

## Speak Easy Toastmasters Club Club # 1922, District 46

### CLUB HANDBOOK February 2001, Rev. May 2006

#### Acknowledgments

This handbook was prepared by Prokopis A. Christou. The handbook was based on club handbook prepared by Frank Vargo of the HECO Toastmasters club.

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### 1. Club Information

The Speak Easy Toastmasters Club is a chapter of Toastmaster International, Inc., an international non-profit organization.

**Name of club:** Speak Easy Toastmasters Club

**Club #:** 1922, District 46.

**Chartered:** 11/99.

**Type of organization:** Registered as a non-profit group with IRS.

**Membership type:** Open to the community.

**Dues:** Membership cost is composed of Toastmasters International dues and the club dues. (Note, dues change periodically. This information is current as of the date this document was updated.) Our club does not have club dues. Effective 10/1/05, the TI dues are \$27 every six months and the new member fee is \$20. TI's one time new member fee covers the costs of your manuals and booklets.

**Meetings:** Meetings take place on the first and third Thursday of each month, 12:30–1:30pm. The meeting place is the training room of Formosa Plastics Corporation, U.S.A. at 9 Peach Tree Hill Road, Livingston NJ, 07039. Attendees may eat their lunch while listening at the meeting.

**Club's web site:** <http://www27.brinkster.com/njtoastmasters/>

**Club library:** The club has a number of publications and videos for use by members. Contact the Club Secretary or the VP Education for more information.

**Club Checking Account:** The club maintains a checking account with Bank of America.

## 2. Member Responsibilities

### Program assignments

The Vice President Education (VPE) schedules assignments months in advance. Schedule revisions should be minimal. If you are unable to fulfill a program assignment, it is your responsibility to find a replacement and to notify the Toastmaster of the Day and the VPE of the change. To sign up for an upcoming agenda, contact the VP education.

### Meeting preparation

Prepare for your meeting assignment well in advance. Prepare for any business you may wish to discuss during the business portion of the meeting. Ask the President in advance to place your business on the agenda.

### New member mentors

The sponsor of a new member shall be his/her mentor unless otherwise assigned by the VPE. The mentor is available to help the new member get started in Toastmasters. He or she will answer questions about our club, help with the first few speeches, and encourage active participation in the Toastmasters program.

### Attendance

Members should always plan to attend meetings whether they have a program assignment or not. Once the schedule of assignments has been disseminated, you are responsible for finding a replacement to fill your program assignment.

### Dues

Toastmaster International dues are payable every six months in April and November. For new members, dues are prorated for the remaining of the six month period.

## 3. Program Participation

### General

As a member of Speak Easy Toastmasters Club, you are a participant at every meeting. Even when you don't have an assignment, you actively participate as a listener. Any time you have occasion to speak during the meeting, you should stand and begin by addressing the person presiding and the audience. Examples:

"Mr. President, fellow toastmasters,"

"Mr. Toastmaster, fellow toastmasters,"

"Madame Toastmaster, fellow toastmasters and guests,"

When you finish speaking at the podium, return control of the meeting to the person presiding. This can be done with a pause after your last words, and then acknowledging/looking at the presider while saying, "Mr. Toastmaster...". Since the podium should not remain unattended during a change in speakers, you should wait at the podium until the presider arrives, then shake hands and step down. Do not begin a speech or report with an apology or excuses, even if you are unprepared. Simply address your subject directly and do your best.

### **Business meetings**

The business meeting portion of the meeting is conducted by the club President or a presiding club officer. The majority of club business should be handled by committees. Meetings are conducted according to "Robert's Rules of Order." Following parliamentary procedure ensures an orderly, well controlled meeting. This procedure is used by most business, social and community organizations. This is a good opportunity to practice.

### **Toastmaster of the Day (TMOD)**

When you are assigned to be TMOD, you are responsible for the day's educational program. All participants have been pre-selected. Your duties before the meeting include:

1. Confirm each assignment with the participants and make sure they understand their duties.
2. Work with the Table Topic Master to select a theme for the meeting.
3. Get information from each participant to introduce them at the meeting.
4. Get speech title, manual number, purpose and time from each speaker.
5. Compose an agenda and make copies to be handed out at each meeting. In addition, the agenda should be sent out in advance to members either by e-mail or fax.

Your duties at the meeting start after the President introduces you:

1. Announce any agenda changes that may have occurred since the agenda was distributed.
2. Introduce the theme of the meeting to warm up the audience, if there is a theme.
3. Start the meeting, and introduce each person on the agenda as the meeting proceeds. Remain standing until the speaker has taken position and recognized you, then take your seat.
  - During introductions, announce each speech by title and speaker. Identify which project the speaker is presenting, and briefly describe the purpose of that project.
  - At the end of each presentation, lead the applause and offer a brief word of appreciation. Your function is to provide transition between presentations and maintain audience interest. Also, you are to ensure that the podium is always attended during the change in speakers.

4. If the agenda for the next meeting is incomplete, ask attendees to sign up for vacant assignments. Then turn control of the meeting to the club president.
5. Remember to preside with sincerity, energy and decisiveness. Keep the program on schedule. Don't let it drag.

### **Timekeeper**

Your job is to time the featured speakers, the table topic speakers and all of the speech evaluators. All the tools you need to carry out this job are contained in the timekeeper's kit kept by the Sergeant-at-Arms. You should obtain and inspect this kit in advance. The times should be recorded on the timekeeper's worksheet. Check the stop-watch before the start of the meeting to make sure it is working properly. During the meeting, display the colored signs to provide time warnings to each speaker and record the time in the worksheet.

### **Wordmaster/Grammarian/Um counter**

The Wordmaster selects the "word of the day" to help build members' vocabularies. The chosen word should be one that will have value for the members. The Wordmaster explains the word by giving the proper pronunciation, definition, spelling and an example of its use in a sentence. It is helpful to print the word on a large card and place it near the lectern where it can be easily seen. Each speaker at the meeting must use the word properly when they speak. In addition, the wordmaster should listen for grammatical errors and awkward usage of words and phrases. Don't nit-pick. Mention only those that are noticeable. Pay compliments that are deserved. As the Uh-Counter, the wordmaster is responsible for counting the word fillers used by each speaker.

### **Speaker**

The most important thing is to be prepared. Read your assignment in the manual and make sure you fulfill the educational objectives. Give your manual to your evaluator before the meeting. If you wish, you may ask your evaluator to watch for additional aspects of your presentation not included in the evaluation guide. When the TMOD begins to introduce you, approach the front of the room and be ready to accept the lectern as soon as the introduction is finished. At the end of your speech, return control to the TMOD. Don't leave the lectern until the TMOD returns.

### **Tabletopic Master**

The skills gained in Tabletopics will be useful in all kinds of situations where you must "think on your feet," including interviews, discussions, and seminars. Tabletopics has five goals as spelled out in various Toastmaster publications:

- To provide opportunities at every club meeting for a member to get on his feet and say something that will enhance his speaking experience.
- To help Toastmasters to learn to present their thoughts concisely and effectively.
- To help Toastmasters to learn to bring to bear in impromptu speaking all they know about a subject in terms of what listeners need to be told about it.
- To encourage cooperative thinking through group discussion and debate on pertinent issues.
- To encourage flexible thinking and adaptive speaking through constructive listening.

- Select topics that will carry out the meeting theme whenever possible. This should be easy since you helped set the theme. The subjects should be generally broad-based to encourage the participants to speak enthusiastically for two full minutes. As Topic Master, you can change the time requirements to meet the requirements of your theme. Be sure to adequately communicate changes to everybody, including the timer.

### **Tabletopic Speaker**

Do your best to address the subject given to you. You don't have to be serious about it. You don't even have to be accurate. Make something up if you feel like it. If you can't think of anything to say about the subject, be creative. The idea is to "talk on your feet" without preparation and without panicking. Saying something is better than saying nothing, even if you have to change the subject.

### **Speaker Evaluator**

Your goal as an evaluator is to provide your honest reaction to the speaker's presentation in a constructive manner. Before the meeting, read the purpose, objectives, and evaluation guide for the speech assignment you are to evaluate. The speaker should give you their manual before the meeting so that you can complete the written evaluation during the meeting.

Start your oral evaluation by explaining the objectives of the speech project very briefly. Then provide your evaluation within the time limit. It should always include encouraging comments. Always give the speaker one or two points of constructive criticism. Avoid a whitewash, but don't overdo the criticism either. There is no point in giving the speaker more than one or two critical suggestions.

If you feel the speaker has not accomplished the purpose of the assignment, you may recommend that the assignment be repeated. Never make this recommendation when a person is giving the "Ice Breaker" speech.

### **General Evaluator**

The general evaluator briefly evaluates the entire meeting in two minutes, but does not repeat what has already been evaluated. Do not go into too much detail in your general summing up.

## **4. Officers and Committees**

### **Officers**

The Officers of this Club shall be a Club President, a Vice President Education, a Vice President Membership, a Vice President Public Relations, a Club Secretary, a Club Treasurer (or a Club Secretary/Treasurer), a Sergeant at Arms, and the Immediate Past Club President.

Officers shall serve for terms of one (1) year, provided that if, and only if, this Club meets weekly throughout the year, this Club may provide in its Bylaws that Officers shall serve for half-year terms. The terms of Officers serving an annual term shall commence at 12:01 a.m. on July 1 and end on June 30 at midnight. The terms of

Officers serving a half-year term shall either commence at 12:01 a.m. on July 1 and end on December 31 at midnight, or commence at 12:01 a.m. on January 1 and end on June 30 at midnight.

### **Duties Of Officers**

Sec. 1. The Club President is the chief executive officer of this Club and is responsible for fulfilling the mission of this Club. The President presides at meetings of this Club and the Club Executive Committee; appoints all Committees; and has general supervision of the operation of this Club. The President shall be an ex officio member of all Committees of this Club except the Club Nominating Committee and shall serve as one of this Club's representatives on the Area and District Councils. The President shall transmit to this Club for its approval or disapproval all ideas and plans proposed by the Area and District Councils which may affect this Club or its individual members; and shall take no action binding upon this Club without either specific prior authorization or subsequent ratification by this Club.

Sec. 2. The Vice President Education is the second ranking Club Officer and is responsible for planning, organizing and directing a Club program which meets the educational needs of the individual members. The Vice President Education chairs the Education Committee. The Vice President Education also serves as one of this Club's representatives on the Area and District Councils and shall take no action binding upon this Club without either specific prior authorization or subsequent ratification by this Club.

Sec. 3. The Vice President Membership is the third ranking Club Officer and is responsible for planning, organizing and directing a program that ensures individual member retention and growth in Club individual membership. The Vice President Membership chairs the Membership Committee. The Vice President Membership serves as one of this Club's representatives on the Area Council and shall take no action binding upon this Club without either specific prior authorization or subsequent ratification by this Club.

Sec. 4. The Vice President Public Relations is the fourth ranking Club Officer and is responsible for developing and directing a publicity program that informs individual members and the general public about Toastmasters International. The Vice President Public Relations chairs the Public Relations Committee.

Sec. 5. The Club Secretary is responsible for Club records and correspondence. The Club Secretary has custody of the Club's Charter, Constitution, and Bylaws and all other records and documents of this Club; keeps an accurate record of the meetings and activities of this Club and of the Club Executive Committee; maintains an accurate and complete roster of individual members of this Club, including the address and status of each individual member; and transmits the same to the successor in office. The Club Secretary provides notices of meetings as required by this Constitution, and immediately notifies World Headquarters of Toastmasters International of any change in the roster of individual members.

Sec. 6. The Club Treasurer is responsible for Club financial policies, procedures, and controls. The Club Treasurer receives and disburses, with the approval of this Club, all

Club funds; pays to Toastmasters International all financial obligations of this Club as they come due; and keeps an accurate account of all transactions. The Club Treasurer shall make financial reports to this Club and to the Club Executive Committee quarterly and upon request, and shall transmit the accounts and all undistributed funds to the successor in office at the end of the Club Treasurer's term.

Sec. 7. The Sergeant at Arms is responsible for Club property management, meeting room preparation, and hospitality. The Sergeant at Arms chairs the Social and Reception Committee.

Sec. 8. The Immediate Past Club President provides advice and counsel as requested by the Club President.

Sec. 9. In the event the Club President and/or Vice President Education shall be unable to attend a meeting of the District Council, they shall certify the proxy credentials of the official representative or representatives of this Club attending said District Council meeting. Such representative(s) shall be active individual members of this Club.

Sec. 10. In addition to the duties stated in this Constitution, each of the Officers of this Club shall have such duties and responsibilities as may be provided in the Articles of Incorporation, Bylaws, District Administrative Bylaws, manuals, or other directives of Toastmasters International, or as may be assigned by this Club.

### **Committees**

Sec. 1. The Standing Committees of this Club shall be the Executive, Education, Membership, Public Relations, and Social and Reception Committees.

Sec. 2. The Club Executive Committee shall consist of the Officers of this Club named in this Constitution, with the Club President serving as the chairman.

Sec. 3. The Education Committee shall have charge of the general educational program of this Club. It shall prepare, or cause to be prepared, all program schedules of this Club and shall publish the assignments at least three (3) weeks in advance. This Committee shall assist in the utilization and interpretation of program and educational materials available from Toastmasters International. It shall arrange for the exchange of speakers and educational programs with other Clubs and encourage speaking engagements of individual members before non-Toastmasters groups.

Sec. 4. The Membership Committee shall consider all applications for individual membership and report thereon to this Club, and shall arrange for proper induction of all new individual members. This Committee shall be responsible for maintaining Club individual membership and attendance. It shall be the goal of this Committee to ensure that the individual membership of this Club is at all times at charter strength or better.

Sec. 5. The Public Relations Committee shall arrange the preparation and dissemination of news releases regarding this Club's activities and educational programs and shall also promote opportunities for community participation in

Toastmasters' learning programs. It shall also be responsible for all internal publications of this Club, including the Club newsletter.

Sec. 6. The Social and Reception Committee shall be responsible for all social functions of this Club and such other duties as may be assigned to it. It shall act as a reception committee at all meetings.

Sec. 7. In addition to the duties stated in this Constitution, each of the Committees of this Club shall have such duties and responsibilities as may be provided in the Articles of Incorporation, Bylaws, District Administrative Bylaws, manuals, or other directives of Toastmasters International, or as may be assigned by this Club.

### **Meetings**

Sec. 1. Regular meetings of the club of this club, which shall include any business meetings of active individual members, shall be held bimonthly (twice a month) at such hour and place as this club may designate.

Sec. 2. Special business meetings of this Club may be called by a majority vote of the active individual members present and voting at any regular meeting at which quorum is present, or by the Club President.

Sec. 3. The Executive Committee of this Club shall meet at least quarterly at such hours and places as it may determine.

# New Member Care Checklist

## Rev. 5/1/06

### President

- Formally introduce or induct new members within 2 months.
- Send email message to the club's email list with welcome message for new member within 2 weeks.
- Encourage members to participate in club-leadership responsibilities.
- Recognize member achievements.

### Vice President Education

- Orient new members and assign mentors within 1 month.
- Advise and support members in achieving personal development goals.
- Motivate new members to participate in meeting agendas and educational programs.
- Sign up new members for their ice-breaker speech within 2 months.

### Vice President Membership

- Greet guests, provide guest packages and encourage guests to come again and join.
- Write "thanks for visiting" email messages to guests within 1 week of attendance.
- Subscribe new members and guests who want to subscribe to the club's email list within 2 weeks.
- Conduct member satisfaction surveys and evaluations.

### Vice President Public Relations

- Introduce new members in next issue of the club's newsletter.

### Secretary/Treasurer

- Email contact info to all club officers with 1 week of a new member joining.
- Add new member's contact info the club's membership roster within 1 week of joining

### Mentor

- Call or meet with new member to explain meeting roles and responsibilities within 1 month.
- Offer to help the new member with speeches 1 through 3 and other meeting roles.
- Offer supportive one-on one feedback to the new member.

### New Member

- Get acquainted with the Toastmasters Educational System and roles and responsibilities for club meetings.
- Call or meet with mentor to and say hello, within one month. Contact mentor for questions about Toastmasters roles and programs.
- Seek feedback from mentor if help is needed with speeches.