?

Toastmasters International started from a humble beginning in 1924 at the YMCA in Santa Ana, California, TM's International has grown to become a world leader in helping people become more competent and comfortable in front of an audience. The nonprofit organization now has nearly 250,000 members in more than 12,500 clubs in 106 countries, offering a proven – and enjoyable! – way to practice and hone communication and leadership skills. Most Toastmasters meetings are comprised of approximately 20 people who meet weekly for an hour or two. Participants practice and learn skills by filling a meeting role, ranging from giving a prepared speech or an impromptu one to serving as timer, evaluator or grammarian.



Home of the first Toastmasters club: The YMCA in Santa Ana, CA

There is no instructor; instead, each speech and meeting is critiqued by a member in a positive manner, focusing on what was done right and what could be improved.

A basement brainstorm

When people hear the word “basement” they’re more likely to picture mold and spiders than the birth place of a global communication and leadership training organization. But a basement in a YMCA in Santa Ana, California, is exactly where, in 1924, Ralph C. Smedley held the first meeting of what would eventually become Toastmasters International.

Smedley began working as director of education for a Young Men’s Christian Association (YMCA) after he graduated from college. He observed that many of the young patrons needed “training in the art of public speaking and in presiding over meetings” and Smedley wanted to help them. He decided the training format would be similar to a social club. During the early 1900s the word “toastmaster” referred to a person who proposed the toasts and introduced the speakers at a banquet. Smedley named his group “The Toastmasters Club” because he thought it suggested a pleasant, social atmosphere appealing to young men.

When Smedley started the Toastmasters group at the YMCA in Santa Ana, California, members practiced speaking skills in a supportive, informal atmosphere. The seedling club blossomed. Word spread about Smedley’s YMCA experiment and soon people in other communities and even other states began asking for permission and help to start their own Toastmasters meetings. By 1930 the burgeoning clubs had established a federation to help coordinate activities and provide a standard program. Toastmasters became **Toastmasters International** after a speaking club in New Westminster, British Columbia, Canada, expressed interest in joining the organization.

A series of rented office spaces in Southern California served as Toastmasters International's "home office" until 1962. That year the staff moved into its first World Headquarters building in Santa Ana, not far from the YMCA where the first Toastmasters club met.

Over the next three decades the number of Toastmasters grew, and so did the need for a larger staff to service them. World Headquarters relocated in 1990 to its new building in Rancho Santa Margarita, California, about 20 miles south of Santa Ana. See our [timeline](#) for a detailed account of Toastmasters' history.

The evolution of its educational programs and resources are a big part of Toastmasters International's success and growth. Training has expanded from the 15-project manual *Basic Training for Toastmasters*, developed by Smedley, to include other materials to help members develop skills in listening, giving feedback, decision making, delegating and mentoring.

With more than 12,500 clubs and more than 250,000 members in 106 countries, Ralph Smedley's "basement brainstorm" continues to thrive in the 21st century.

Mission, Vision and Values of Toastmasters International

Mission

Toastmasters International is the leading movement devoted to making effective oral communication a world wide reality. Through its member clubs, Toastmasters International helps men and women learn the arts of speaking, listening, and thinking – vital skills that promote self-actualization, enhance leadership potential, foster human understanding, and contribute to the betterment of mankind.

It is basic to this mission that Toastmasters International continually expand its worldwide network of member clubs, thereby offering ever-greater numbers of people the opportunity to benefit from its programs.

Vision

Toastmasters International empowers people to achieve their full potential and realize their dreams. Through our member clubs, people throughout the world can improve their communication and leadership skills, and find the courage to change.

Values

Toastmasters International's core values are integrity, dedication to excellence, service to the member, and respect for the individual. These are values worthy of a great organization, and we believe we should incorporate them as anchor points in every decision we make. Our core values provide us with a means of not only guiding but also evaluating our operations, our planning, and our vision for the future

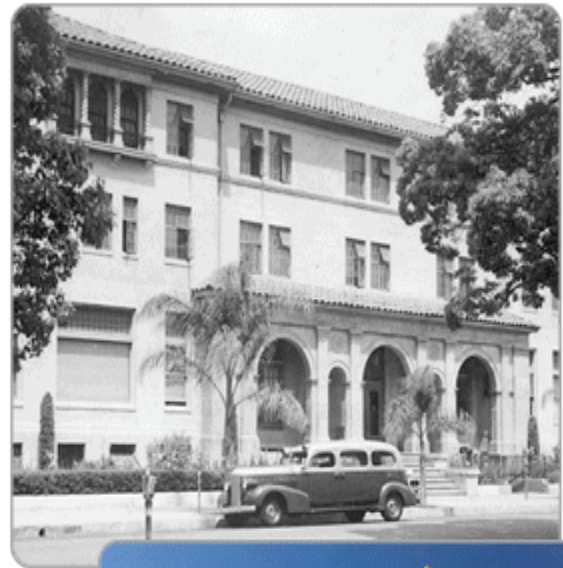
Toastmasters Then...And Now!

Then...When people hear the word “basement,” they’re not likely to picture the home of a global communication and leadership-development organization. But a basement in the Young Men’s Christian Association (YMCA), in Santa Ana, California, is exactly where Ralph C. Smedley held the first meeting of what would eventually become Toastmasters International.....The date was October 22, 1924.

Smedley began working for the YMCA after he graduated from college. Observing that many of its young patrons needed “training in the art of public speaking and in presiding over meetings,” he decided to help them with a training format that was similar to a social club. During the early 1900s, the word “toastmaster” referred to a person who proposed the toasts and introduced the speakers at a banquet. Smedley named his group “The Toastmasters Club” because he thought it suggested a pleasant, social atmosphere that would appeal to young men. At that first Toastmasters meeting, members practiced speaking skills in a supportive, informal atmosphere. The seedling club blossomed. Then another sprung up in nearby Anaheim. Word spread about Smedley’s experiment and soon people in other communities, and even other states, began to request permission and help to start their own Toastmasters meetings. As more clubs emerged, it was a time of firsts: Smedley created the first Toastmasters manual, and publication of *The Gavel* – the first Toastmasters newsletter – began in 1930. (The *Toastmaster* magazine made its debut three years later.) In the 1930s, the organization grew to an international level by incorporating and chartering its first club outside the United States -- in British Columbia, Canada. Over the ensuing years, Toastmasters International laid the foundation for many of the activities and philosophies we know today: The first Inter-Club Speech Contest was held in 1938; District 18 of Scotland became the first district outside the United States in 1946; and in 1968, the first Competent Toastmaster (CTM) awards were issued for completing the manual *Basic Training for Toastmasters*. Two years later, the first Distinguished Toastmaster (DTM) awards were handed out. Until 1962, a series of rented office spaces in Southern California served as Toastmasters International’s “home office.” That year, the staff moved into its first World Headquarters building. The Santa Ana facility wasn’t far from the YMCA where the first Toastmasters club met. In 1973, Toastmasters met an important milestone by opening membership to women. Twelve years later, Helen Blanchard became the organization’s first female president. By 1982, membership reached 100,000. To better serve its growing worldwide membership, World Headquarters relocated in 1990 to its current building in Rancho Santa Margarita, California, 20 miles south of Santa Ana. In July 1997, a bold new offering was developed for the educational program: An improved two-track educational recognition system that allowed members to pursue awards in both leadership and communication. In 1999, the 10-goal Distinguished Club Program was introduced. Another recent change is the approval of Global Representation and Support. The plan was voted in by members at this year’s International Convention in Mashantucket, Conn. It improves the organization’s structure by enhancing global representation with 14 regions and directors, and replaces The Nominating Committee with the International Leadership Committee (ILC). More information on the implementation of this plan is being shared on the Toastmasters Web site and in the November issue of the *Toastmaster* magazine. The organization’s profile is about to grow even higher: A new film about Toastmasters is scheduled for a 2010 release. *SpeakEasy*, a feature-length documentary produced by Tumbleweed Entertainment, explores the 2008 World Championship of Public Speaking and the larger Toastmasters world. From a gathering in a YMCA basement in 1924 to the 12,000-plus clubs that meet in 106 countries today, the Toastmasters story is one of dramatic growth and success. And with accomplishments come opportunities. “As we meet our members’ needs and greet thousands of club visitors, we offer the most valuable service imaginable: We help people improve their lives,” says Rex. “That’s what the Toastmasters mission is all about.”

... And Now

As Toastmasters International celebrates its 85th anniversary this month, the organization stands at a historic high point. Program offerings have never been more expansive. Toastmasters leaders have developed innovative strategies to keep up with advances and shifting cultural dynamics of the global age. Indeed, while many organizations around the world are downsizing because of the economic climate, TM's International is growing; thousands of people are taking advantage of the organization's programs to enhance their communication skills. Membership is at an all-time high, with more than 250,000 members in 12,000 clubs in 106 countries. As of June 30, a record 1,073 new clubs were chartered, and 56 districts were recognized as Distinguished or better, a number surpassing all previous years.



“Toastmasters grew by nearly five percent in 2009,” says Toastmasters Executive Director Daniel Rex. “Tens of thousands of people have seen the value of the TM’s training in their personal lives and careers. They know the program can see them through a lot of challenges.” As Rex sees it, there is no limit to the growth potential of Toastmasters International, and he is making sure the World Headquarters staff is well positioned to serve its members as their needs change and the organization continues to grow.

“Our renewed emphasis is to provide optimal service and resources at each member development stage, beginning with the prospective member who is looking for a club on the Web site, applying for membership in the club, receiving a New Member Kit, and talking with a staff member on the phone,” Rex explains.

One way to meet members’ needs is through the [Toastmasters Web site](#), which is continually expanding through new product and service offerings. The organization’s first e-learning tool -- Toastmasters Learning Connection (TLC) for district officers – is a recent addition to the Web site. TLC provides access to TM’s officer training in a virtual learning environment. Eventually, it is expected to include training for a variety of officers.

This distance-learning program is an exciting development, blending education with the power of the Internet. And it won’t replace face-to-face training – just complement it.

Why Join?

Survey after survey shows that presentation skills are crucial to success in the workplace. Many people pay high fees for seminars to gain the skill and confidence necessary to face an audience. Toastmasters provides an option that is less expensive and held in high regard in business circles. This organization has been around for more than 85 years and offers a proven – and enjoyable – way to practice and hone communication and leadership skills.

You will...

- Learn to communicate more effectively
- Become a better listener.
- Improve your presentation skills
- Increase your leadership potential
- Become more successful in your career
- Build your ability to motivate and persuade
- Reach your professional and personal goals
- Increase your self confidence.

How you do it. . .

- Build speaking and leadership skills with **time-tested methods**
- Focus on areas of interest in our **self-paced curriculum**
- Receive suggestions for improvement through **constructive evaluations**



Toastmasters programs are . . .

- Inexpensive
- Interactive
- Convenient
- Friendly
- Supportive
- More than four million people have discovered the benefits of this proven learning formula

Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others.- **Jack Welch**

How Does It Work?

Toastmasters makes learning fun!

This non-profit organization offers a proven – and enjoyable – way to practice communication and leadership skills. Here's how it works:

A Toastmasters meeting is a learn-by-doing workshop in which participants hone their speaking and leadership skills in a friendly atmosphere. A typical group has 20 to 40 members who meet weekly or biweekly to practice public speaking techniques. The average meeting lasts one hour.

Members learn communication skills by working in the *Competent Communication* manual, a series of 10 self-paced speaking assignments designed to instill a basic foundation in public speaking. Participants learn skills related to use of humor, gestures, eye contact, speech organization and overall delivery. When finished with this manual, members can choose from 15 advanced manuals to learn skills related to specific interests.

Members also learn leadership skills by taking on various meeting roles and serving as officers at the club and district levels, and by working in the *Competent Leadership* manual and the *High Performance Leadership* program. In our learn-by-doing approach, we don't lecture our members about leadership skills; we give them responsibilities and ask them to lead.

There is no instructor in a Toastmasters meeting. Instead, members evaluate one another's presentations. This feedback process is a key part of the program's success. Meeting participants also give impromptu talks on assigned topics, conduct meetings, serve as officers in various leadership roles and learn rules related to timing, grammar and parliamentary procedure.

Thousands of corporations sponsor in-house Toastmasters clubs. Businesses and government organizations have discovered that Toastmasters is an effective, cost-efficient means of meeting their communication training needs. Toastmasters groups also can be found in governmental agencies, as well as in a variety of community or organizations, prisons, universities, hospitals, military bases and churches.



Learn to Lead – Guaranteed!

When you visit a Toastmasters club you'll see more than people giving speeches. You'll see members performing various jobs in the meetings that help them develop leadership skills. One of the tools Toastmasters use to learn about and practice leadership skills is the Competent Leadership manual. This manual, which all new Toastmasters receive as part of their New Member Kit, guides you through the learning process and focuses on leadership skills you can learn simply by serving in various meeting roles. Some of the skills you'll learn as a member include: how to listen effectively, think critically, plan a meeting, manage time, facilitate a contest, motivate listeners, mentor a member and build a team. The manual offers 10 projects. You will perform several meeting roles to gain experience and complete each of the projects. With each role you carry out, you'll learn an aspect of the skill covered in that assignment. Most projects let you choose which roles to serve in. For example, one of a leader's most important qualities is to be able to listen effectively. Active listening helps you acquire information to identify and clarify issues, make decisions, resolve conflict and be creative. There are several roles you can perform during a meeting to practice and develop your listening skills. After you've served in a meeting role, a supportive evaluator gives you feedback on each role you complete in the manual. The evaluator will point out strengths and offer suggestions for improvement for your next role. And there are no deadlines for working through the manual. You complete the projects at your own pace. Communication and leadership abilities are only a fraction of the skills you can cultivate in Toastmasters. Other opportunities include experience in marketing, public relations, event-planning and many more! You have to see it to believe it – visit a meeting today

You are Safe with Us!

Our Secret? Our Supportive Environment.

Worried about embarrassing yourself in front of an audience? In Toastmasters, that's not possible. Our meetings offer a safe environment to fail – and learn from the experience. Everyone in the meeting was once a beginner and can identify with your nervousness. As you watch them speak, meeting participants might look like experts to you, but they know the truth: Were it not for repeated practice and the help of constructive **evaluations** and a trusted **mentor**, they would not be as competent.

A mentor? In Toastmasters, every new member who wants one is assigned a mentor -- a friendly, experienced fellow member who helps you settle in and offers tips on how to survive your first few speeches. At first, you'll be given short, easier assignments, and as you gain confidence, the speaking opportunities will grow with you. Whenever you stand up and speak, you will receive encouraging, helpful feedback on how well you did and how you can improve. This is done through formal speaker evaluations. The self-paced program allows you to schedule speeches around your work schedule and other commitments. It also helps you progress at your own pace. As you gain experience and confidence, you will have the opportunity to take on leadership and mentoring roles. Many members consider this a valuable way to enhance their own learning experience. Toastmasters are a group of people who do things they could not do alone. Members learn together and help each other succeed. Members offer support to one another and have fun in each other's company. Toastmasters' founder Ralph Smedley even said, "We learn best in moments of enjoyment." After all, he called his organization "Toastmasters" and not "Roastmasters." In Toastmasters, everyone is cheering for you to succeed!

Learning to Like Evaluations

In Toastmasters, the philosophy is that no speech is perfect – even the best speaker can improve. As a result, there is a lot of feedback going on. Members evaluate each others' presentations – even brief Table Topic responses, which only last two minutes. In Toastmasters, we *always* offer suggestions for improvement. If all you got was praise for your speech, how would you improve? If you truly want to improve your skills, you must learn to give and receive helpful evaluations. Here's how that works in Toastmasters:

Keep in mind that evaluations are by nature **subjective**. They are opinions. But when many people offer the same opinion, you'd be wise to listen. Toastmasters evaluations are **constructive**, meaning they tactfully offer suggestions for how your next speech can be better. Our "sandwich approach" uses an encouraging comment, a suggestion for improvement, and ends with another encouraging comment. The speech topic itself is not evaluated, but the structure and delivery of it is. They also are **kind**, keeping in mind the experience and sensitivity level of the speaker. Most importantly, Toastmasters evaluations are **practical**, making you feel good about your contribution to the meeting but also addressing specific challenges to work on for the next speech. Doesn't sound so bad, does it? Why don't you do what millions of novice and nervous speakers have done: Visit a Toastmasters meeting

Become a Member

Come see us in action – visit a local Toastmasters club!

- Each group has a different personality – you may wish to visit more than one. Use the Find a Club tool to find meetings near you. Call or e-mail in advance (if possible) to confirm meeting time and location.

Ready for the next step?

- After you attend a meeting, you can apply for membership (minimum age 18.)
- At the meeting, ask for a membership application.
- Membership is affordable:
- \$20 new member fee
- \$27 dues every six months
- Dues may vary based on a variety of factors.
- The club officer will send your application and fees to Toastmasters' World Headquarters.
- Your New Member Kit should arrive in the mail in about 10 days.

A good leader inspires people to have confidence in the leader, a great leader inspires people to have confidence in themselves - **Eleanor Roosevelt**

Membership Building

Learn marketing skills that will benefit you and your club!

Ever wonder why few guests visit your club? Or why those guests don't join? Perhaps your long-term members have stopped coming to meetings or participating?

Here's what you should consider:

- People can't join your club if they don't know it exists.
- People *won't* join if they don't get a good first impression.
- Members won't stay if their needs *aren't* being met.

To help build membership in your club, TI has created a wealth of additional resources and ideas:

- The Success 101 flier is an excellent resource to help you start attracting and retaining members.
- Need customized marketing materials for your club? The Virtual Brand Portal can help!
- Check out these marketing resources, including DVD clips, fliers, brochures, product ideas and more!
- Participate in TI's annual membership-building contests.
- Conduct a Speechcraft program to demonstrate teamwork and attract new members.
- *Toastmaster* magazine is another great promotion tool.
- Share the work and the learning. If your time is limited, consider forming a membership committee to help your club reach its goals. The opportunities for learning are plentiful. You can have fun, learn valuable skills and promote your Toastmasters club!

Bring Toastmasters into your Company or Community

The answer to your communication and leadership needs.

Toastmasters groups are formed every day in a variety of settings. Groups meet onsite at corporations, churches, community centers – even in restaurants.

Community clubs are generally open to anyone, while company clubs are often limited to employees of that company and are closed to outside members.

The process to form a Toastmasters group is simple and all of the materials are provided for you! You can start a Toastmasters group onsite at your organization, or you can start a local group in your community.

Steps to start:

- Find at least twenty people who want to improve their communication and leadership skills.
- Determine a meeting location to get together for about an hour a week.
- Fill out the applicable forms.
- Schedule your first official meeting.
- Request a New Club Information Kit by submitting this form to get more information on starting a TM's group. It's as simple as that!
- Contact the district leaders so they can support your efforts, as needed. For areas not assigned to a district, contact infokits@toastmasters.org.

Details:

- \$125: One-time chartering fee
- \$20: New-member fee per person
- \$27: Six months' membership dues per person (\$21 for clubs not in a district)
- Each group can charge supplementary dues to help cover expenses, if needed

For company clubs, here are a few of the most common levels of sponsor support:

- Payment of the one-time chartering fee
- Reimbursement or payment of full or partial membership dues and new-member fees
- Provide a meeting location

Wonder which companies realize the value of starting Toastmasters clubs in their organization? Find out here!
Interested in setting up a sample meeting at your organization? Contact corporaterelations@toastmasters.org



Building a New Corporate Club

Last year, Toastmaster's International hired an experienced marketing organization to research and to recommend ways to establish new corporate clubs. TI's Board of Directors as well as attendees at the 2006 Toastmasters International Convention reviewed the resulting recommendations. Here is a summary:

The year was 1924 and the location was a small room at the YMCA in Santa Ana, California. A small group of young men was listening to a slightly-built, dark-haired man wearing thick glasses. They listened as Dr. Ralph Smedley, the founder of Toastmasters, explained that their careers and future success were linked to their ability to communicate. He encouraged these young men to help each other develop their communication and leadership skills and to use these skills for the good of society. From those humble beginnings, Toastmasters International has experienced explosive growth. Today hundreds of thousands of people speak in more than more than 12,500 clubs in 106 countries. For 85 years, Toastmasters has been building successful speakers and leaders on an unprecedented scale. Every year, approximately 900 new Toastmasters clubs are formed worldwide. Of these clubs, 60% – about 540 – are *corporate* clubs. Unlike community clubs, these are sponsored by a corporation with meetings held on corporate premises at lunch or during off hours. Most corporate clubs are not open to outsiders but they use the same TM's materials and they follow the same standards and procedures as do community clubs. Some of the most famous corporations in America sponsor corporate clubs, including American Express, AT&T, Bank of America, Boeing, Farmers Insurance, and Sun Microsystems. In fact, more than 50 percent of all Fortune 500 companies sponsor in-house Toastmasters clubs in affiliates worldwide. A very large part of TI's expansion, and its future, depends on the organization's success in recruiting new corporate clubs. However, a recent study found that while a small number of TM's districts were highly successful in recruiting new corporate clubs, most districts struggled with attracting "new business" and needed help. If you're facing the task of recruiting new clubs, and you're starting to despair at the job, take heart! Here is a list of strategies to help increase the number of corporate clubs in your community. They are core approaches that successful marketing professionals know. Why not apply them to the job of "selling TM's?" If you master these seven simple strategies, you will be amazed at your results:

1. **Select your Prospects Wisely.** Before anything else, spend some time researching your community and determining the most likely prospects. You want to spend your valuable selling time with the people and companies that are most likely to need your Toastmasters program. Research online via Google or Yahoo to learn about every company in your geographic area that has a facility with more than 250 employees. Include churches, associations, companies, corporate divisions, schools and governmental bodies. Most sales people waste too much time trying to sell to the wrong customers, and you don't want to make that mistake. With a "master list," you'll be able to determine your ideal prospects and spend your time more productively.
2. **Qualify your Prospects Further.** Here are some areas to investigate for each company on your list:

What is the company's size, location, revenues and activities? Who are some key contacts that can be isolated in departments such as personnel, training, finance or the office of the president? Does this company invest in training its employees? What are this company's priorities? Is the company conservative? Is it into high growth with executives willing to take risks with products or services offered? What are the company's strategies, mission, key initiatives? Is there any recent research, recent news or a Web site about the company?

What is its business focus? Your research may include asking other TM's to find out who they know in the companies. At a minimum, it should identify the decision makers in the company you plan to contact.

3. **Brush up on Features and Benefits.** You will be calling on corporate executives and asking for their support for a Toastmasters club. These are professionals, so you will need to explain how the benefits of TI's program are valuable to them in their terms. A typical executive will be most interested in hearing how Toastmasters will help with:

- Boosting their return on investment
- Reducing turnover
- Refining employees' presentation skills
- Achieving more effective meetings
- Improving leadership skills
- Promoting better teamwork
- Increasing loyalty

4. **Send a Letter of Introduction.** Send out a nicely written letter of introduction to the executive you wish to meet. It should be hand-addressed and stamped, not a postal meter. It should be printed on good paper and enclosed in a high-quality envelope. This letter will identify you as a volunteer with Toastmasters and will explain why you are asking for an appointment. Most importantly, it will explain the benefits of this introductory meeting to the executive. You may wish to include the brochure, *Clear communication. Your organization needs it.* (Catalog No. 103) This is an eight- by 10-inch document, which will require a larger envelope than a regular letter, but its size may increase the likelihood that the letter will be read.

5. **Make First Contact.** Nothing happens until you pick up the phone and contact your prospect. No one ever closed a sale by staying in their office and avoiding contact. Your role in this first telephone call is to schedule an appointment. Don't get bogged down in over-explaining the details of TM's on the phone. Stress the benefits of the program and request 20 minutes in the executive's office to cover the details. You'll find that sending a letter first, followed by your call, will result in many more appointments. If you have trouble reaching the executive in charge, try befriending an assistant and gaining his or her support for your cause, stress that you are a volunteer and you're only asking for a short meeting to introduce yourself and explain a valuable program. Most people have already heard of TMs and will be favorable about hearing more.

6. **Present TI's Program to the Executive. Be prepared.** TI offers several excellent brochures describing Toastmasters and its corporate club program. You can order a New Club Information Kit (123B), which includes two inserts focused specifically on the benefits of corporate club building. This kit is free, aside from a shipping charge. Take it to the meeting, along with some samples of the *Competent Communication*, *Competent Leadership* and *Advanced Communication program* manuals. Share the manuals during the meeting, and leave the New Club Information Kit as a resource for future reference by the executive. Review the benefits of the program and give examples of TI's success with corporations. Refer to other companies in the area who are already benefiting from Toastmasters. Answer their questions and respond politely to any objections, then confirm their support for an in-house club.

Studies have shown that the biggest mistake all sales representatives make is failure to ask for the order! Review the Club Application form and ask the corporate executive to sign it. It's a good idea for you to request a check from the company at that time as a monetary commitment to the club. If they include a charter fee of \$125 with the Club Application form, their company will receive all initial club administration materials plus 20 New Member Kits (which include the necessary manuals for club members). But what if the executive can't decide? There is one additional tool you can use to win or confirm this person's support: Schedule a demonstration meeting so that company members can see, first-hand, how Toastmasters works.

7. Schedule the Demonstration Meeting. Don't delay! Schedule the next meeting as soon as possible, and confirm it with the executive or his or her assistant before you leave the office. Always have your next meeting confirmed before you leave, to avoid having to follow up via phone or e-mail. Use this meeting to showcase the "Toastmasters experience." Ask your corporate contact to invite all prospective employee-members to attend. Your objective is to prove how Toastmasters works and establish the "go forward" plan with that company. Usually, meetings like this produce dozens of potential Toastmasters who decide they'd like to learn more. Remember to choose experienced Toastmasters for this demonstration. You want to validate the executive's decision and set the stage for a great club, so choosing carefully is worth the effort. Toastmasters offers an excellent reference guide to help you through this critical meeting: *How to Build a Toastmasters Club* (Catalog No. 121) includes guidelines for the demonstration meeting as well as several subsequent meetings. It provides information on all the steps a company executive needs to take in order to charter a club. Today's business leaders are looking for ways to increase their employees' performance and bottom-line results. They need managers and leaders who demonstrate confidence, can express their ideas with conviction and can manage others with superior communication skills. In short, they need Toastmasters. You can help by sharing the excitement of a club meeting and convincing these leaders to give TI a try.



7 secrets of Success...

I found the answers in my room.

Roof said: Aim high

Fan said: Be cool

Clock said: Every min. is precious

Mirror said: Reflect before you act

Window said: See the world

Calender said: Be up-to-date

Door said: Push hard to achieve ur goals.

Officers Roles and Responsibilities

President

The President is the chief executive officer for the club. The primary responsibilities of this role involve the general supervision and operation of the club. The President presides at club meetings and directs the club in meeting the members' needs for educational growth and leadership. In cooperation with the other officers, the President establishes long-term and short-term goals for the club.

Vice President Education

The Vice President Education (VPE) manages all educational programs within the club. The primary responsibilities of this role involve ensuring that all members continue their progress toward their own individual educational goals. The VPE plans, organizes, and implements meeting schedules to include speeches, educational modules, and other events sufficient to meet both individual and club objectives. When members complete a speech or other major achievement, the VPE will sign or initial the appropriate documentation and contact Toastmasters International to ensure proper recognition. New members will receive orientation and be assigned a mentor by the VPE.

Vice President Membership

The Vice President Membership (VPM) manages the activities that sustain and increase the number of members in the club. The primary responsibilities of this role involve marketing and some administration. The VPM plans, organizes, and implements a continuous marketing effort to ensure that club membership remains above club charter strength (20 members). This is accomplished both by retaining current members (working with the VPE) and by gaining new members (working with the VPPR). The VPM is responsible for the semi-annual membership reports to Toastmasters International and for keeping the membership roster and attendance records.

Vice President Public Relations

The Vice President Public Relations (VPPR) manages the creation and maintenance of the club's image. The primary responsibilities of this role involve both internal and external communications. The VPPR plans, organizes, and implements programs to maintain the positive image of the club and of Toastmasters for an audience consisting of all guests, members, and the general public. Common activities in this role include press releases, publicity campaigns, website maintenance, media representation, and club newsletters.

Secretary

The Secretary manages all record-keeping and correspondence. The primary responsibilities of this role involve handling administrative details between the club and Toastmasters International and keeping the club's documents available and up-to-date. The Secretary maintains the club's records, including club by-laws and the club constitution. Additionally, the Secretary handles and maintains new member applications, updated membership records, supply orders, officer lists, and past club records. The Secretary also records and reads the minutes for club meetings and for meetings of the Executive Team.

Treasurer

The Treasurer manages the club's financial health. The primary responsibilities of this role involve handling the club's finances, including the collection of club dues and the payment of all bills. The Treasurer receives and disburses funds to further the operation of the club and its officers. All club accounts are managed by this office. Twice annually, the Treasurer must notify members of dues collection and then collect club dues from each member.

Sergeant at Arms

The Sergeant at Arms (SAA) manages the club's meeting facilities and decorum. The primary responsibilities of this role involve all those tasks expected of the host of the meeting. The SAA arranges the room and setup for all meetings, sets out and cares for the club's materials and supplies, and greets members -- and especially guests -- as they come in the door.

Immediate past President

The Immediate Past President guides and supports the Executive Team. The primary responsibilities of this role involve serving as a resource for new officers and ensuring continuity with past terms. The Immediate Past President chairs the Nominating Committee, assists in preparing the Club Success Plan, and promotes the club's efforts to be recognized under the Distinguished Club Program.

Librarian – (optional)

The Librarian's task is to maintain and try to add more useful materials to the club Library and to maintain the club policy of Borrowing which are:

- The materials are available for borrowing, for a period of one month, and more if needed
- Contact the Librarian, by e-mail or by phone, at least a few days prior to the Club meetings, so that he/she retrieve the material and bring it to the following club meeting that you know you will be attending
- Contact the Librarian by Wednesday night at the latest, to give him/her enough lead-time to bring you the requested material

Upon borrowing material, you will sign a check-out card, with a lending expiry date. You should return the material to the Librarian by the lending expiry date

Auditor – (optional)

The club Auditor should evaluate and audit the club account. Auditor should perform to ascertain the validity and reliability of information; also to provide an assessment of a system's internal control. The goal of an audit is to express an opinion on the club account. Due to practical constraints, an audit seeks to provide only reasonable assurance that the statements are free from material error.

Club Contests Enrich Everyone

Health, wealth and unlimited success! That's what club contests can bring to Toastmasters.

Let's look at those claims one at a time. A club contest delivers a healthy club. How? Because members feel greater loyalty to a club that has a tradition of strong contests. And when guests visit during a contest, they're attracted to the energy of your club's vibrant, well-spoken membership. How does a club contest promise wealth? When members deliver an important message in a well-crafted 5- to 7-minute speech, the audience is treated to a wealth of inspiration and information. But there's only one winner – so how can you claim “unlimited” success? Because success isn't measured by selecting a winner. Out of thousands of contestants in the Toastmasters International Speech Contest each year, only one walks away as the World Champion. But the true success of the contest system is shown as each speaker commits to write a speech, hones it, gets feedback to improve their content and delivery, practices the speech and finally delivers it. Every person who delivers a message in a club contest speech has grown as a speaker and a person – and that's success!

Pushing Through Your Fears

Susan Barrera was a classic terror-stricken speaker when she first joined Toastmasters. After she gave her first four speeches, her club encouraged her to enter an evaluation contest in order to get her more involved. She expected to suffer through the contest and then retreat back into her shell. Instead, she surprised herself by soaking up the experience. “They ‘forced’ me to enter that first contest,” she admits, “and I learned so much that now I tell anybody to ‘just do it,’ whether they feel ready or not.” When the club winner wasn't able to advance, Barrera found herself representing the club at the area contest, where she gained more confidence. She now frequently competes in advanced contests and has some district level trophies in her collection. Mark Brown, the 1995 Toastmasters World Champion of Public Speaking, is another former club contestant. And he, too, remembers the importance of participating in that first event. “The club speech contest is a great way to stretch yourself,” says Brown. “Participation almost forces you to be better than you have ever been, and it's a wonderful opportunity to put into practice the techniques you have learned in the Toastmasters program. “In one 5-to-7-minute speech, you strive to evoke many emotions, give the audience something to think about, and leave them with a message that can affect their lives. That is the *true* value of the speech contest.”

To make your club contest a wealthy experience, here are some good investments:

- **Participate in every contest your district holds.** Besides the International Speech Contest, the contests for humorous speeches, Table Topics and evaluations are all skill builders and help prepare you for the International Speech Contest.
- **Ask every club member to participate** – if not as a contestant, then in another contest function.
- **Set the dates far in advance** – six months is not too early – and keep mentioning them on every newsletter and meeting agenda in the months leading up to the contest.
- **Appoint the contest chairman when the date is set** so he or she can work with club officers to build interest in the contest.

- **Don't be casual** about the club contest. It's a bigger event when taken seriously. Follow all guidelines and formalities so that everybody sees what a contest is like at every level.
- **Make it a special event** – invite family members, colleagues, prospective members, past members – not just to build the audience, but to let everyone enjoy the excitement of communication in a supportive club environment.
- **Make it an educational opportunity.** Offer a presentation prior to the event on developing a contest speech. Invite a strong speaker from another club who won't be competing in your contest.
- **Get a mentor.** Mentors aren't only for new members. Every contestant can benefit from having a mentor in the weeks before the event. The more thought put into a contest speech, the better the speaker becomes.
- When somebody gives a good speech during the year, point it out and **encourage that speaker to develop it for the next club contest.**
- **Provide visible rewards,** such as a certificate of participation for each contestant and ribbons or trophies for winners.
- **Celebrate every participant** – emphasize that the most important result of the club contest is not advancing to the area contest but advancing to the next skill level.
- **Make certain that every contestant gets feedback** – assign an evaluator for each speaker, who will provide helpful suggestions independent of the contest results.
- **Issue a press release about your contest.** Even if the bigger newspapers overlook it, there are likely some local publications – such as neighborhood “shoppers” – that will be pleased to have information about local activities. If you're in a corporate club, make sure the press release goes to the company newsletters of everybody who enters.
- **Encourage club wide participation in the area, division and district contests.** Club members in attendance at those events will support their winners as they advance to the next level, and club members serving as helpers at those contests become better informed and more competent participants in future events. Club level contests are an important aspect of your Toastmasters membership. They provide valuable experience, build skills and raise the bar for other presentations. They showcase progress and get members involved in a shared activity. Finally, they help determine your club's representatives to area contests – and those members will perform better at that level if they've shared the experience of speaking in a strong club contest.

Type of Club Contest

- International Speech Contest
- Evaluation Contest
- Table Topic Contest
- Humorous Speech Contest
- Debate contest
- Tall Tale Contest



Education Awards for the New Member

All new members begin by receiving two basic manuals: the Competent Communication and Competent Leadership books. These designate the start of the two educational tracks available in Toastmasters; the communication track and the leadership track. These tracks are not mutually exclusive. You are encouraged to work toward awards in both tracks at the same time.

Competent Communicator (CC)

The first milestone in the communication track is the Competent Communicator (CC) award. To earn this award, you must: Complete the ten projects in the Competent Communication manual. Once you've earned your CC award, your next milestone in the Communication track is the Advanced Communicator Bronze.

New Members CC check list form – please complete the below table and send it back to your VP Education.

CC -

TM Name:										
Project No.	1	2	3	4	5	6	7	8	9	10

Competent Leader (CL)

The first milestone in the leadership track is the Competent Leader (CL) award.

To earn this award, you must complete the ten projects in the [Competent Leadership manual](#). Once you've earned your CL award, your next milestone in the Leadership track is the Advanced Leader Bronze

New Members CL check list form – please complete the below table and send it back to your VP Education.

CL -

TM Name:										
Project No.	1	2	3	4	5	6	7	8	9	10

Competent Leader Manual Checklist

· **Project 1: Listening And Leadership: Serve as 3 of the following:**

- o Evaluator
- o Table Topics Speaker
- o Ah Counter
- o Grammarian

· **Project 2: Critical Thinking: Serve as 2 of the following**

- o Evaluator
- o Grammarian
- o General Evaluator

· **Project 3: Giving Feedback: Serve as the following 3**

- o Evaluator
- o Grammarian
- o General Evaluator

· **Project 4: Time Management: Serve as timer and 1 other role**

- o Timer (Required)

AND: Choose one additional role:

- o Toastmaster
- o Speaker
- o Grammarian
- o Table Topics Master

· **Project 5: Planning And Implementation: Serve as 3 of the following**

- o Speaker
- o General Evaluator
- o Toastmaster
- o Table Topics Master

· Project 6: Organizing And Delegating: Complete 1 of the following:

- o Help Organize a Club Speech Contest
- o Help Organize a Club Special Event
- o Help Organize a Club Membership Campaign Or Contest
- o Help Organize a Public Relations Campaign
- o Help Produce The Club Newsletter
- o Assist the Club's Webmaster

· Project 7: Developing Your Facilitation Skills: Serve as/Complete 2 of the following:

- o Toastmaster
- o General Evaluator
- o Table Topics Master
- o Befriend a Guest at a Club Meeting

· Project 8: Motivating People: Serve as 3 of the following; required: either chairman of a club membership contest or chairman of a club public relations campaign. Both can be done.

- o Membership Campaign or Contest Chairman (Required or PR Chairman)
- o Public Relations Campaign Chairman (Required or Membership Chairman)
- o Toastmaster
- o Evaluator
- o General Evaluator

· Project 9: Mentoring: Complete 1 of the following

- o Mentor a new member (Help with 1st 3 Speeches, explain meeting roles, help with projects in competent leader manual)
- o Mentor an Experienced Member (Help member develop a new skill; ex. adding humor to speeches)
- o Serve as a Guidance Committee Member for Someone's High Performance Leadership Project

· Project 10: Team Building; 2 Choices

- o Serve as both Toastmaster and General Evaluator (two separate meetings)

OR Complete 1 of the following:

- o Membership Campaign or Contest Chairman
- o Public Relations Campaign Chairman
- o Club Speech Contest Chairman
- o Club Special Events Chairman
- o Club Newsletter Editor
- o Webmaster

Competent Leadership Checklist

No	Project	Goal	Assignment	Evaluator	Club	Date	Done
1	Listening and Leadership	Any 3 of 4	Speech Evaluator				
			Table Topics Speaker				
			Ah Counter				
			Grammarians				
2	Critical Thinking	Any 2 of 3	Speech Evaluator				
			Grammarians				
			General Evaluator				
3	Giving Feedback	All 3	Speech Evaluator				
			Grammarians				
			General Evaluator				
4	Time Management	Timer plus any one additional role	Timer				
			Toastmaster				
			Speaker				
			Grammarians				
			Table Topics Master				
5	Planning and Implement- action	Any 3 of 4	Speaker				
			General Evaluator				
			Toastmaster				
			Table Topics Master				
6	Organizing and Delegating	Any 1 of 6	Help organize club speech contest				
			Help organize club special event				
			Help organize club membership campaign or contest				
			Help organize club PR campaign				
			Help produce club newsletter				
			Assist club webmaster				
7	Developing Your Facilitation Skills	Any 2 of 4	Toastmaster				
			General Evaluator				
			Table Topics Master				
			Befriend a guest at a meeting				
8	Motivating People	3 of 5, must include either 1 of first two	Club Membership Campaign/Contest Chair				
			Club PR Campaign Chair				
			Toastmaster				
			Speech Evaluator				
			General Evaluator				
9	Mentoring	Any 1 of 3	Mentor for new member				
			Mentor for existing member				
			HPL Guidance Committee member				
10	Team Building	TM plus GE or 1 other	Toastmaster				
			General Evaluator				
			Club Membership Campaign/Contest Chair				
			Club PR Campaign Chair				
			Club Speech Contest Chair				
			Club Special Event Chair				
			Serve as club newsletter editor				
			Serve as club webmaster				

Education Awards for the Advanced Member

Advanced Communicator Bronze (ACB)

To earn the ACB award, you must first achieve your CC award. Then, you must complete five projects in each of two Advanced Speaking Manuals for a total of ten more speeches.

Advanced Communicator Silver (ACS)

To earn the ACS award, you must first achieve your ACB award. Then, you must complete five projects in each of two Advanced Speaking Manuals for a total of ten more speeches and deliver any two programs from The Better Speaker Series and/or The Successful Club Series and it's important to note that a Toastmaster may not repeat any of the advanced manuals for award credit until they have completed all 15 of the available manuals. In other words, you need to choose two different advanced manuals for your ACS than you used for your ACB or ALB.

Advanced Communicator Gold (ACG)

To earn the ACG award, you must first achieve your ACS award. Then, you must complete five projects in each of two Advanced Speaking Manuals for a total of ten more speeches. And to conduct a Success/Leadership, Success/Communication, or Youth Leadership program as well coach/mentor a new member through their first three speech projects. It's important to note that a Toastmaster may not repeat any of the advanced manuals for award credit until they have completed all 15 of the available manuals. In other words, you need to choose two different advanced manuals for your ACG than you used for your ACB and ACS.

Advanced Awards check list form

TM Name:										
Current TM Title: ACBACS.....ACG.....										
Project No.	1	2	3	4	5	6	7	8	9	10

Advanced Leader Bronze (ALB)

To earn the ALB award, you must first achieve your CL award and your CC award. Then, you must:

- serve six months as a club officer.
- participate in preparing a Club Success Plan while in office.
- receive district-sponsored club officer training.

conduct any two programs from The Successful Club Series and/or The Leadership Excellence Series*.

* It's important to note that a Toastmaster may not repeat any of these modules for award credit until they have completed all of the available modules. In other words, you need to choose two different modules for your ALB than you used for your ACS. Once you've earned your ALB award, your next milestone in the Leadership track is the Advanced Leader Silver.

Advanced Leader Silver (ALS)

To earn the ALS award, you must first achieve your ALB award. Then, you must:

- serve a complete twelve-month term as a district officer.
- complete a High Performance Leadership Program.
- serve successfully as a club sponsor, mentor, or coach.

The ALS award marks the end of the Leadership track. From here, your next milestone is the Distinguished Toastmaster award.

Distinguished Toastmaster (DTM)

The Distinguished Toastmaster Award is the highest educational honor our organization bestows. It recognizes both communication and leadership skills. To earn this award, you must:

- achieve Advanced Communicator Gold (ACG).
- achieve Advanced Leader Silver (ALS).



When you earn your DTM, you receive a gorgeous plaque of recognition from Toastmasters International.

And DTM isn't the end ... it's just another beginning! Many DTMs start back at the beginning of the educational tracks, recognizing their skills can only improve as they earn a second set of the communication and leadership awards.

Club Agenda of the Term

Club Agenda of the Term form – you can select your assignment and dates that you wish to take part in the club meeting and send it back to your VP Education.

And also it can be used as tools for the VP Education to build his term plan in advance.

TM Name:									
Meeting Date / Assignments	MC	Grammarian	Timer	Speaker	Evaluator	Table Topic Master	Joke Master	General Evaluator	Hot Seat
02.12.10									
09.12.10	x								
16.12.10				x					
23.12.10		x							
30.01.11									
06.02.11							x		
13.02.11									
20.02.11									
27.02.11									
06.03.11				x					
13.03.11									
27.03.11									
03.04.11									
10.04.11									
17.04.11									
24.04.11									
01.05.11									
08.05.11									
15.05.11									
22.05.11									
29.05.11									
05.06.11									
12.06.11									
19.06.11									
26.06.11									

The Competent Communication (CC) Manual projects and objectives

The Ice Breaker (4 to 6 minutes)

- 1 To begin speaking before an audience
- 2 To help you understand what areas require particular emphasis in your speaking development.
- 3 To introduce yourself to your fellow club members.

Get to the Point (5 to 7 minutes)

- 1 Select a speech topic and determine its general and specific purposes.
- 2 Organize the speech in a manner that best achieves those purposes.
- 3 Ensure the beginning; body and conclusion reinforce the purposes.
- 4 Project sincerity and conviction and control any nervousness you may feel.

Organize Your Speech (5 to 7 minutes)

- 1 Select an appropriate outline which allows listeners to easily follow and understand your speech.
- 2 Make your message clear, with supporting material directly contributing to that message.
- 3 Use appropriate transitions when moving from one idea to another.
- 4 Create a strong opening and conclusion.

Your Body Speaks (5 to 7 minute) was "*Show What You Mean*"

- 1 Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose.
- 2 Make your body language smooth and natural.

Vocal Variety (5 to 7 minute)

- 1 To explore the use of voice volume, pitch, rate, and quality as assets to your speaking.
- 2 To Achieve a pleasing natural voice quality when speaking.

How to Say It (5 to 7 minute) was "*Work with Words*"

- 1 Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly.
- 2 Use rhetorical devices to enhance and emphasize ideas.
- 3 Eliminate jargon and unnecessary words. Use correct grammar.

Research Your Topic (5 to 7 minute) was "*Apply Your Skills*"

- 1 Collect information about your topic from numerous sources.
- 2 Carefully support your points and opinions with specific facts, examples and illustrations gathered through research.

Get Comfortable with Visual Aids (5 to 7 minute)

- 1 Select visual aids that are appropriate for your message and the audience.
- 2 Use visual aids correctly with ease and confidence.

Persuade with Power (5 to 7 minute) was "*Speak With Knowledge*"

- 1 Persuade listeners to adopt your viewpoint or ideas or to take some action.
- 2 Appeal to the audience's interests.
- 3 Use logic and emotion to support your position.

Inspire Your Audience (5 to 7 minute)

- 1 To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement.
- 2 Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama.

Advanced Communication Series:

1. Communicating on Television
2. Humorously Speaking
3. Interpersonal Communications
4. Interpretive Reading
5. Public Relations
6. Speaking to Inform
7. Special Occasion Speeches
8. Specialty Speeches
9. Speeches by Management
10. Storytelling
11. Technical Presentations
12. The Discussion Leader
13. The Entertaining Speaker
14. The Professional Salesperson
15. The Professional Speaker
16. Persuasive Speaking

Better Speaker Series modules,

1. Beginning Your Speech
2. Concluding Your Speech
3. Controlling Your Fear
4. Impromptu Speaking
5. Selecting Your Topic
6. Know Your Audience
7. Organizing Your Speech
8. Creating An Introduction
9. Preparation And Practice
10. Using Body Language

The Leadership Excellence Series

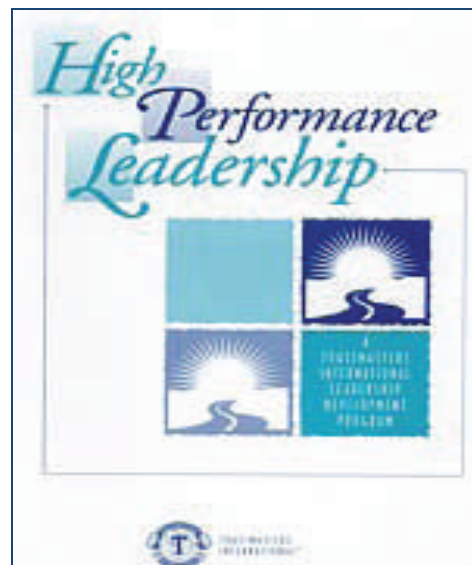
1. The Visionary Leader
2. Developing a Mission
3. Values and Leadership
4. Goal Setting and Planning
5. Delegate to Empower
6. Building a Team
7. Giving Effective Feedback
8. The Leader as a Coach
9. Motivating People
10. Service and Leadership
11. Resolving Conflict

The Successful Club Series

1. Moments of Truth
2. Finding New Members for Your Club
3. Evaluate to Motivate
4. Closing the Sale
5. Creating the Best Club Climate
6. Meeting Roles and Responsibilities
7. Mentoring
8. Keeping the Commitment
9. Going Beyond Our Club
10. How to Be a Distinguished Club
11. The Toastmasters Educational Program

Success Communication/Leadership Series

1. How To Listen Effectively
2. Meeting Procedure Workshops
3. The Art of Effective Evaluation
4. Building your Thinking Power Part 1
5. Building your Thinking Power Part 2
6. How to Conduct Productive Meetings
7. Building Your Leadership Power Part 1
8. Building Your Leadership Power Part 2
9. Building Your Leadership Power Part 3
10. From Speaker to Trainer



Mentoring

A mentor is a friendly, experienced Toastmaster who helps a new member. The VP Education or Mentor Committee Chair will assign each new member a mentor by the first club meeting after the member joins. Mentors should take the initiative to contact the new member and always be positive, friendly and helpful. Not everyone is born a mentor, but everyone can develop the skills to be a successfully mentor. The successful mentor should possess certain values.

Clarity- Their sense of their purpose and its' focus is completely understandable.

Supportive- The mentor is committed to being available when the TM needs help.

Confidence builder- They will sustain the self-image of the new member.

Patient- The mentor understands that learning these new skills require time.

Involved- A commitment to help the new member with tasks whether those tasks are speeches or assign duties at regular meetings.

Confidentiality- Protects information of the members business.

Respect- A commitment to value and treasure the new member.

Duties of a Mentor

This involvement and interest in the new member is important because it helps to provide some measure of motivation for the new member. A lack of motivation by the protégé often reflects discouragement.

The mentor's duties begin at the first meeting and are as follows:

- Sit with the new member and explain the various parts of the meeting as they happen, such as the business session, Table Topics, prepared speeches, and evaluations. Answer any questions.
- Orient the new member to Club customs and procedures.
- Explain how to sign up. Ask the VP Education to schedule the new member's Ice Breaker speech as soon as possible and encourage the new member to serve on a Club Committee. Also advise the new member what to do and whom to contact if he or she is unable to fulfill a scheduled meeting role.
- Help with the Ice Breaker. Discuss speech ideas with the new member and offer suggestions if necessary. Listen to the new member practice the speech and offer feedback.

By the second meeting, a mentor should:

- Make the member aware of resources. Point out material in The Toastmaster magazine. Also discuss Contests and District Conferences. Explain the roles of the Club officers and the information they can provide.
- Provide positive feedback. The first few weeks of membership are critical. New members must feel they are already benefiting from the Toastmasters experience. Compliment them on their progress.
- Explain responsibilities. Membership requires more than just giving speeches and receiving evaluations. It also means a commitment to helping the Club and its members being successful. Review "A TM's Promise" with the new member.
- Help with speeches and other assignments. As you work with the new member on speeches, be sure evaluation feedback is used to improve the next speech, and then offer your own feedback. When the new member is assigned other meeting roles, explain the roles and offer tips for fulfilling them.

Eventually, mentors should:

- Tell how you have benefited from the Toastmasters program. You are proof that they can achieve their own goals.
- Invite the new member to other events. Toastmasters' speech contests, conferences, and other Clubs' meetings all offer new members the opportunity to extend their learning and participation.
- Acknowledge progress. Ask for time during a Club meeting to mention the new member's progress in the program. Such recognition shows that the Club cares about the new member's progress, and motivates the new member to continue.
- Explain officer's duties. Describe how the new member can develop leadership skills by serving as a Club officer. Help the new member select a Club office in which to serve and discuss when to serve. Be sure these goals are reasonable.
- Explain speech contests. Discuss the purpose of speech contests, the types of contests conducted by the Club, and how some contests progress to Area, Division, District, and sometimes Regional and International levels. Help the new member assess readiness to participate in contests.
- Describe the TI organization. Acquaint the new member with Toastmasters International's structure, including the Area, Division, District, Region, and International levels, and the purpose of each. Help the new member understand how the organization works, the new member's role in the organization, and the leadership opportunities available beyond the Club.

The Essentials of the Program

- After a completed application for membership has been submitted to a club officer, an experienced member is asked to volunteer as a mentor.
- Following an affirmative vote on acceptance of the application, the new member is introduced to his or her mentor.
- The mentor is committed to helping with a minimum number of speeches from the Communication and Leadership manual.
- The VP Education, to better understand what his or her expectations and goals are.
- The mentor keeps track of the protégé's progress and discusses his or her scheduled assignments in advance.
- The mentor and protégé work toward his or her goals until they feel that those goals have been met.



CLUB MEETING ASSIGNMENTS Understanding club meeting roles

The success of a Toastmasters meeting depends on the program participants. There are many roles to fill, and each job is designed to improve the members' public speaking and leadership skills. Program participants must know and understand their duties so they can prepare for them. Some roles can be combined – for example, the Ah-Counter might also be the grammarian or listen for uses of the word of the day.

How do you prepare for your meeting roles?

Toastmaster of the Day

The Toastmaster is a meeting's director and host. You won't usually be assigned this role until you are thoroughly familiar with the club and its procedures. If your club's customs vary from those described here, ask your mentor or the club vice president education (VPE) for pointers well before the meeting.

Begin preparing for your role several days in advance. You can use the Toastmaster's Check List to help you prepare. You'll need to know who will fill the other meeting roles and if a theme is planned for the meeting. You'll also need an up-to-date meeting agenda. Get this information from your VPE.

Next, contact the general evaluator and make sure you're both working from the same agenda. Ask the general evaluator to call other members of the evaluation team – speech evaluators, Topicsmaster, timer, grammarian, Ah-Counter – and remind them of their responsibilities. Remember, as the director, you're responsible for ensuring all of the meeting's players know their parts and hit their marks.

To help the Topicsmaster, create a list of program participants already assigned a speaking role so he or she can call on others first. As the Toastmaster, you'll introduce each speaker. If a speaker will not write his or her own introduction, you will write it. Introductions must be brief and carefully planned. Contact speakers several days before the meeting to ask about:

- Speech topic and title
- Manual and project title
- Assignment objectives
- Speaker's personal objectives
- Delivery time

You need all of these elements to create your introductions. Remember to keep the introductions between 30-60 seconds in length.

For more information about introductions see *When You're the Introducer* (Item 1167E), *Introducing the Speaker* (Item 111) and *The Better Speaker Series* module *Creating an Introduction* (Item 277).

Of course, you want to avoid awkward interruptions or gaps in meeting flow so your last preparation step before the meeting is to plan remarks you can use to make smooth transitions from one portion of the program to another. You may not need them, but you should be prepared for the possibility of awkward periods of silence.

The Big Show

On meeting day, show up early. You'll need time to make sure the stage is set for a successful meeting. To start, check with each speaker as they arrive to see if they have made any last-minute changes to their speeches – such as changing the title. You and the speakers will need quick and easy access to the lectern. Direct the speakers to sit near the front of the room and make sure they leave a seat open for you near the front. When it's time to start the program, the club president calls the meeting to order. Sometimes he or she will make



announcements, introduce guests or conduct other club business before introducing you. When you're introduced, the president will wait until you arrive at the lectern before being seated. (This is why you should sit at the front of the room.) Pay attention to the time. You are responsible for beginning and ending the meeting on time. You may have to adjust the schedule during the meeting to accomplish this. Make sure each meeting segment adheres to the schedule. If time allows, you can make some brief remarks about Toastmasters' educational program for the benefit of guests and new members before you move forward with the introductions: Introduce the general evaluator as you would any speaker. Remain standing near the lectern after your introduction until the speaker has assumed control of the lectern, then be seated. The general evaluator will introduce the other members of the evaluation team. Introduce the Topicsmaster as you would any speaker. Remain standing near the lectern after your introduction until the speaker has assumed control of the lectern, then be seated. In some clubs it is customary for the Toastmaster and the person assuming control of the lectern to exchange a handshake. This isn't required, but it's sometimes done to help new members recognize when control of the lectern passes from the Toastmaster to the speaker and vice versa. After the Table Topics session has concluded, most clubs begin the speaking program. Introduce each speaker in turn. You will lead the applause before and after the Table Topics session, each speaker and the general evaluator. When each presenter has finished, you return to the lectern so the speaker can be seated and you can begin your next introduction. At the conclusion of the speaking program, request the timer's report and vote for the best speaker, if your club offers this award.

Briefly reintroduce the general evaluator.

While votes are being tallied, invite comments from guests and announcements (such as verification of next week's program).

Present trophies or ribbons as practiced by your club.

Request the thought for the day if your club provides for this. Be sure to find out when your club does this during a meeting. Many clubs end on this note while others prefer to begin a meeting with this thought in mind. Adjourn the meeting, or if appropriate, return control to the club president. Serving as Toastmaster is an excellent way to practice many valuable skills as you strive to make the meeting one of the club's best. Preparation is key to your success.

Grammarian

Before the Meeting

One benefit of Toastmasters is that it helps people improve their grammar and word use. Being grammarian also provides an exercise in expanding listening skills. You have several responsibilities: to introduce new words to members, to comment on language usage during the course of the meeting, and to provide examples of eloquence. Several days before the meeting, select a word of the day (if this is done in your club):

It should be one that will help members increase their vocabulary – a word that can be incorporated easily into everyday conversation but is different from the way people usually express themselves.

Adjectives and adverbs are more adaptable than nouns or verbs, but feel free to select your own special word.

Print your word, its part of speech (adjective, adverb, noun, verb) and a brief definition in letters large enough to be seen from the back of the room.

Prepare a sentence showing how the word is used.

Also, prepare a brief explanation of the duties of the grammarian for the benefit of the guests.

At the Meeting

Before the meeting begins, place your visual aid at the front of the room where everyone can see it. Also get a blank piece of paper and pen ready to make notes, or get a copy of the grammarian's log, if your club has one, from the sergeant at arms.

When introduced:

Announce the word of the day, state its part of speech, define it, use it in a sentence and ask that anyone speaking during any part of the meeting use it.

Briefly explain the role of the grammarian.

Throughout the meeting, listen to everyone's word usage. Write down any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar or malapropisms) with a note of who erred. For example, point out if someone used a singular verb with a plural subject. "One in five children wear glasses" should be "one in five children wears glasses." Note when a pronoun is misused. "No one in the choir sings better than her" should be "No one in the choir sings better than she."

Write down who used the word of the day (or a derivative of it) and note those who used it correctly or incorrectly.

When called on by the general evaluator during the evaluation segment:

Stand by your chair and give your report.

Try to offer the correct usage in every instance of misuse (instead of merely announcing that something was wrong).

Report on creative language usage and announce who used the word of the day (or a derivative of it) correctly or incorrectly.

After the meeting, give your completed report to the treasurer for collection of fines, if your club does this.

Ah-Counter

Helping members off their crutches

The purpose of the Ah-Counter is to note any word or sound used as a crutch by anyone who speaks during the meeting. Words may be inappropriate interjections, such as *and*, *well*, *but*, *so* and *you know*. Sounds may be *ah*, *um* or *er*. You should also note when a speaker repeats a word or phrase such as “I, I” or “This means, this means.” These words and sounds can be annoying to listeners. The Ah-Counter role is an excellent opportunity to practice your listening skills. Several days before the meeting, use the information in *A Toastmaster Wears Many Hats* or in the appendix of the *Competent Communication* manual to prepare a brief explanation of the duties of the Ah-Counter for the benefit of guests. When you arrive at the meeting, bring a pen and blank piece of paper for notes, or locate a blank copy of the Ah-Counter’s log, if your club has one, from the sergeant at arms. The president will call the meeting to order and introduce the Toastmaster who will, in turn, introduce you and the other meeting participants.



When you’re introduced, explain the role of the Ah-Counter. Some clubs levy small fines on members who do or do not do certain things. (For example, members are fined who use filler words or are not wearing their Toastmasters pin to the meeting. A fine is usually about five cents, acting more as a friendly reminder than a punishment.) If your club levies fines, explain the fine schedule. Throughout the meeting, listen to everyone for sounds and long pauses used as fillers and not as a necessary part of sentence structure. Write down how many filler sounds or words each person used during all portions of the meeting. When you’re called on by the general evaluator during the evaluation segment, stand by your chair and give your report. After the meeting is adjourned, give your completed report to the treasurer for collection of fines if this tradition applies to your club.

Timer

Do you have the time?

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. You'll also operate the timing signal, indicating to each speaker how long he or she has been talking. Serving as timer is an excellent opportunity to practice giving instructions and time management – something we do every day.

Here's how to succeed as timer:

Before the meeting, contact the Toastmaster and general evaluator to confirm which members are scheduled program participants. Then contact each speaker to confirm the time they'll need for their prepared speech. You'll also need to write an explanation of your duties, emphasizing timing rules and how timing signals will be given. For the benefit of guests and new members, be sure to use the clearest possible language and rehearse your presentation. On meeting day, retrieve the timing equipment from the sergeant at arms. Be sure you understand how to operate the stopwatch and signal device, make certain the timing equipment works and sit where the signal device can be seen by all. The Toastmaster of the meeting will usually call on you to explain the timing rules and demonstrate the signal device. Stand by your chair to do so and then be seated. Throughout the meeting, listen carefully to each program participant and signal them. Generally Table Topics speakers should be +/- 15 seconds of allowed time; prepared speakers must be +/- 30 seconds. However, these times may vary from club to club. In addition, signal the chairman, Toastmaster and Topicsmaster with red when they have reached their allotted or agreed-upon time. Use the timer's report or a blank piece of paper to record each participant's name and time used. When you're called to report by the Topicsmaster, Toastmaster or general evaluator, stand by your chair, announce the speaker's name and the time taken. Mention those members who are eligible for awards if your club issues awards. After the meeting, return the stopwatch and timing signal device to the sergeant at arms. Give the completed timer's report to the secretary so he or she can record it in the minutes (if this is done in your club). Take on this role and the new habits formed will serve you well in your private life and your career. People appreciate a speaker, friend or employee who is mindful of time frames and deadlines.

Speeches

2 minutes before the end of the time - turn on green light. Leave on until
1 minutes before the end of the time - turn on orange light. Leave on until
At they end of the time - turn on red light. Leave on until
After 30 seconds – slow flash red light

Evaluation (2 to 3 minute)

2 minutes - turn on green light. Leave on until
2 and 30 seconds minutes - turn on orange light. Leave on until
3 minutes - turn on red light. Leave on until
3 and 30 seconds minutes– slow flash red light

Table Topic (2 to 3 minute)

1 minutes - turn on green light. Leave on until
1 and 30 seconds minutes - turn on orange light. Leave on until
2 minutes - turn on red light. Leave on until
2 and 30 seconds minutes– slow flash red light

Topicsmaster of the Day

With TABLE TOPICS Master, the Topicsmaster gives members who aren't assigned a speaking role the opportunity to speak during the meeting. The Topicsmaster challenges each member with a subject, and the speaker responds with a one- to two-minute impromptu talk. Some people underestimate the Topicsmaster role's importance. Not only does it provide you with an opportunity to practice planning, preparation, organization, time management and facilitation skills; your preparation and topic selection help train members to quickly organize and express their thoughts in an impromptu setting. Preparation is the key to leading a successful Table Topics session:

- Several days before the meeting, check with the Toastmaster of the day to find out if a theme meeting is scheduled. If so, prepare topics reflecting that theme.
- Confirm who the prepared speakers, evaluators and general evaluator will be so you can call on other members at the meeting to respond first. You can call on program participants (speakers last) at the end of the topics session if time allows.
- Select subjects and questions that allow speakers to offer opinions. Don't make the questions too long or complicated and make sure they don't require specialized knowledge.
- Phrase questions so the speakers clearly understand what you want them to talk about.
- Remember, too, that your job is to give others a chance to speak, so keep your own comments short.

Table Topics usually begins after the prepared speech presentations, but there are variations from club to club. Ask the Toastmaster or vice president education if you're unsure of when your portion of the meeting begins.

When the Toastmaster introduces you, walk to the lectern and assume control of the meeting:

- Briefly state the purpose of Table Topics and mention any theme.
- If your club has a word of the day, encourage speakers to use that word in their response.
- Be certain everyone understands the maximum time they have for their response and how the timing device works (if the timer hasn't already done so).

Then begin the program:

- Give each speaker a different topic or question and call on speakers at random.
- Avoid going around the room in the order in which people are sitting.
- Don't ask two people the same thing unless you specify that each must give opposing viewpoints.
- State the question briefly – then call on a respondent.
- You may wish to invite visitors and guests to participate after they have seen one or two members' responses. But let visitors know they are free to decline if they feel uncomfortable.
- Watch your total time. You may need to adjust the number of questions so your segment ends on time. Even if your portion started late, try to end on time to avoid the total meeting running overtime.

If your club presents a best Table Topics speaker award, then ask the timer at the end of the Table Topics session to report those eligible for the award. Though the times vary among clubs, generally a participant is disqualified for stopping 15 seconds prior to the allowed time or speaking 15 seconds beyond the allowed limit. Ask members to vote for best Table Topics speaker and pass their votes to the sergeant at arms or vote counter. If your club has a Table Topics evaluator, ask for his or her report and then return control of the meeting to the Toastmaster.

TABLE TOPICS Speaker

Most of the talking we do every day – simple conversation – is impromptu speaking. Yet for some members, TABLE TOPICS™ is the most challenging part of a Toastmasters meeting.

Table Topics continues a long-standing Toastmasters tradition – every member speaks at a meeting. But it's about more than just carrying on an anxiety-ridden tradition. Table Topics is about developing your ability to organize your thoughts quickly and respond to an impromptu question or topic.

Table Topics usually begins after the prepared speech presentations. The Toastmaster of the meeting will introduce the Topicsmaster who will walk to the lectern and assume control of the meeting. The Topicsmaster will give a brief description of the purpose of Table Topics and mention if the topics will carry a theme.

The Topicsmaster will state the question or topic briefly and then call on a respondent. Each speaker receives a different topic or question and participants are called on at random.

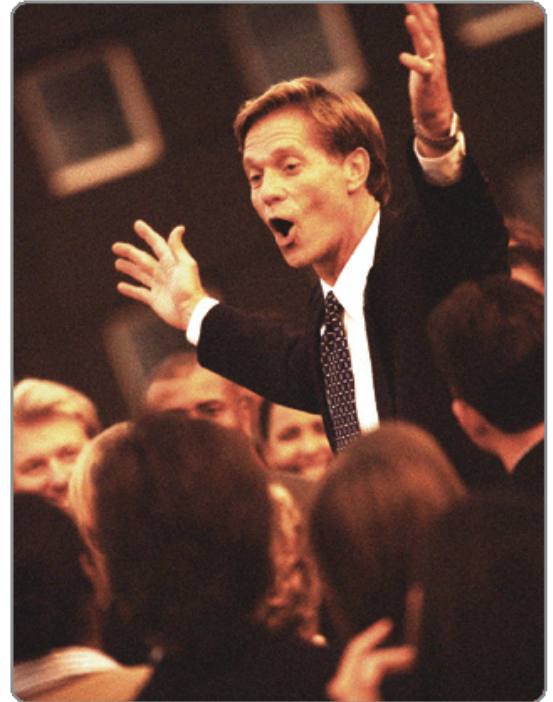
When you're asked to respond to a topic, stand next to your chair and give your response. Your response should last one to two minutes.

Now, take a deep breath and get ready to be *remarkable*



Meeting Speaker

No doubt you've guessed that the speaking program is the center of every Toastmasters meeting. After all, what's Toastmasters without the talking? But members don't just stand up and start yakking. They use the guidelines in the *Competent Communication* (CC) manual and the *Advanced Communication Series* (ACS) manuals to fully prepare their presentations. The CC manual speeches usually last 5-7 minutes. ACS manual project speeches are 5-7 minutes or longer depending upon the assignment. Every speaker is a role model and club members learn from one another's speeches. Prepare and rehearse to ensure you present the best speech possible. Don't insult your fellow club members by delivering a poorly prepared speech. However, it's also true that no speech is perfect. So, get out there and try! Here's what to do:



- **Check your club's meeting schedule regularly** to find out when you're assigned to speak. Begin working on the speech at least a week in advance. That way, you have enough time to devote to research, organization and rehearsal.
- **If you don't write your own speech introduction, make sure the Toastmaster of the meeting prepares a good one for you.**
- **Several days before the meeting, ask the general evaluator for your evaluator's name.** Talk with your evaluator about the speech you'll give. Discuss your speech goals and personal concerns. Let your evaluator know where you believe your speech ability needs strengthening, so he or she can pay special attention to those aspects of your presentation. Remember to bring your manual to the meeting.
- **You should arrive at the meeting early** to check the microphone, lighting and anything else that could malfunction and ruin your talk. Give your manual to your evaluator before the meeting starts and discuss any last-minute issues with him or her. Sit near the front of the room and carefully plan your approach to the lectern and your speech opening.
- **During the meeting, give your full attention to the speakers at the lectern.** Don't study your speech notes while someone else is talking. When you're introduced, smoothly and confidently leave your chair and walk to the lectern. After your speech, wait for the Toastmaster to return to the lectern, then return to your seat. Listen intently during your evaluation for helpful hints that will assist in building better future talks.
- **After the meeting, reclaim your manual from your evaluator.** Discuss any questions you may have concerning your evaluation to clarify and avoid any misinterpretations.
- **Finally, have the vice president education (VPE) initial the Project Completion Record in the back of your manual.**

You'll enjoy a growing sense of confidence as you repeat these steps with new speech projects. Don't be afraid to do the work, enjoy the applause and reap the educational benefits. Your courage will be rewarded!

Evaluator, Evaluate to motivate!

People join Toastmasters to improve their speaking and leadership skills, and these skills are improved with the help of evaluations. Members complete projects in the *Competent Communication* and *Competent Leadership* manuals and you may be asked to evaluate their work. At some point, everyone is asked to participate by providing an evaluation. You will provide both verbal and written evaluations for speakers using the guide in the manual. You'll always give a written evaluation for leadership roles, though verbal evaluations for leaders are handled differently from club to club. Sometimes verbal evaluations are given during the meeting and sometimes they are given privately, after the meeting. Check with your vice president education (VPE) or the Toastmaster if you're not sure of your club's method. Several days before the meeting, review the *Effective Evaluation* manual you received in your New Member Kit. Talk with the speaker or leader you've been assigned to evaluate and find out which manual project they will present. Review the project goals and what the speaker or leader hopes to achieve. Evaluation requires careful preparation if the speaker or leader is to benefit. Study the project objectives as well as the evaluation guide in the manual. Remember, the purpose of evaluation is to help people develop their speaking or leadership skills in various situations. By actively listening, providing reinforcement for their strengths and gently offering useful advice, you motivate members to work hard and improve. When you show the way to improvement, you've opened the door to strengthening their ability.

When you arrive at the meeting, speak briefly with the general evaluator to confirm the evaluation session format. Then retrieve the manual from the speaker or leader and ask one last time if he or she has any specific goals in mind.

Record your impressions in the manual, along with your answers to the evaluation questions. Be as objective as possible. Remember that good evaluations may give new life to discouraged members and poor evaluations may dishearten members who tried their best. Always provide specific methods for improving and present them in a positive manner.

If you're giving a verbal evaluation, stand and speak when introduced. Though you may have written lengthy responses to manual evaluation questions, don't read the questions or your responses. Your verbal evaluation time is limited. Don't try to cover too much in your talk; two or three points is plenty.

Begin and end your evaluation with a note of encouragement or praise. Commend a successful speech or leadership assignment and describe specifically how it was successful. Don't allow the speaker or leader to remain unaware of a valuable asset such as a smile or a sense of humor. Likewise, don't permit the speaker or leader to remain ignorant of a serious fault: if it is personal, write it but don't mention it aloud. Give the speaker or leader deserved praise and tactful suggestions in the manner you would like to receive them.

After the meeting, return the manual to the speaker or leader. Add another word of encouragement and answer any questions the member may have.

By giving feedback, you are personally contributing to your fellow members' improvement. Preparing and presenting evaluations is also an opportunity for you to practice your listening, critical thinking, feedback and motivation skills. And when the time comes to *receive* feedback, you'll have a better understanding of the process

Thought of the Day

Inspire, challenge and motivate!

The thought, an inspiring quotation that sets the tone for the day's meeting, is a welcome option in many clubs. It is usually delivered by a designated club member at the beginning or the end of the meeting, and is sometimes used as a replacement for or in combination with an invocation or pledge of allegiance. If you are new to Toastmasters and are nervous about the thought of speaking in front of people, you can use this small but valuable role to build your confidence.

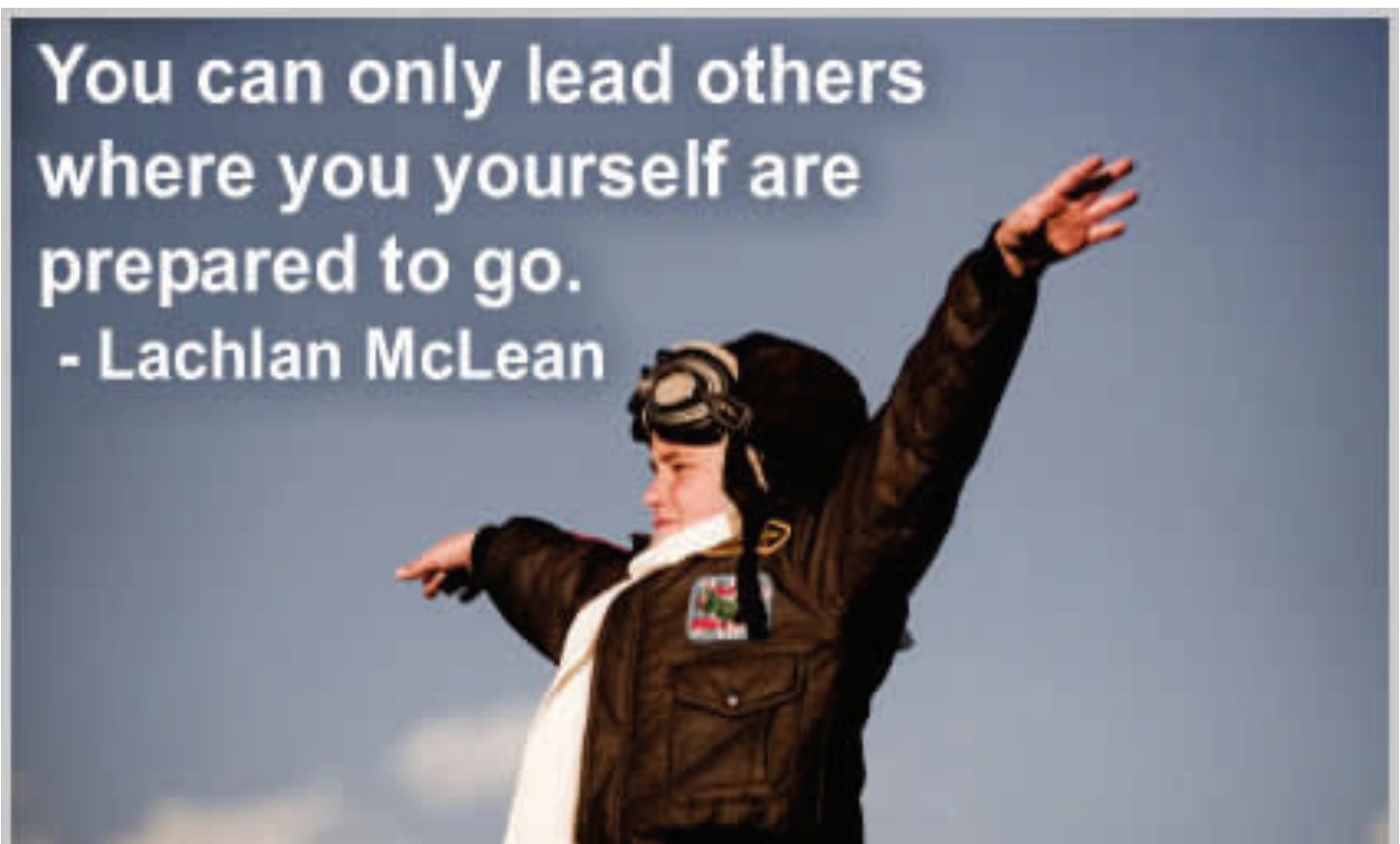
Before the Meeting

Find a meaningful quotation, preferably one that relates to the day's theme, and prepare a brief introduction to the quote. Treat it as you would any other speech – craft it carefully and practice delivering it before the meeting.

During the Meeting

If you agree to deliver the thought for a club meeting, arrive a little bit early to let the presiding officer know that the role will be covered for the meeting.

When called on by the Toastmaster, stand up and deliver your thought of the day to the group



General Evaluator; Improving the process while overseeing the execution.

Don't worry; there's no capital punishment during Toastmasters meetings. Unless, of course, the grammarian is in a bad mood. If you think of a club meeting as a project, then you can see the general evaluator as a kind of project manager. As GE, your responsibilities include:

- Ensuring the speech and leadership project evaluators know their responsibilities
- Supervising the timer, grammarian and Ah-Counter
- Evaluating everything that takes place during the club meeting
- Making sure each activity is performed correctly

Several days before the meeting, contact the person who will be Toastmaster of the meeting and confirm the meeting program. You should also develop a checklist to follow during the meeting so you don't have to keep all the details in your head. Some clubs have a prepared checklist. If your club doesn't have one, ask the Toastmaster to help you create your own checklist. When discussing the meeting program with the Toastmaster, ask what evaluation format to use. Typically, an evaluator is assigned to an individual, but sometimes evaluations are done by panels. The general evaluator may set up any evaluation procedure he or she chooses, but it should fit into the meeting program. Remember, too, that every evaluation must be brief and complete. Review the *Effective Evaluation* manual for different evaluation formats.

You'll also need to contact members serving as:

- Timer
- Grammarian
- Ah-Counter
- Individual evaluators

Remind them of their assignments, and brief evaluators on their responsibilities, the members they will evaluate and the evaluation format to use. Make sure the evaluators understand that evaluation is a positive, helping act that enables fellow Toastmasters to develop their skills. Point out that an evaluation should enhance the speaker's self-esteem and encourage evaluators to prepare thoroughly for their role. Recommend that they call the member they've been assigned to evaluate to discuss specific project objectives.

Your final task *before* the meeting is to prepare a brief verbal explanation detailing:

The purpose, techniques and benefits of evaluation so guests and new members will better understand the function of evaluations.

How evaluation is a positive experience designed to help people overcome flaws and reinforce good habits in their presentations.

On meeting day:

- Arrive early.
- Make sure all evaluators are present and that they have the appropriate speaker or leader's manual.
- If an evaluator is absent, consult with the vice president education and arrange for a substitute.
- Ask each evaluator if he or she has any questions about the project objectives to be evaluated, verify each speaker's time and notify the timer if there are any changes.
- Take your seat near the back of the room. This will ensure you have a good view of the meeting and all its participants.
 - The Toastmaster of the meeting usually introduces the general evaluator before the Table Topics portion of the meeting. But your club may have a different order for introductions, so check with the Toastmaster or VPE before the meeting if you're not sure when you'll be introduced.

When you're introduced:

Stand by your chair and deliver the explanation you prepared.

Identify the grammarian, Ah-Counter and timer and have these members briefly state the purpose of their jobs. Request the word of the day, if your club has one, from the grammarian and then be seated. During the meeting, use your checklist and take notes on everything that happens (or doesn't, but should). For example: Is the club's property (e.g. trophies, banner, educational material) properly displayed? Were there unnecessary distractions that could have been avoided? Did the meeting, and each segment of it, begin and end on time?

Study each participant on the program, from the person giving the invocation or thought for the day to the last report by the timer. Look for good and less than desirable examples of preparation, organization, delivery, enthusiasm, observation and general performance of duties. When it's time to begin the evaluation portion of the meeting, the Toastmaster will introduce you, again. This time, you'll go to the lectern and introduce each evaluator. After each recitation, thank the evaluator for his or her efforts.

Finally, give your general evaluation of the meeting:

Use your checklist and the notes you took during the meeting.

Phrase your evaluation so it is helpful, encouraging and motivates club members to implement the suggestions. You may wish to comment on the quality of evaluations. Were they positive, upbeat, helpful? Did they point the way to improvement?

When you've completed your evaluation, return control of the meeting to the Toastmaster.

Being general evaluator is a big responsibility and it is integral to the success of every single club member. People join Toastmasters because they have a goal – they want to learn something. The club is where they learn. If the learning environment isn't focused and fun, members won't learn what they joined to learn. Your observations and suggestions help ensure the club is meeting the goals and needs of each member.

And what do *you* get out of the deal? You get the chance to practice and improve your skills in critical thinking, planning, preparation and organization, time management, motivation and team building!

Art of Debate



Bahrain Debate Toastmasters Club

Club No. 1282119 Area 59 – Division C – District 79

Toastmasters International

Bahrain Debate Toastmasters Club started from a humble beginning in 19 of March 2009 at the Elite Suite in Bahrain by the founder member DTM Khalid AlQoud along with the outstanding support from the past District 79 Governors DTM Vijay Bolor and DTM Imtiaz Ahmed, to mark the start of the 1st Debate Toastmasters Club in District 79 and Asia

RULES FOR DEBATE, Reference: Debate Handbook, Toastmasters International

PREPARATION

Done by two clubs or between two groups in one club. Club “A” proposes that there be a debate and Club “B” is asked to provide three resolutions to choose from. Club “A” then selects one of the three and notifies Club “B”. Club “B” then decides upon the side that they wish to take in the debate (Affirmative or Negative).

The club hosting the debate has a Debate Coordinator who acts as the moderator at the debate.

The debate participants are:

- The Moderator
- Two Debaters from each Team
- A Panel of Officials consisting of:
 - The Chief Judge
 - Two Judges from each club.
 - A disinterested Tie-breaker Judge
 - One Timer
 - One Counter
- The Sergeant-at-Arms whose duty is to escort the Judging Team to a suitable location to tally up the scores.
- The Evaluation Team consisting of:
 - The General Evaluator
 - One Evaluator for each of the four Debaters, or for each of the eight presentations.
 - Grammarian

DEBATE AGENDA

At the agreed-upon date, time and location, the moderator is situated at the lectern with the two debate teams seated at the head table on each side of the lectern. The moderator briefly opens the debate with an appropriate toast, states the Resolution and introduces the two Debate Teams, beginning with the Affirmative. The moderator then reminds the speakers and the audience about the rules of debate and asks the timer to explain the timing. This reminder should be done for each of the three phases of the debate.



PHASE I: THE CONSTRUCTIVE PRESENTATIONS

Each of the debaters is to be given a chance to give a five-minute speech supporting their side of the Resolution, and, if necessary, to contest any definitions or interpretations which have been stated by the opposing side to outline their case. Normally, the presentations are prepared like speeches beforehand. However, a good debater is always ready to fend off those monkey wrenches tossed by the ne'er-do-wells from the opposing side cunningly designed to jam up the well-oiled machinery of that good debater's argument.

The Order of PHASE I is:

- | | | | |
|---|---------------|--------------------|-----------|
| • | Speaker No. 1 | First Affirmative | 5 minutes |
| • | Speaker No. 2 | First Negative | 5 minutes |
| • | Speaker No. 3 | Second Affirmative | 5 minutes |
| • | Speaker No. 4 | Second Negative | 5 minutes |

There is a time allowance of 30 seconds after each Debater's speech for the Judges to mark their ballots.

After the Judges have completed their ballots for Speaker No. 4, the Moderator instructs the Timers to allow three minutes for the two Debate Teams to prepare themselves for PHASE II of the Debate.

PHASE II: CROSS-EXAMINATIONS

The purpose of the Cross-examiner is to ask skillful questions aimed at discrediting the validity, adequacy or logic of specific aspects of the opposing side. The purpose of the Cross-examinee is to answer the questions, thus showing the audience that the questions are without foundation (misinterpretation, logical fallacy, irrelevancy, etc.) and do no harm to the presentations.

The Order of PHASE II is:

- | | | |
|---|--|-----------|
| • | Second Negative cross-examines First Affirmative | 3 minutes |
| • | Second Affirmative cross-examines First Negative | 3 minutes |

Each cross-examination shall be followed by 30 seconds for the judges to mark their ballots.

At the end of Phase II, the Moderator instructs the Timers to allow three minutes for the two Debate Teams to prepare the Refutations and Rebuttals.

PHASE III: REFUTATIONS AND REBUTTALS

Each side is given a chance to refute the other side's arguments, to rebut their own arguments (patch up the damage done by the opposition) and finish with a summary of their case. The Order of PHASE III is:

- | | | |
|---|---|-----------|
| • | First Negative gives Refutation and Rebuttal | 3 minutes |
| • | First Affirmative gives Refutation and Rebuttal | 3 minutes |

Each Refutation and Rebuttal shall be followed by 30 seconds for the Judges to mark their ballots. This ends the debate.

WRAP-UP, The Moderator asks the Judging Team to leave the room and tally up the scores to determine which side won the debate. The judges and timers will be able to return as soon as the judges have entered the time violation deductions on their sheets. The Chief Judge and Counters remain outside the room to tally the results. During this time, the General Evaluator is called to the lectern. After the evaluations and general evaluation are completed, the General Evaluator recalls the Moderator to the lectern. If the debate results are still not in, the Moderator may invite questions to the debaters from the floor or use the time to make announcements, ask for guest comments, etc. The Sergeant-at-Arms ushers in the Chief Judge and Counters and submits the decision on paper to the moderator. The Moderator says a few words of appreciation to the Debaters for a job well done. The Moderator announces the winning Debate Team and congratulates them. The Moderator thanks the Judging Team, the Sergeants-at-Arms, etc. and then returns control of the meeting to the Chair. The Chair does whatever is customary in the host Toastmasters club to wrap up the meeting.

BAHRAIN DEBATE TOASTMASTERS CLUB MEETING FORMAT FOR DEBATE

The Debate is lengthy and will take up almost the entire meeting. A good moderator is mindful of this and leads in an expeditious manner. Speeches or cross-examinations that threaten to go way overtime must be cut off at the knees. A special agenda for a two-hour meeting would be as follows:

07:00 Meeting Commences by the Sergeant At Arms

07:01 President

- Opening of the Meeting
- Introduction of the Guests
- Introduction of the Grammarian and Introduction of the Ah Counter
- President's Address and Business Session

07:30 president Introduce Toastmaster of the Day

07:35 Introduction of the Timing Criteria

07:40 Debate Session

The motion "It is resolved that"

Negative Team (Against the Motion)	Affirmative Team (For the Motion)

08:00 Speaker of the Day

08:10 Table Topics Master

08:20 General Evaluator

Debate Judge Report

08:50 Presentation of Awards

08:55 Control back to the President

Meeting Ends

In Bahrain Debate Toastmasters Club The debate consist two teams, each team has 2 debaters,

First Affirmative

First Negative

Second Affirmative

Second Negative

Phase 1: The constructive presentation

- In this session the 4 debaters are going to talk and defend their side according to the numbering shown, so the 1st affirmative, followed by first negative and so on...
- Each debater has 4 minutes.

1

2

3

4

Phase 2: Cross Examination

- In this session, the second negative cross examines the first affirmative, then the second affirmative cross examines the first negative
- Time allocated is 3 minutes for each

First Affirmative

First Negative

Second Affirmative

Second Negative

Phase 3: Refutation and Rebuttals

- In this session, the first affirmative and the first negative delivered their refutation and rebuttals respectively.
- Time allowed is 3 minutes for each.

First Affirmative

First Negative

RULES OF DEBATE - GUIDE FOR JUDGES AND DEBATERS

First four speeches are marked out of 50. Cross-examinations and remaining two speeches are marked out of 30.

SPEECH REQUIREMENTS

ORGANIZATION

- **Speakers #1 and #2:** Speech must open with some background and an outline of their sides of the debate. There should be one major argument supported by other information. A summary is not required.
- **Speakers #3 and #4:** Opens with a brief refutation of the previous speaker's argument. The 2nd and 3rd arguments are presented along with support material. The speech must include a summary and an appeal to the audience for support.
- **Cross-examination:** Organization is not applicable.
- **Refutation and Rebuttal:** The speaker delivers a brief refutation of the opposition's claims. The speaker rebuts and summarizes the three main points, asking the audience to support their own position on the resolution.

MATERIAL

Speakers must present credible arguments and support them with facts, anecdotes, and data. A long string of unsupported arguments is not worthy of refutation and the opposing side scores points for pointing out that such arguments were presented with no foundation.

For the refutation and rebuttal, no new material is allowed. It is a flagrant discourtesy to the opposing team. At this stage of the debate, refutation of such new material by the opposing team is difficult or impossible.

DELIVERY

Although delivery is important, it counts for only 20% of the marking of the presentations. Delivery is not judged in the cross-examinations.

CROSS-EXAMINATION

As cross-examination is very special, involving a dialogue, there is only one criterion, which is whether or not the cross-examiner succeeds in discrediting the position of the cross-examinee, and to what extent he succeeds. Cross-examinations are marked out of 30 in favour of the cross-examiner. A mark of zero would occur if the cross-examinee remained as solid as the Rock of Gibraltar.

MARK ALLOCATION

SPEECH	ORG	MAT'L	DELIV	CROSS-EX	TOTAL
#1 through #4	20	20	10	0	50
CROSS-EX.	0	0	0	30	30
REF & REB	12	12	6	0	30

PENALTIES

TIMING: Speeches #1 to #4: 10 marks are deducted if over 5:30 and entire speech is disqualified if over 5:45. Refutation and Rebuttal: 10 marks are deducted if over 3:30 and speech is disqualified if over 3:45. There is no time penalty applied to the cross-examinations. However, it is up to the Moderator and the Timer to prevent the cross-examinations from running way overtime.

In the event that there is a disagreement between the timers as to a particular timing and penalty, it will be up to the Chief Judge to resolve the issue. Where the differences in timing are marginal (e.g., 5:45 10 pt. penalty versus 5:47 disqualify), the correct tact is to give the speaker the benefit of the doubt.

INDISCRETIONS: For each discourtesy, distortion of the opponents' remarks, fabrication of evidence, or statements which are deemed off-colour or in bad taste, the judge may deduct 10 marks.

LATE NEW MATERIAL: No new material may be presented during the refutations and rebuttals. The judge will deduct 10 marks for each such new point.



DEBATE JUDGE'S FORM

FIRST FOUR SPEECHES					TOTAL SCORE	
SPEECH	ORG (20)	MAT'L (20)	DEL (10)	PENALTY (-10/pen.)	AFFIRM	NEGAT
#1 (1 st Aff.)						
#2 (1 st Neg.)						
#3 (2 nd Aff.)						
#4 (2 nd Neg.)						
CROSS-EXAMINATIONS						
DIALOGUE			SUCCESS (30)	PENALTY (-10/pen.)		
2 nd Negative Cross-examines 1 st Affirmative						
2 nd Affirmative Cross-examines 1 st Negative						
***Note that there is no penalty for overtime for the cross-examinations, but the ***moderator must gavel them down on overtime.						
REFUTATIONS AND REBUTTALS						
SPEECH	ORG (12)	MAT'L (12)	DEL (6)	PENALTY (-10/pen.)	AFFIRM	NEGAT
1 st Negat.						
1 st Affirm.						
GRAND TOTALS						
The totals for the Affirmative and the Negative are as follows:					AFFIRM	NEGAT
In my opinion the debate was won by the: (Affirm./Negat.): _____						
Judge's Signature: _____						

DEBATE TIMER'S FORM

The first four speeches are five minutes: Lights are Green at 3, Amber at 4, and Red at 5, buzzer or other warning sound at 5:15. If the time is beyond 5 minutes and thirty seconds, there is a ten-mark deduction. If the time is beyond 5 minutes and forty-five seconds, the speech is disqualified.

FIRST FOUR SPEECHES

Speaker	Time	Time Penalty
1st Affirmative		
1st Negative		
2nd Affirmative		
2nd Negative		

CROSS-EXAMINATIONS

The two cross-examinations are three minutes: Green at 2, Amber at 2 1/2, Red at 3, buzzer or other warning sound at 3 minutes and fifteen seconds. There is no time penalty for going overtime. However, it is your duty to stand up and remind the moderator at 3 minutes and thirty seconds into the cross-examination.

Speaker	Time
2nd Negative Cross-examines 1st Affirmative	
2nd Affirmative Cross-examines 1st Negative	

REFUTATIONS AND REBUTTALS

Refutations and Rebuttals are three minutes: Green at 2, Amber at 2 1/2, Red at 3, buzzer or other warning sound at 3:15. If the time is beyond 3:30, deduct 10 points penalty. If time is beyond 3:45, the speech is disqualified.

Speaker	Time	Time Penalty
1st Negative		
1st Affirmative		

DEBATE COUNTER'S FORM

Enter the names and decisions (checkmark) of the Judges (except the Tie-breaker Judge) in the table below:

JUDGE'S NAME	AFFIRMATIVE	NEGATIVE
TOTALS		

Only in the event that the totals are the same, add in the Tie-breaker Judge's ballot:

TIE-BREAKER JUDGE'S NAME	AFFIRMATIVE	NEGATIVE
NEW TOTALS		

The Contest Officials' Decision: The Debate was won by the _____.

Chief Judges' Signature: _____.

Counters' Signatures: _____.



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what you get out of Toastmasters, You will
never get out of Toastmasters

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