

George Sutton Toastmasters Club



Club Manual

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Club: 3942

Area: D-7

Division: Denver

District: 26

George Sutton Toastmasters Club Manual
Club Website: GeorgeSuttonToastmasters.com

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George Sutton Toastmasters Club

Welcome to the George Sutton Toastmasters Club. We are pleased that you have joined our club and we congratulate you on taking this important step toward self-improvement.

The George Sutton Toastmasters Club was founded in Aurora, Colorado in 1979 by William Strunk who is still an honorary member today. It was named in honor of George Sutton, who in 1904 in Bloomington, Illinois assisted Dr. Ralph Smedley in establishing and naming the very first "Toastmasters" club. That original club multiplied to thousands of clubs that have helped millions of people. Today, more than 250,000 members are active Toastmasters in clubs around the world.

In addition to the opportunity to improve your own communication skills, you will have the opportunity and obligation to assist your fellow members in their self-improvement efforts. To achieve these mutual-helping goals, we work hard to foster a friendly, supportive, and structured environment. We ask every member to make the following commitments.

PROMPTNESS:

Our weekly meetings start promptly at 11:30 a.m. and we do our best to end meetings at 1:00 p.m. Members are asked to arrive no later than 11:25 a.m. each week. If you are the Toastmaster, Table Topics Master or Chief Evaluator of the day, please arrive at the meeting location 15 minutes early to make any last-minute arrangements.

PROGRAM RESPONSIBILITY:

One of the main reasons our club meetings run so smoothly is because our roles are scheduled in advance. Each month, a schedule is emailed to all members with assigned duties such as Speaker, Table Topics Master, Grammarian, Timer, etc. When you are scheduled for a role, you own that assignment. When conflicts arise where you cannot attend a meeting to fulfill your role, it is up to you to find a replacement at least a day or two or more before our Thursday meeting day. Members are always willing to volunteer to stand-in for you. Just send an email or make a few phone calls to other club members and you will find we are all eager to help. NEVER be a "no-show" without finding a replacement. Even if there is a last-minute emergency, the key is to call someone and let them know so we can cover for you.

REGULAR ATTENDANCE:

To truly maximize your own self-improvement, we expect every member to attend every meeting. Even if you are not scheduled for an assignment, your attendance will foster your own growth because members with no assigned duties are always called on to perform Table Topics. Also, other members will benefit, as they will be presenting to a larger audience with your added presence.

Please feel free contact your mentor or any other member if you have questions about your role in George Sutton Toastmasters. We hope you enjoy your Toastmasters experience and we wish you the best of luck.

SUGGESTED MEETING AGENDA

11:30 WELCOME: *Sergeant-at-Arms*

Asks all members to stand and welcome Club President

11:31 OPENING: *Club President*

Calls for Pledge, Greetings, Opening Thought, introduces Guests
Conducts a monthly business meeting, if necessary
Introduces Toastmaster of the day

11:41 THEME: *Toastmaster*

Briefly introduces theme and gives an overview of the program.
Explains program in more detail if there are guests present
Introduces Table Topic Master

11:46 TABLE TOPICS: *Table Topic Master*

Explains theme and procedure for Table Topics
Introduces word of the day

Calls on every member who does not have a major duty (within time limits – consult with Toastmaster for time constraints)

Checks to see if all participants were within time and used Word of Day
Announces names of eligible participants and requests vote for best
Returns control of meeting to Toastmaster

12:00 to 12:05 SPEECHES: *Toastmaster* (Depending on number of speeches and length)

Introduces each Speaker
After each speech, gives members one minute to write notes to Speaker
After all speeches, asks for Timer's report
Announces eligible participants and requests vote for best Speaker
Introduces Chief Evaluator

12:35 EVALUATIONS: *Chief Evaluator*

Introduces each Evaluator
Asks for Timer's report for eligible Evaluators
Announces eligible participants and requests vote for best Evaluator
Asks that votes be passed to the Sergeant-at-Arms
If time permits, gives one minute each for group evaluation of Speakers
Asks for "AH" Counter, Pearl Perceiver, Grammarian reports
Evaluates Toastmaster, Table Topics Master and meeting in general
(Does NOT evaluate Speakers)
Welcomes Toastmaster back

12:53 AWARDS: *Toastmaster*

Presents trophies and makes concluding remarks
Returns control of meeting to club President

12:56 CLOSING: *Club President*

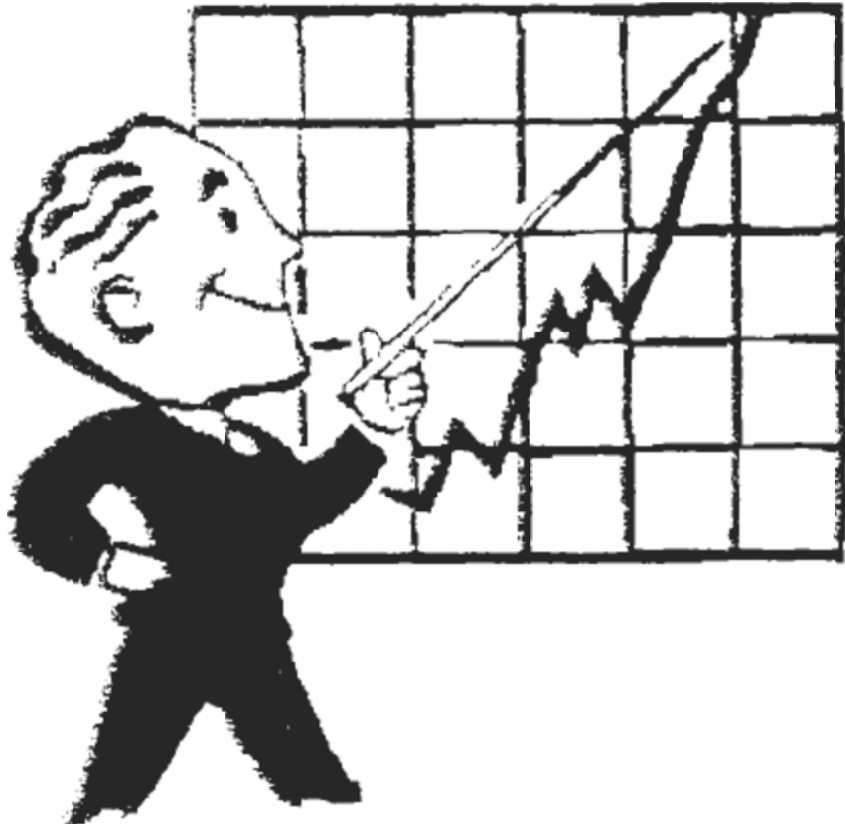
Calls on guests for comments
Calls on Joke master for Joke of the Day
Closing thought and adjourns meeting at 1:00 p.m.

MEETING RESPONSIBILITIES AND GUIDELINES

The George Sutton Toastmasters club offers you a unique forum to learn, rehearse and improve your communication and leadership skills. The following pages describe guidelines to be used when performing various meeting duties.

Your assigned mentor should be contacting you prior to the first time you perform each meeting role. However, we would like to encourage you to feel comfortable contacting your mentor or any other club member for guidance or to have questions answered.

At minimum, please thoroughly review this document prior to the time when you are called upon to perform these roles.



TOASTMASTER (TM)

The Toastmaster has the key role in the meeting's success. Only through proper advance planning can this assignment be carried out effectively. The primary duty of the Toastmaster is to facilitate a well-run, positive meeting and provide smooth transitions from one segment of the meeting to another. It is the responsibility of the Toastmaster to schedule the program so that all participants are known in advance and the meeting ends on time. This role should be assigned to a club member who has completed at least three manual projects and has served as Table Topics master and Evaluator.

BEFORE THE MEETING:

- Review the schedule for the week you are to be the Toastmaster.
- Contact those listed as Speakers, Table Topics Master, Chief Evaluator, Jokemaster and Thought of the Day to make sure they are planning to be at your meeting. Speakers should be asked to provide 1) Speech title, 2) Speech objective and manual name, 3) Time (Most are 5-7 minutes but advanced manual speeches can go up to 45 minutes!) The sooner you verify your participants, the better. The norm is to make contact on Friday, Saturday or Sunday prior to your Thursday meeting. This gives the Chief Evaluator plenty of time to assign Evaluators to Speakers.
- Develop a theme for the meeting and present the theme to the Table Topics Master. Although it is not a requirement that Table Topics be in relation to the theme, it is popular practice.
- Be prepared to adjust your program to accommodate advanced manual speeches that require longer speech times than the typical 5-7 minutes.
- When you talk to the assigned speakers, request that they provide you with a formal, written introduction that should include biographical data, speech title and theme, manual project number, purpose, and speaking time. Attempt to acquire these introductions by e-mail or by fax prior to the meeting day so you can rehearse introducing each speaker.
- Prepare and distribute an agenda with at least 25-30 copies, depending on the size of our membership. Consider using an agenda from a previous meeting as an outline for your own the first time.

AT THE MEETING:

- Arrive early to distribute the agenda.
- Confirm attendance of members and reassign tasks if necessary.
- Select a seat near the front of the room.
- Warm up the audience by introducing your theme and overview of the meeting. These remarks should be brief and to the point (1-2 minutes)
- Conduct the meeting using "Suggested Meeting Agenda," except for an unusual meeting such as a debate or a speech contest.
- Keep the meeting on schedule. You have the authority to ask participants who have exhausted their allotted time to immediately conclude their portion of the program.
- Receive winner results from Sgt. of Arms and announce. You decide who wins the enthusiasm award.
- Conclude your role by welcoming the President back to the front of the room.

TABLE TOPICS MASTER (TT)

The Table Topic Master leads the Table Topics portion of the club meeting. Your primary goal is to give speaking opportunity to those with no duties or lesser meeting roles. Your focus should be to involve as many participants as possible within the time frame you're given. You can invite guests to participate in Table Topics if they wish.

BEFORE THE MEETING:

- Prepare at least 10 Table Topics questions and make them interesting and somewhat unexpected. When possible, coordinate the theme with the Toastmaster.
- Select a "Word of the Day" (WoD). Make it a word not commonly used since the purpose of the word of the day is to expand members' vocabularies.
- Notify the Toastmaster of the WoD to include in the agenda

AT THE MEETING:

- Arrive early and reserve your seat near the front of the room so that you can quickly advance to the front and return to your seat while introducing Topics participants.
- Using the agenda for the day, prepare a list of participants to be called on in this order:

- | | |
|-------------------------------|-------------------------------------|
| 1. Members with no assignment | 5. Pearl Perceiver |
| 2. Timer | 6. Grammarian |
| 3. "AH" Counter | 7. Jokemaster |
| 4. Thought of the Day | 8. Any visiting Toastmaster |
| | 9. Guests who choose to participate |

- Display the word on three pieces of paper in large print and tape on chair backs. Tape is available in the lectern. Include the definition, part-of-speech and pronunciation.
- At the beginning of Table Topics, introduce the process and benefits of Table Topics if there are guests present. Always introduce the Word of the Day and use it in a sentence before calling on your first participant.
- Keep topic assignments and your introductions short and to the point. Remind each participant to use the WoD.
- Be aware of the time available for TT, check in with the Toastmaster if needed.
- Call for Timer's report, Grammarian's report if each participant used the WoD and ask members to vote for best eligible Table Topic participant.
- Briefly thank the participants and return control of the meeting to the Toastmaster.

CHIEF EVALUATOR (CE)

The Chief Evaluator of the Club meeting should be seen as a teacher by-example. His/her guidance of the speech evaluators and fair summary of the meeting will have a great influence on members' attitudes. The Chief Evaluator should point with enthusiasm to the good in the meeting and should, by example and helpful suggestion, show how weak areas could be improved.

This role may be assigned to any club member who has served as Toastmaster.

BEFORE THE MEETING:

- Use careful consideration when assigning evaluators to speakers. Try to match the experience level of the evaluator to the speaker and to a speaker that he or she has not evaluated recently.
- Contact the speech Evaluators, Timer, "AH" Counter, Pearl Perceiver, and Grammarian, as early as possible to confirm their attendance at the meeting.
- Urge Evaluators to contact their Speakers at least the day before the meeting to learn in advance what type of speech will be given and any personal objectives the Speaker will be working to achieve.

AT THE MEETING:

- Follow Suggested Meeting Agenda format. You will be introduced following the prepared speeches. Briefly mention the importance of evaluations.
- Call on individual speech evaluators.
- After the evaluations have completed their evaluations, ask the Timer if evaluator completed their roles within the proper time assigned and ask attendees to vote for best Evaluator.
- Ask that ALL votes be passed to the Sergeant-at-Arms.
- Call for reports from the evaluation team (Timer, "AH" Counter, Pearl Perceiver, and Grammarian).
- Call for group evaluation of each individual Speaker (if time permits).
- Give an overall evaluation (1-3 minutes), of meeting, including the President, Toastmaster, Table Topic Master, Evaluators and general conduct of the meeting. Do not evaluate speakers as they already have been evaluated by individual evaluators and possibly by the group. Suggest how future meetings could be improved and end on a positive note.
- Return control of meeting to the Toastmaster by 12:53-12:55.

EVALUATOR (EV)

Your job as an Evaluator is to give constructive feedback to a Speaker regarding how he or she delivered his or her speech. Specifically, your comments should be restricted to form and style rather than actual content and views that were presented. However, if you feel that content was inappropriate for the audience, it is your place to say so. It is important to understand the purpose of the speech and to review the speech manual guidelines in order to provide relevant comments. If the Speaker is delivering a speech from a Toastmasters manual, the specific goals for the Speaker are outlined in that manual. The Speaker should be attempting to meet those goals. For non-manual speeches, the Speaker's goals should be relevant to the speech and should be understood by the evaluator before the speech is delivered.

BEFORE THE MEETING:

- Call the speaker at least the day before the meeting to discuss the objective of the speech.
- If a manual speech, discuss the objectives as outlined in that manual and ask the Speaker to bring that manual to the meeting so that you can use it during your evaluation.
- Ask the Speaker if there are any additional specific goals for their speech.

DURING YOUR EVALUATION:

- If a manual speech, tell the audience what the manual objectives are for this assignment. You can also share the speaker's additional goals.
- Comment if those objectives were or were not met.
- Offer at least 4 or 5 positive and praise-related comments to every two or three things the speaker should work on for the next time.
- Do not recap a speech but use a few examples that the audience and the speaker can relate to.
- Comment on speech organization and speech technique and give an honest response and reaction to the speech you just heard.
- Evaluate only the current speech, not past performance.
- Make remarks relevant to the speaker's topic, purpose, gestures, organization, voice and enthusiasm.
- Give an honest evaluation. If the speech was great, say so. If as a listener you were confused, say so.
- An evaluation is a mini-speech. Plan your evaluation with an opening remark, a body of comments on the speech, and a conclusion.
- End on a positive note such as "I'm looking forward to hearing future speeches from you."

TIMER (TR)

One of the skills to be learned in Toastmasters is how to conduct a program or deliver a speech within a strict time limit. The meeting Timer is a necessary aid in developing this skill.

BEFORE THE MEETING:

- Check with the Toastmaster and Table Topic Master of the day regarding the time allotted for the prepared speeches, evaluations, and table topics.
- Test the lights and make sure you know how to use the stopwatch. Ask your Coach or another member to help you and to sit next to you for the first time you are the timer. Being the timer takes some getting used to. Don't be shy to ask for help.

AT THE MEETING:

- The lights are most effective when only one light is on at a time. For example, the green light is always activated first. When it is time to turn on the yellow light, do so, but then turn off the green light. When the red light is activated, turn off the yellow light. If a participant goes overtime, keep the red light on until he or she concludes.
- The Timer should make sure appropriate parts of the meeting are timed and the times are recorded. If a speaker's overage becomes severe, and there appears to be no end in sight, the timer has the authority to begin clapping to halt the speaker. The rest of the club will join in and the speaker should terminate the presentation from running further. Strict time limits are enforced for a well-managed meeting.
- When called upon, the Timer will present a report of actual times for Table Topics participants, Speakers and Evaluators.

GENERAL SPEECH TIMES AND TIMING SEQUENCE

Presentation Type	Minimum	Green	Amber	Red	Disqualify
Prepared Speech **	4 m 30 s	5 m	6 m	7 m	7 m 30 s
Table Topics	1 m	1 m	1 m 30s	2 m	2 m 30 s
Evaluation	1 m 30 s	2 m	2 m 30 s	3 m	3 m 30 s
CE Comments	N/A	1 m	2 m	3 m	N/A

* "m" in the above table denotes minutes and "s: denotes seconds

** Timing for Prepared Speeches as noted above are general times and actual speech times will vary depending on the speech manual the Toastmaster's is working on.

Advanced speeches are often longer

GRAMMARIAN (GR)

The Grammarian is present to monitor and record usage of the Word of the Day in Table Topics and to point out obvious and not-so-obvious mistakes in word usage, grammar, and pronunciation during the entire meeting. This applies to all meeting participants except guests. Pick out the worst four or five examples of the day and be prepared to verbally report after the evaluators have concluded.

AT THE MEETING:

Listen carefully and be prepared to report on the following:

- Use (and correct pronunciation) of WoD in Table Topics.
- Misuse of words.
- Incorrect pronunciation
- Clichés (overworked phrases or words)
- Poor sentence construction
- Compliment excellent use of language

“AH” COUNTER (AH)

The "AH" Counter helps cure the annoying habit of "vocalized pauses" such as "ah" and "um" by ringing the bell when such lapses occur. However, during prepared speeches, the "AH" Counter keeps score silently. The "AH" Counter should use tact and good judgment. Never use the bell while a guest is speaking or during a speech by a member working in the C&L manual... unless specifically requested by the speaker.

AT THE MEETING:

- Don't be afraid to ring the bell!
- Hold your finger above the bell ringer so you can ring the bell as soon as you hear an "Um" or "Ah"
- Encourage the person sitting next to you to hit the bell if you miss an "AH".
- If you're a new member, ask another member to sit next to you to help with the bell since "AH's" and "UM's" are frequently missed by new members until they get some more practice listening for them.
- Experienced members should sit next to a new member assigned to AH Counter for the first time so that they learn that it's okay to ring the bell.
- Encourage members to gently tap glasses when an "Um" or "Ah" is heard.
- Once a participant receives five or so bell rings, you may elect to stop ringing the bell for the duration of their presentation so they can focus on their content.
- Keep a count of how many "AH's" were used by each member and report them when called upon near the end of the meeting.

PEARL PERCEIVER (PP)

The Pearl Perceiver keeps track of interesting quotes, homilies and clever sayings used during the course of the meeting.

AT THE MEETING:

- Keep written report of "pearls" and give oral report when called upon by the Chief Evaluator.
- Be discriminating—do not recognize common or overused phrases.
- Be prepared to deliver the pearls you've documented.
- Be considerate of time by only offering what you feel are the top 5 to 7 pearls.

THOUGHT OF THE DAY (TD)

The cub president calls for the Thought of the Day at the beginning of each meeting. The thought may or may not be tied to the theme of the day but should be approximately 1 minute or less in length.

AT THE MEETING:

- Be prepared to be called upon for the first opening thought after the pledge.
- Deliver your thought from memory rather than reading it.
- Be considerate of time. Thoughts should be 1 minute or less.

JOKE MASTER (JM)

The Jokemaster will present a joke when called upon by the Toastmaster at the end of the meeting.

AT THE MEETING:

- Be sensitive to subject matter.
- If you're not sure it's in good taste, use a different joke.
- Joke should be memorized and "delivered," NEVER read.
- Be considerate of time. This is not an opportunity to make a speech.

NEW MEMBER MENTOR RESPONSIBILITIES

Our New Member Mentoring system (otherwise known as Mentoring) is an important reason why our new members excel so quickly. A mentor is assigned to each new member or transfer from another club prior to the new member's induction into the Club. The VP of Membership assigns the mentor to the new member, preferably during his/her induction into the club. The VP of Membership works with the new member and the mentor to ensure a smooth transition into club membership and a successful start to the member's Toastmaster's Career.

As a new member, you can have the confidence that your assigned mentor wants to help you. Never feel like you are being intrusive by wanting to have questions answered by your coach. In addition, every member of our club is willing to help you in any way we can so feel free to ask questions of any of us.

ROLES OF A MENTOR INCLUDES:

- Introduce the new member to the George Sutton Club Manual and the duties of each role.
- Assure that the VP of Education promptly schedules the new member for the Ice Breaker speech.
- Assist the new member in obtaining educational materials.
- Explain Competent Communicator manual and Leadership manual and evaluation system.
- Offer to help the new member prepare for the first few speeches.
- Assist the new member in preparation and completion of his/her first time as Toastmaster, Table Topics Master and Chief Evaluator. It's a good idea for the mentor and the new member to sit together for at least the first time these major roles are performed.
- Monitor new member's attendance and follow up if meetings are missed.
- Make the new member feel welcome.
- Be available to provide help and advice as needed.

NOTE: A more detailed list of steps has been provided for new mentors at the end of this document.

CLUB OFFICER PROGRAM

A critical element to the success of our club is the Club Officer Program. Serving as an officer also provides a unique forum for club members to experience various leadership roles and work together as a team to accomplish goals for the club. The time commitment is small, generally 60-90 minutes per month at an officers meeting and depending on your role some additional time may be required.

Officers are nominated and elected by club members every six months to assume terms of office between January and June and then July through December. First-time officers are encouraged to seek nomination for lesser duties at first such as Secretary, VP PR, or SAA before taking on major roles as VP of Education, Membership and of course, President.

Each officer is expected to attend occasional officer meetings that are typically held on a weeknight or after a Thursday Toastmasters meeting. First-time officers are strongly encouraged to attend Toastmasters Leadership Institute (TLI), which offers free training courses for how to perform specific officer functions.

The following gives a summarized description of our club officer structure. It is our hope that you will gain interest in serving your club as an officer in the future.

President - Serves as the Club's chief executive officer, responsible for general supervision and operation of the club including the development of short-term and long-term goals. Also kicks-off and ends each meeting. It is not mandatory, but suggested, that members should serve as VP ED and VP Membership before seeking presidential nomination.

VP Education - Creates monthly schedule. Sends out reminder emails asking for members excused absences for the upcoming month. Has the schedule completed and emailed to the group prior to the last meeting of the current month. After the schedule is published all duty assignments that need changing are the member's responsibility to find a replacement. Uses scheduled speech time to offer educational speeches to club, such as promoting Advanced Manuals, the Competent Leadership Manual or levels and tracks offered by Toastmasters International. Hosts the spring or fall contest for the club by following contest guidelines and lining up participants.

VP Membership - Informs guests what is involved with becoming a member including dues and responsibilities. Encourages guests to join and takes them through the sign-up process. Coordinates with the Treasurer to get dues to TI and get them entered into the TI website. Formally inducts new members and assigns them to a mentor prior to inducting prospective members into the Club. They prepare mentoring information for Club mentors, train new mentors, and track the progress of mentors throughout the mentoring process.

VP Public Relations – Advertises and attracts guests coming to the club by promoting our weekly meetings. Responsible for updating any ongoing newspaper ads (often the Aurora Sentential) and the TI and GSTM websites to have correct contact information available. Solicits outside of area and to businesses to invite new potential members to meetings.

Secretary - Coordinates club records and reports incoming officers to Toastmasters International upon his or her last month of the term of office. Takes minutes and keeps a record of the minutes for all Officers' meetings. Provides a copy of the minutes through email or hard copy to all members after each Officer's meeting.

Treasurer – Takes over the checkbook and has control of Club funds. The current Treasurer and the past Treasurer are signers on all bank accounts. The incoming and outgoing Treasurer need to go into a First Bank and sign the paperwork needed to add the new treasurer to the account. Responsible for processing member dues and sending money to TI s well as purchasing club supplies such as ribbon, pens, contest gifts, et.

A monthly Treasurer's report must be submitted in writing by email to club members. Reports should be out **before** the 1st meeting of the following month. 'An oral Treasurer's report is also given at the start of the 1st meeting of the month.

Sergeant-at-Arms - The SAA sets up the room before the meeting and "tears-down" at the end. This requires the SAA arriving 15 minutes prior to the scheduled meeting to retrieve the flag from the back room and carry the lectern to the front of the meeting room. The SAA also sets up the timers lights and makes sure the stop watch works, it is kept in the timer box for storage. In addition they pass out the speaker evaluation and voting sheets or note pads and sets up the lectern with trophies and ribbons at the front of the room.

The SAA welcomes each guest and member as they arrive and officially starts the meeting at 11:30 by introducing the President and turning the meeting over to him or her. Typically, the SAA will be responsible for inventory of ribbons, trophies, evaluation and voting pads, and all contents of the lectern, including club manuals. If an order is needed, he or she coordinates with the Treasurer to order and pay for the supplies.

Immediate Past President – The role of the immediate past president is to work with the current president and president-elect to assure a smooth transition of the incoming officer team. On the first meeting day that the new officers are to assume command, the IPP performs a brief ceremony to "release" current officers of their duty and "swear-in" the new officers.

TOASTMASTERS CONTESTS

Toastmasters clubs offer a unique forum for practicing public speaking skills in front of a group. Toastmasters contests are designed to provide additional challenge available to all members twice every year. Club contest winners advance to Area contests, Area winners advance to Division contests and Division winners advance to District contests. In addition, winners of the District International Speech Contest go on to compete at semi-finals contest at the annual Toastmasters International Convention where the winners advance to compete in the finals.

Spring Contest: The International Speech and Table Topics contests begin in late January. Prior to the contest, a sign-up sheet is passed around allowing up to five contestants in each category. The only requirement is in the Speech contest where a member must have completed six manual speeches before entering. The speech you deliver in the speech contest can be considered your 6th manual speech. Several club members and a few district officer dignitaries are assigned as judges who cast votes for the best presenters.

The Table Topics Contest is conducted first where all contestants are escorted out of the room. One by one, contestants are brought back into the room to respond to the same Table Topic as the previous person.

The International Speech Contest is then conducted where participants deliver a 5-7 minute speech on the subject of their choice. Winning speeches are typically entertaining and motivating.

Fall Contest: The Humorous Speech and Evaluation contests begin in late August or September. A test speaker is invited from another club to give a 5-7 minute speech. Evaluation Contest participants are escorted out of the room and then brought back individually to give their evaluation of the speech given by the Test Speaker. Judges complete ballot forms to vote for best evaluator and best speaker.

The Humorous Speech Contest offers speakers an opportunity to challenge themselves to deliver a humorous talk. Subject matter is up to the contestant and length is 5-7 minutes. There is no requirement of membership time or speeches completed to participate in this contest; you must be a paid member of the club in good standing to compete.

Toastmasters contests offer a unique challenge and opportunity to gain speaking experience outside the comfortable walls of our club. Many have claimed participation in Toastmasters contests as the secret behind helping them close more sales in a competitive business environment and overcoming fear of speaking.

STANDING CLUB RULES

MISSION:

The mission of the George Sutton Toastmaster Club (Club) is to provide a friendly, enjoyable, structured, and disciplined environment in which every member has the opportunity to develop communication, leadership, and social skills which in turn enhance personal and professional growth.

GOVERNANCE:

The Club Bylaws, the George Sutton Club Manual, the Toastmasters International Club Constitution and Roberts's Rules of Order govern the conduct of Club business, regular duties, and meeting procedures. In the event that a conflict arises among any two or more of the above, the Toastmasters International Club Constitution shall govern. In the event of a conflict between two of or more of the above (except the Toastmasters International Club Constitution), the Club Bylaws shall govern. In the event of a conflict between the George Sutton Club Manual and Robert's Rules of Order should arise, the George Sutton bylaws shall govern. Officers are encouraged to have meaningful dialogue and strive for consensus on major issues.

The Club President and Secretary shall keep a copy of the Club Constitution and Bylaws. The Club Secretary shall also keep a copy of the rules and bylaws of Toastmasters International and the George Sutton Club manual. A copy of Robert's Rules of Order shall be kept with the Club's meeting materials for reference.

MEETING TIMES AND LOCATION:

Club meetings are every Thursday (except holidays or as decided by the Club from time to time) from 11:30 a.m. until 1:00 p.m. at a suitable location in Aurora, Colorado. The location of Club meetings is to be recommended by the Executive Committee and ratified by the Club membership.

MEMBERSHIP:

Membership in George Sutton Toastmasters Club is considered a privilege. Members must be 18 years or older and remain current with Club and Toastmaster International dues and shall be listed on the monthly schedule.

Club capacity is 31 active members plus honored members. There are four categories of membership: active, inactive, involuntary inactive, and honored.

Active member: A member who regularly participates in the Club's weekly meetings and is placed on Club schedule for participation in meetings. If a member is unable to perform his/her scheduled duty, it is his/her responsibility to find a replacement in a timely manner.

Inactive member: A member who anticipates an absence of more than four weeks may request voluntary inactive status and is encouraged to voluntarily request inactive status to the VP of Education. These members will, as inactive members, be noted on the Club schedule as Inactive Members. Voluntary inactive members may attend and participate as substitutes in Club meetings should they be able to attend a meeting during the period in which they are inactive. Voluntary inactive members may be reinstated immediately upon request unless the Club is at active member capacity.

Should the Club be at capacity, the inactive member will be placed at the top of the waiting list for reinstatement once the capacity has become less than 31 active members.

Involuntary inactive member: A member whose actions disrupt the positive and supportive environment of the Club may be designated an involuntary inactive member at the discretion of the Executive Committee. This member will be removed from the active schedule of Club duties until the situation leading to involuntary inactive status is resolved. The Club will follow the procedure for reinstatement or termination of membership as written in the Toastmaster International President's manual.

Involuntary Removal Procedures:

A member whose actions disrupt the positive and supportive environment of the Club, repeatedly shows-up late or "no-shows" without finding role replacement or one who does not support the attendance requirements as noted below, may be asked to leave the Club. The process for involuntary removal of a member will be in accordance with the Toastmasters International President's Manual for termination of membership at the club level. In brief, the involuntary removal procedure is as follows:

1. Private discussion with the member.
2. Attempt to resolve the issue(s) with the member.
3. Request that the member resign.
4. Recommendation to the Club by a majority vote of the Executive Committee that the member be terminated.
5. Written notice to the member of proposed termination.
6. Opportunity for member to respond.
7. Notice to the Club membership of date the termination vote will be held by the Club members.
8. Affirmative vote to terminate the member by two-thirds of a quorum of the Club's membership.

Honored Members: Honored membership may be conferred upon a member in recognition of exemplary service to the Club. Honored members must receive a majority vote of members in attendance at the meeting in which the vote is taken. The meeting at which the vote is taken must be announced at least two weeks prior to the vote. An honored member has the privilege of becoming a voluntary inactive member. An honored voluntary inactive member may return to full active membership upon his/her request without regard to the membership capacity. An honored member must maintain good standing with the Club and Toastmasters International.

Honored members are:

<u>Honored Member</u>	<u>Date Honored</u>
Mr. William Strunk	May 8, 2003

CLUB AWARDS AND RECOGNITION:

In order to foster camaraderie and recognize member accomplishments, the Club will purchase and formally present at a regularly scheduled meeting Toastmaster achievement recognition pins for each Communication and Leadership award achieved by active members.

RESIGNATION OF MEMBERSHIP:

Members who do not renew their dues to Toastmasters International and the Club will be considered as resigned. Members who choose to resign should “do the right thing” and find role replacements for the rest of the month on the schedule prior to leaving and let all club officers know of the coming departure.

RETURNING TO CLUB MEMBERSHIP:

Sometimes members leave the club and return at a later date when their situation improves. We are very welcoming of past members returning. If the return occurs within the same payment period as their resignation, there will often be no charge for the member’s return. Reinstatement of club and Toastmasters International dues will be assessed at the time of the member’s return.

A returning Toastmaster never loses rank or stature of accomplishments with Toastmasters International. For example, if you reached Competent Communicator a couple of years ago, you will be re-inducted into the club at the CC level and you can move forward from there with your education goals.

Returning members are usually asked to provide an ice breaker speech so that the new membership can learn more about you and your renewed Toastmasters goals.

ATTENDANCE:

Regular attendance is a requirement of Club membership. Regular attendance is defined as attending every club meeting as practicable.

Chronic absenteeism is defined as four or more consecutive absences. Chronic absenteeism or absences without advance notice may result in a member being placed on involuntary inactive status.

DUES:

- Club dues are determined by a majority vote of the Club and the requirements of Toastmasters International. Dues are collected in two increments, in March and September. Membership dues are as follows:
- Club dues are \$12.00 per year and shall be prorated to the month of each dues period for members joining or paying at times other than at the beginning of each dues period.
- New Club members shall also pay \$20.00 as a one-time cost for the new member materials/manuals.
- New and former members reinstated in the Club shall pay \$6.00 as a onetime Club initiation fee.
- Toastmasters International dues are \$54 per year and shall be prorated to the month of each dues period for members joining or paying at times other than at the beginning of each dues period. TI dues are paid twice a year.

NEW MEMBER ADMISSION PROCESS:

Prospective members are allowed (but under no obligation) to join upon attending their first meeting. A paper application and club dues payment in the form of cash or a check addressed to George Sutton Toastmasters club will be required before formal induction ceremony takes place. Club members have the responsibility to get to know the prospective member as well as they can before the visitor is formally inducted as a new member. Should a member object to a candidate, the member is encouraged to discuss his/her objections with the club president prior to the induction ceremony.

ELECTION OF OFFICERS:

Executive Committee officers shall be officially nominated and elected at the first meetings of November and May of each calendar year. The term of office shall begin January 1 through June 30, and July 1 through December 31.

The Executive Committee shall meet monthly at the call of the President at a location to be determined by the Executive Committee.

ICE BREAKER

The Ice Breaker speech is your 5-7 minutes to introduce yourself to the club by showcasing your history, challenges, joys, and—especially—why you joined the club. You may have received your first Toastmasters manual during your induction as a new member. If not, it will be arriving shortly by mail. Until then, please visit the following website address to print your copy of your first objective: The Ice Breaker speech.



PROJECT 1

THE ICE BREAKER

EXECUTIVE SUMMARY:

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

OBJECTIVES:

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

Time: Four to six minutes typically (**In George Sutton Toastmasters Club: 5-7 minutes**)

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

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

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

[Note: At the George Sutton Club, we really do want to know about you! So, tell us about where you're from, family, your profession...and, most importantly **WHY** you're joining Toastmasters.]

OPENING, BODY, AND CONCLUSION

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

A memorized beginning and ending enable you to start and finish your talk with confidence and ease. In any speech, it's best to select a few main points (three or four at the most) and emphasize them by using examples, stories, or anecdotes. If you merely state a fact and then continue, most of your audience will miss the point. You should make a point, say it again in different words, illustrate the point, and then state it once more in order to be clearly understood. This is a good skill to learn. Choose your points and illustrations carefully. Too much information may overwhelm the audience.

If you think you will need notes, write a brief speech outline on note cards, which you can place on the lectern. Refer to them only when you need them. Remember, you're speaking, not reading. Many speakers begin by writing out an entire speech, then breaking it into parts, with a key word for each part, and finally writing just the key words on one note card.

PREPARING YOURSELF

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

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

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

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

PRESENTING YOUR TALK

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

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

While speaking, make eye contact with various members of the audience, first looking directly at one person for a few seconds, then looking at another, so people feel included in your talk. As you do this, glance periodically at the timer. If the red light comes on while you're talking, move smoothly to your conclusion and finish quickly. Observe time limits whenever you speak.

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

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

YOUR EVALUATION

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

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

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

SPEAKER'S CHECKLIST

- Reply to Toastmaster of the week's request of confirmation that you will be present on your scheduled date to speak. [Specific to George Sutton Club]
- Provide speech title, objective (The Ice Breaker), manual (Competent Communicator) and time (5-7 minutes) to the Toastmaster of the week by email at least the day before the Toastmasters meeting. [Specific to George Sutton Club]
- Create written introduction for your speech, which will be read by the Toastmaster of the week. Be sure to print your introduction and bring it with you on meeting day! [Specific to George Sutton Club]
- Bring your Competent Communicator manual to the meeting whenever you are scheduled to speak.
- Review your presentation with your mentor.
- Reply to your scheduled evaluator's request to discuss what he or she would like you to look for in your speech. This communication usually happens by email or phone either the morning of the meeting or the day/night before. [Specific to George Sutton Club]
- Give the evaluator your manual before you speak, so he or she can make written - comments on your performance.
- Have the vice president education initial the Project Completion Record after you - complete each project. This will give you credit toward your Competent Communicator award.
- Don't be discouraged if your evaluator misunderstood your point. Evaluators have varying degrees of experience in speaking, and evaluation is a learn-by-doing skill, just as speaking is.
- If you have not already done so, read *Effective Evaluation* (Item 202). It will help you understand how to get the most out of the Toastmasters program.

TWO MORE POINTERS

- A memorized beginning and ending enable you to start and finish your talk with confidence and ease.
- Don't be afraid of the audience. Think of them as friends who want you to succeed and are eager to help you.

EVALUATION GUIDE FOR **THE ICE BREAKER**

Title _____

Evaluator _____ Date _____

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

What strong points does the speaker already have?

How well did the audience get to know the speaker?

Did the speech reflect adequate preparation?

Did the speaker talk clearly and audibly?

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

Please comment on the speaker's use of notes.

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

What did you like about the presentation?

Toastmasters Mentoring Step List

by Marty Dickinson

The secret sauce behind any successful Toastmasters club is a quality mentoring program for new members. Good mentoring programs require dedicated mentors and mentees willing to be coached. All club mentors should follow the same pattern of instruction and guidance to integrate new members into the Toastmasters program.

Mentors: Use this checklist as new members are introduced to the club.

Mentees: Use this list to assure yourself that your mentor is covering all the bases.

Before the New Member Induction Meeting

- Approach mentee and notify him or her that you are his or her assigned mentor.
- Sit next to your mentee so that later you can provide instruction during meeting (table topics, lights, ah bell).
- Ask mentee if he or she can stay after the meeting for about 20 minutes to talk with you.
- Verify with VP Membership if club manual, CC manual (or copy of just the ice breaker), current month's assignment schedule, and Toastmasters member pin is available to be given to member upon induction.

Immediately After New Member Induction Meeting

Meet in person directly after the meeting and discuss the following:

Ask the mentee:

- What is your main goal with joining Toastmasters?
- Have been a member of another Toastmasters?
- What will be your greatest challenge as a new member?
- How will communication and leadership skills help your career?
- Phone, email address exchange

Describe for the mentee:

- Importance and commitment of attending EVERY meeting (I like to say “If you schedule your whole week around Thursday Toastmasters, you'll be at every meeting and only miss a few meetings over the course of a year. If you go into it figuring you're going to miss a few days here and there, you'll wind up missing a whole lot more!”)
- Importance of role ownership.
- How to get a replacement for your assigned roll and why this is so critical to club
- How roles are scheduled and the sequence a new member will be scheduled
- Importance of communication by email
- Importance of “staying within time” for roles performed
- Importance of working through the CC manual without deviating
- The Ice Breaker:
 - What is an Ice Breaker speech?
 - How long should it be (5-7 minutes)
 - That we as a club WANT to know their history, if they're married, kids, and stories—but most importantly why they've joined Toastmasters
 - Speech title
 - How (and when) to submit speech title, timing, objective to Toastmaster by email
 - What is a speech introduction and how do we prepare them for our club?

DO for the mentee:

- Determine (based on the questions above) if the mentee is ready to give the ice breaker at the next meeting or at least the next week or two after
- Contact VP Education and get the ice breaker scheduled ASAP
- If schedule is full, send email to all members asking that they come to you first if they are scheduled for a speech and need to find a replacement
- Coordinate scheduling for upcoming three months with VP Education so that new member does not get scheduled for roles in the wrong order (example: A

new member should never be scheduled as Chief Evaluator before serving as Evaluator and/or Toastmaster)

- ❑ If a meeting directly following the Toastmasters club event is not possible, schedule a separate meeting at a public location to be held within the next few days.
- ❑ If an in-person meeting is not possible at all, only then resort to a phone call to kick off your mentorship.

Week 1-8

- ❑ Mentors should make the special effort to adjust their busy schedules so that they can attend (at least) the first four meetings with their mentee. Sit next to your mentee for the first few meetings so you can guide him or her through the fulfillment of smaller roles such as timer, ah counter, grammarian, joke of the day, thought of the day, and pearl perceiver.
- ❑ Hand-hold the mentee through the ice breaker preparation. Include speech formatting, the fact that we allow 5-7 minutes instead of what's in the manual as 4-6, the fact that we as a club want to know who they are and why they've joined TM, the fact that using notes is okay, standing behind the lectern is okay, and how to write a captivating introduction to be given to the Toastmaster. The most nerve rattling speech a new Toastmaster will ever give is the ice breaker. Provide the extra attention you wish you would have been given by a quality mentor when you joined.
- ❑ Be available if your mentee would like to give a “dry-run” of the ice breaker speech to you. Offer your suggestions for improvement.
- ❑ Review the schedule every Friday after each Thursday meeting so you know what role your mentee is scheduled for the next meeting. “Call” your mentee on the phone to discuss each larger role individually. Email is fine for smaller roles. Discuss only one role at a time or you'll just be duplicating efforts later.
- ❑ Call the mentee in advance of the day of their assigned duty to go over what they will be expected to do. Sit next to the mentee every meeting until that person has completed every main role...especially when they are the timer, evaluating for the first time, assembling and delivering table topics, Toastmaster of the day of course, and finally CE.

- ❑ Don't wait for the mentee to come to the mentor. A good mentor anticipates that the mentee does not know how to even begin to fulfill a new role they have not yet experienced.
- ❑ Instruct the mentee to "be creative" but within boundaries. New speakers must develop skills using the proven Toastmasters format and program before branching out on their own too far.
- ❑ Inspire the mentee to follow the program by using every speaking opportunity to move through the CC manual in the sequence the speech objectives were provided. Discourage "non-manual" speeches and disallow "advanced manual" speeches until after the CC requirements are fulfilled.
- ❑ Reinforce the importance of staying within time for all roles—especially speeches.
- ❑ Invite the mentee to come to you first if there is a personality dispute with another member.
- ❑ Provide your own individual evaluation for every role your mentee performs. Strong mentors develop lasting relationships with their mentees and mentees turn first to their mentors for approval, praise, and constructive suggestions.