

# George Sutton Toastmasters Club Manual



**Revised November, 2018**

Club: 3942

Area: D-7

Division: Denver

District: 26

# Welcome!



Welcome to the George Sutton Toastmasters Club. We are excited that you have joined our club and congratulations on taking this important step toward self-improvement. This club manual has been assembled so that you can easily and quickly become familiar with how our club operates and the various roles and responsibilities you will experience throughout your membership.

If you have just recently joined our club, and are new to the Toastmasters program, **you will receive a welcome email from Toastmasters International within the first month** of your membership. Be on the lookout for this email, because it will contain an important link for you to login to the Toastmasters educational program and curriculum called Pathways. Refer to the section on **Activating Your Pathways Path** later in this guide.

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## Part I: Club Information

***Club History:*** The George Sutton Toastmasters Club was founded in Aurora, Colorado in 1979, by the late William Strunk. 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 has 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.

### ***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.

### ***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 TYPES:***

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 three categories of membership: active, inactive, and involuntary inactive.

**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.

***ATTENDANCE EXPECTATIONS:***

To truly maximize your own self-improvement, we expect every member to attend every meeting. Of course, absences are expected due to illness and travel. But, we encourage you to build your entire week around the Thursday meetings. 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. 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.

***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 and plan your day in advance so that you can stay for the duration of the meeting. If you scheduled to be the Toastmaster, Table Topics Master or Chief Evaluator, please be present 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.

***MEMBER PROFESSIONALISM:***

The George Sutton Toastmasters club is a professional club. We expect our members to conduct themselves in a professional manner. Here are some specific areas of professionalism to adhere to:

- **Timing** – Eventually, everyone goes over time once in a while. However, blatant disregard for timing limits is considered unprofessional and will not be tolerated. A warning will be cited for misconduct related to timing and then continued offenses can justify cause for immediate exclusion from the club. For example, speaking for 14 minutes when the speech objective only called for 7 minutes.
- **Privacy** – You will be provided with phone numbers and email addresses of our membership. Sharing of contact information outside the club is prohibited and is justified cause for immediate exclusion from the club.
- **Harassment** – Stalking, crowding, threatening, or making unwanted advances toward members is a crime, let alone extremely unprofessional, and is justified cause for immediate exclusion from the club.

***MEMBER 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 paid every six months (October and April) 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 paid every six months (October and April) 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 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.

### ***NEW MEMBER MENTORING PROGRAM OVERVIEW***

Our New Member Mentoring Program 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 (or immediately after) 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 Toastmasters experience. 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 mentor. 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 INCLUDE:***

- Introduce the new member to the 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 getting started with The Pathways Experience.
- Explain the Pathways program and evaluation system. All new members must work through the Pathways program because legacy manuals are no longer for sale through Toastmasters International.
- 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. Sitting together is a good idea 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.]

## ***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 eligible members once per year. Club contest winners advance to compete in the Area contest with other winners of four to six other club contests. Area winners advance to the Division. Division winners advance to the District, which covers all of Colorado, Wyoming, and western Nebraska. Winners of the International Speech Contest at the District level advance to the World Championship of Public Speaking held the Toastmasters International annual conference in August.

**Spring Contest:** The International Speech and Table Topics contests begin at the club level in late January or February. 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 speeches from the Competent Communicator manual **OR two levels of a Pathways path** before competing. The speech you deliver in the speech contest can be considered your 6<sup>th</sup> speech or Pathways path completion speech. Several club members and a few district officer dignitaries are assigned as judges and contest facilitators 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.

### ***ELECTION OF CLUB OFFICERS:***

Executive Committee officers shall be officially nominated and elected at the first meeting no later than May 31<sup>st</sup> of each year. Club officers commit to serve a year term, but appointments often occur throughout the year when officer members need to terminate their club membership. The term of office shall begin July 1 through June 30.

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



## ***CLUB OFFICER PROGRAM***

A critical component 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 speeches, the Pathways program or levels and tracks offered by Toastmasters International. Hosts the spring 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** - Reaches out to the community to attract visitors to the club by encouraging current members to tell people they know about the club, make personal visits to surrounding businesses, and works with the club webmaster to assure web marketing efforts are continuing.

**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 as 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. 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.

**Club Webmaster** – Although not an official Toastmasters officer role, our club website, Meetup group, Facebook page, and domain name are managed by Marty Dickinson. Contact Marty if you would like to help.

***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.

### ***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 replacements or one who does not support the attendance requirements as noted earlier, 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.

### ***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. Club officers resigning from membership should attempt to remain an active member for the duration of their officer term.

### ***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 should provide an Ice Breaker speech so that the new membership can learn more about you and your Toastmasters goals.

## PART II: THE CURRICULUM

### ***INTRODUCTION TO PATHWAYS***

Over the years, Toastmasters has developed a speaking skills and leadership curriculum. For 80 years, this curriculum has been made available to its members in printed form, consisting of more than 20 specialized printed manuals. In March, 2018, Toastmasters modernized the curriculum, gave it the name, *The Pathways Experience*, and transitioned to a web-based model of distribution for all of their educational materials. Printed manuals are no longer available for purchase. Printed Pathways objectives will be available for purchase in the near future. Here is a list of all ten potential Pathways programs:

- |                            |                            |
|----------------------------|----------------------------|
| 1. Presentation Mastery    | 6. Strategic Relationships |
| 2. Motivational Strategies | 7. Dynamic Leadership      |
| 3. Leadership Development  | 8. Persuasive Influence    |
| 4. Innovative Planning     | 9. Effective Coaching      |
| 5. Visionary Communication | 10. Team Collaboration     |

### ***ACTIVATING YOUR PATHWAYS EXPERIENCE:***

Expect an email from Toastmasters International a couple of weeks after joining our club. A link within the email will take you to the Pathways login page where you will complete a short form to establish your password. Once inside, you will be asked to take an online questionnaire to help you select the Pathway that is most fitting for your needs at this time. At the end of the questionnaire, three of ten Pathways will be displayed for you as your most relevant paths to pursue. Choose one and follow the steps.

### ***RECOMMENDED PATHWAY FOR NEW SPEAKERS***

If you are new to public speaking, are overly nervous about giving speeches, or are an experienced speaker wanting to focus on specific speaking skills basics, we recommend choosing the **Presentation Mastery** path. You may need to “game” the questionnaire a bit to assure the Presentation Mastery path appears as one of your preferred choices to select, but just keep choosing answers related to speaking and fear of speaking, and the path should appear for you to choose.

## ***YOUR FIRST SPEECH: THE ICE BREAKER***

No matter which Pathways path you choose, your first objective will be to deliver your first speech to the club, known as the “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.

What you will see below is from the Competent Communicator manual that used to be supplied by Toastmasters International before the Pathways program was activated. We feel it supplies an exceptional overview of the speech requirement as well as specific tips and techniques to help you assemble and deliver your first speech to the club.

You will probably be on the schedule to deliver your Ice Breaker before Toastmasters International sends your welcome email and invitation to enter the Pathways area. Start planning for your Ice Breaker today.

# 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 for now. 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]

- Consider these guidelines for writing a good speech introduction:  
<https://georgesuttontostmasters.com/blog/toastmasters-speech-introduction-format.html>
- Print your Pathways evaluation sheet for your particular objective and bring it to the meeting to give to your assigned evaluator.
- 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]
- Upload your evaluation sheet to your Pathways account so that you get credit for the speech toward your accomplishment 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.
- After your speech, you will receive several written notes by members. Take these notes back with you to your work or home and read them there instead of at the meeting. The positive remarks will energize you to get on with the day.

#### **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?

# PART III: THE MEETING AND ROLES

## ***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  
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  
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.

## **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, uplifting meeting and provide smooth transitions from one segment of the meeting to another. It is the Toastmaster's responsibility 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 speech 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 Pathways (or manual) name, 3) Time (Most are 5-7 minutes but advanced Pathways (or 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 Pathways (or 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, Pathways (or 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. Be creative! Or, use the premade Word template at [GeorgeSuttonToastmasters.com/resources](http://GeorgeSuttonToastmasters.com/resources)

### ***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.

### ***BEFORE THE MEETING:***

- Contact the Toastmaster of the Day and request to be told theme for the upcoming meeting where you are to be the Table Topics Master.
- Prepare at least 10 Table Topics questions and make them interesting and somewhat unexpected. When possible, coordinate the theme with the Toastmaster. Creating table topics in line with the theme is not mandatory, but is suggested, in order to provide a consistently flowing meeting.
- 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.
- Print four pieces of paper showcasing the word of the day in large print so that people at the back of the room will be able to read it. Include under the word of the day the pronunciation, description, and a sample sentence using the word.
- Notify the Toastmaster by email of the word of the day and supply him or her with the definition, pronunciation, and sample sentence so that all of the word of the day information can be displayed on 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.
- Do not rely on the monthly schedule to assign table topics participants because there are always substitutions by meeting day. Use the Agenda as printed by the Toastmaster as your starting point.
- As people arrive, add their name to a list on a piece of paper.
- Cross out the names of assigned speakers as they should not be called on so they keep their thoughts on their prepared speeches.
- Assign a "1" to those who have no duties. They will be called on first.
- Assign a "2" to those who have smaller roles. Call on them second.
- Assign a "3" to visiting Toastmasters, guests, and evaluators.
- Only call on Chief Evaluator and Toastmaster of the Day last and if there are few in attendance or only two 5-7 minute speeches on the agenda.

## Specific Order of Table Topics Participants

- |                               |                                   |
|-------------------------------|-----------------------------------|
| 1. Members with no assignment | 6. Grammarian                     |
| 2. Timer                      | 7. Jokemaster                     |
| 3. "Ah" Counter               | 8. Any visiting Toastmaster       |
| 4. Thought of the Day         | 9. Guests who wish to participate |
| 5. Pearl Perceiver            | 10. Evaluators                    |

## Leading the Table Topics Portion of the Meeting

1. Shake the hand of the Toastmaster of the Day when you are introduced.
2. When guests are present, announce what Table Topics are. For example: "Table Topics is our way of practicing extemporaneous speaking, thinking on our feet."
3. Tell why Table Topics are important to practice. For example: "At work, or even in relationships, you are called on to talk about a subject briefly where you had no prior preparation for the question. Here you get to practice your responses to subjects you were not prepared to talk about."
4. Explain the Table Topics process if first-time guests are present. For example: "Each member with no roles or minor roles will be asked to come to the front of the room one by one and respond to a question for 1-2 minutes."
5. Explain the Timing if first-time guests are present. For example: "To qualify for our weekly contest, you need to respond to the question for at least one minute where the green light will come on. The orange light will be activated at 1 minute, 30 seconds. The red light is turned on at 2 minutes and then you have 30 more seconds to wrap up your comments to avoid disqualification."
6. Describe use of the word of the day. For example: "To qualify for our weekly contest, the word of the day must be used once somewhere in your response to the table topic question. Announce the pronunciation, definition, and use the word in a sample sentence."
7. Introduce your first participant. For example: "Our first table topics participant today will be [Name]. Please help me welcome [Name]."
8. Lead the applause after you introduce each participant.
9. Shake hands with the participant and ask your question.
10. Leave the speaking area and sit nearby so that you can approach the front of the room quickly once the participant has completed his or her Table Topic.
11. When the participant has concluded, return to the front of the room, shake hands and call on your next participant.
12. When all table topics participants have concluded, ask the timer for a timer's report and the grammarian if all participants used the word of the day in their responses.
13. Ask all meeting attendees to cast their vote for who they felt delivered the best Table Topic response and have them hold on to their votes to be passed to the Sergeant-at-Arms for counting later in the meeting.
14. Invite the Toastmaster back to the front of the room to continue the meeting. Note: The proper way to say this is, "Now I will **return control** of the meeting to our Toastmaster. Please help me welcome [Name]."

## Tips for a Successful Table Topics Portion of the Meeting

- Table Topics is one of the most unselfish roles to serve in the club. Your job is to get as many people in the room up to the front of the room as possible within a short period of about 20 minutes. Being Table Topics Master is NOT your opportunity to give a speech and doing so only takes away from giving audience attendees the opportunity to practice their speaking skills. Think of Table Topics Master as being a role of service and facilitation rather than a speaking opportunity and you will be on your way to leading a great TT session.
- Get into and through the description of Table Topics quickly when guests are present. You want them to be informed but only with a brief overview rather than sharing stories about how Table Topics has helped you personally.
- Try memorizing your Table Topics instead of reading them.
- Keep your questions short so that participants can easily understand what they are supposed to respond to.
- Create easy Table Topics for newer members and slightly more challenging questions for senior members.
- No topic should be so difficult that it cannot be answered. You are there to give participants speaking practice not bury them into submission so that they cannot respond at all. Requiring improv-style “act-out” scenes, singing, and unfamiliar foreign accents to be used in responses often cause novice speakers to freeze, for example.
- Avoid topic ideas that go beyond the normal scope of speech delivery such as miming a response without spoken words.
- You are free to be creative! But, refrain from creativity that wastes time or adds confusion. For example, some TT members will ask the respondent to “Pick a number from one to ten.” Creative, maybe. Adds to the TT section of the meeting or the respondents’ experience, no.
- Remind each participant to use the Word of the Day after you ask each question.
- End your Table Topics questions based on total prepared speeches length. For example, end no later than 12:05 if there are three 5-7 minute speeches, 12:00 if there is one speech 8-10 minutes in length, and 11:55 if there is one speech 12-14 minutes in length or two 8-10 minute speeches.
- If a guest walks into the meeting late, wait for your current topic respondent to finish and then ask the guest to introduce himself or herself to the group. Describe to the guest where in the agenda the meeting is at and explain you are conducting the Table Topics portion.
- 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 giving control of the floor to an evaluator, sit in a chair near or at the front of the room so you can quickly and easily return to the speaking area to call for the next evaluator.
- 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 the 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, style, content development and use of content, rather than debating the actual views that were presented. However, if you feel content presented 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 Pathways or manual objectives in order to provide relevant comments. If the Speaker is delivering a speech from a Toastmasters Pathways program (or manual), the specific goals for the Speaker are outlined in those objectives. The Speaker should attempt to meet those goals. For non-manual speeches, the Speakers' 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 Pathways (or manual) speech, discuss the objectives as outlined in that manual and ask the Speaker to bring the appropriate Pathways evaluation form (or 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 Pathways (or manual) speech, tell the audience what the 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 objective the Toastmasters member 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 Word of the Day in Table Topics.
- Misuse of words.
- Duplication of words. "I went to the...the store."
- Connecting sentences with And or So
- 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 Pathways (or manual) speech... unless specifically requested by the speaker.

### ***AT THE MEETING:***

- Don't be afraid to ring the bell!
- Hold your finger directly above the bell ringer so you can ring the bell as soon as you hear an "Um" or "Ah"
- Do not ring the bell for sentences with connecting "and" or "so," because the grammarian should keep track of these and include them in the grammarian's report.
- 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 written count of how many "AHs" and "Ums" 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.

### ***BEFORE THE MEETING:***

- Ask the Toastmaster for the upcoming meeting what the theme will be for the meeting. Delivering a thought of the day that is related to the theme is not mandatory, but it does add a bit of consistency to the meeting.
- Select a known quote or a phrase you have heard someone make and make note of the original source if there is one.
- Before or after you deliver the Thought of the Day, spend 10-30 seconds explaining the importance of this thought in your life.
- Challenge the audience to take action with your Thought of the Day.

### ***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. If your thought is too long to memorize, select a shorter thought to deliver.
- Be considerate of time. Thoughts should be 1 minute or less.

## **JOKEMASTER (JM)**

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

### ***BEFORE THE MEETING:***

- Contact the Toastmaster of the Day and ask what the theme of the meeting will be. Jokes delivered by the Jokemaster are not required to be related to the theme, but there is a bit of consistency if you can provide a related joke.
- Jokes can be made up or you are welcome to find a joke published on the internet or in a book. A link to a good jokes website is provided for you in the Resources tab of our website at [GeorgeSuttonToastmasters.com](http://GeorgeSuttonToastmasters.com).
- Consider preparing two jokes—one short and one long. You never know how long a Toastmasters meeting will go until all the speeches have concluded. The joke of the day is the last item on the agenda. So, you need to watch the clock and determine if there is time to deliver a longer joke or if you need to cut it short by providing a one liner to keep the meeting from going over time. By having two jokes ready to deliver, you can be best prepared.

### ***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. This is your chance to practice delivering a joke in a public setting. Don't shortchange yourself by reading it.
- Be considerate of time. This is not an opportunity to make a speech.



## Appendix 1: Toastmasters Mentoring Step List

The secret sauce behind any successful Toastmasters club is a quality mentoring program for new members. Good mentoring programs require dedicated mentors and mentors 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 the new member's application has been sent to Toastmasters International so that the Pathways welcome email can be expected soon.
- Verify with VP Education that this month's schedule has been sent by email to the new member.

### 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 club before?
- What will be your greatest challenge as a new member?
- How will communication and leadership skills help your career?
- What is your experience giving speeches or presentations?
- 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. Some new members are so nervous about giving their first speech that they will want to wait for a couple of months. As the mentor, don't let more than one month go by without the new member giving the Ice Breaker. Assure you will be with him or her every step of the way.
- 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.