

Mountain Toastmasters

Guest Packet



As Mountain Toastmasters' club members and officers, our ultimate purpose is to build and maintain a thriving and dynamic Toastmasters club, in which we mutually support members in attaining additional public speaking skills and techniques, and helping to promote both professional and personal development.

As such, it is our collective mission to encourage, support, and mentor members in their development, education, and advancement through the Toastmasters program. Additionally, our mission is to recruit new members and promote our club as a beneficial educational tool which builds, reinforces, and fosters personal and professional growth, particularly in the areas of communication, social, and leadership skills.

Table of Contents

- Mountain Toastmasters, Club 7992 3
 - When: 3
 - Where: 3
 - Contact Information: 3
- Welcome 4
- Toastmasters International..... 5
- Club Etiquette..... 6
- Cast of Characters 7
 - Presiding Officer: 7
 - Toastmaster of the Day:..... 7
 - Table Topics Master: 7
 - Speakers: 7
 - Time Keeper:..... 7
 - General Evaluator: 7
 - Evaluator: 7
 - Grammarian:..... 7
- Mountain Toastmasters Meeting Format 8
- Watch the Clock 9
- As a New Member of Mountain Toastmasters..... 10
 - Mentor..... 10
 - Materials for the New Member 10
 - The Competent Communication manual 10
 - The Competent Leadership manual..... 10
 - The Toastmaster* magazine 10
 - More Materials 10
- Frequently Asked Questions about Toastmasters 11
- The 10 Competent Communication Speeches..... 12
 - The Advanced Communication manuals..... 13
- How to Join 14
- Cost of Membership 15
- Toastmaster’s History 16

When and Where

Mountain Toastmasters, Club 7992

When: 2nd and 4th Monday of each month, beginning promptly at 7PM

Duration: 1.5 hours

Where: Senior Resource Center

5120 Highway 73, Evergreen

Contact Information:

For answers to any questions related to Mountain Toastmasters, please contact the VP of Membership, or any of the officers listed below.

<i>President</i>	<i>Michael Dietzenbach</i>	<i>(303) 638-9559</i>	Mdietzenbach@comcast.net
<i>VP Education</i>	<i>Deb West</i>	<i>(303) 816-9535</i>	debrajo83@yahoo.com
<i>VP of Membership/PR</i>	<i>Karen Durden</i>	<i>(720) 641-7229</i>	karen_durden@hotmail.com
<i>Treasurer</i>	<i>Terri Krue</i>	<i>(303) 838-2917</i>	tlk2057@yahoo.com
<i>Secretary</i>	<i>Ann Michelin</i>	<i>(303) 697-9677</i>	bmiquelon@gmail.com
<i>Sergeant-At-Arms</i>	<i>Rick Durden</i>	<i>(616) 901-6516</i>	rick.durden@hotmail.com

Welcome

Dear Guest,

We are pleased to welcome you to the Mountain Toastmasters club. We sincerely hope your visit to our club will be a pleasant experience.

First, congratulations on being here! Attending your first Toastmasters meeting can be a big step. We applaud your interest in self-improvement.

The people that you will meet at Toastmasters come from a variety of professions and backgrounds. Some will be just beginning their careers, while others will already be established in their work. Some have been in Toastmasters for many years and are accomplished speakers, while others have just started out and are as nervous and inexperienced as you may feel you are. This diversity of backgrounds, interests and speaking experiences has proven to be one of the great advantages of Toastmasters membership. The only prerequisite is that you must be at least 18 years of age.

At this meeting, we will share with you how Toastmasters has helped us to learn how to express our thoughts, ideas, and opinions, and develop our leadership potential through an enjoyable, yet thoroughly educational, program. The best way to learn is by doing, and that's how Toastmasters program has been successful for nearly 90 years.

We hope that the enclosed information will help you to understand Toastmasters and the Mountain Toastmasters club. We have provided the phone numbers of several people that would be happy to talk to you more about Toastmasters. Please do not hesitate to call.

Please feel free to share this packet with someone else that you think may be interested in our club.

Thank you again for choosing to visit Mountain Toastmasters. We hope that you enjoy the experience of Toastmasters Communication and Leadership program. At the end of the meeting, we will ask you for your feedback. We want to make our guests feel welcome and comfortable, and we are grateful any thoughts and suggestions you have.

Sincerely,

The Executive Committee and members of Mountain Toastmasters

Chartered: November 1, 1995

Toastmasters International

Mission

Toastmasters International is the leading movement devoted to making effective oral communication a worldwide reality.

Through its member clubs, Toastmasters International helps men and women learn the arts of speaking, listening, and thinking – vital skills that promote self-actualization, enhance leadership potential, foster human understanding, and contribute to the betterment of mankind.

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

Vision

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

Values

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

Club Etiquette

To fully benefit from your first meeting, please follow these guidelines:

- ✓ Applaud at the introduction of each speaker and again at the end of each speech (this is the Toastmaster equivalent to a group hug). It is part of the nurturing environment that encourages personal growth.
- ✓ If you are comfortable, volunteer to be a speaker during the Table Topics portion of the meeting.
- ✓ Vote for the Best Table Topics Speaker
- ✓ Ask questions of the members before and after the meeting.
- ✓ Provide your feedback on the meeting at the conclusion. We welcome your questions and your input.
- ✓ Complete the Guest Questionnaire and make sure to return it to a member before you leave.

You have taken an important first step towards improving your communication skills by joining us tonight. We suggest that you take the following next steps:

- Determine where you stand as a speaker and a leader, and you may wish to form a written plan for the areas where you would like to improve.
- Talk to one of the officers in the club by email or a phone call. Contact information is included in this packet.
- Attend the next meeting.

Cast of Characters

It helps to know the roles that individuals play during each meeting. Other than the Presiding Officer, people rotate through the various roles each week.

Presiding Officer: The most senior ranking officer present, typically the Club President; Opens the meeting, introduces the Toastmaster of the day and conducts the business portion at the end of the meeting.

Toastmaster of the Day: The master of ceremonies, the Toastmaster conducts the meeting including introducing the various participants.

Table Topics Master: The Table Topics Master selects a topic of general interest and members volunteer to speak impromptu on the related topic.

Speakers: Typically there are 2 or 3 speakers each meeting. Each speaker gives a prepared speech from one of a series of manuals, usually 5 – 7 minutes long. Each speech has specific objectives that are listed in the Speech Manuals.

Time Keeper: One of the advantages of Toastmasters is to allow members to practice expressing their thoughts within a specific time. The Timekeeper's role is to measure the time for each speaker and report each speaker's results. The Time Keeper also tallies the ballots of votes that are held during the meeting.

General Evaluator: The General Evaluator provides constructive feedback on the meeting. They oversee the individual evaluators and the grammarian.

Evaluator: An Evaluator is assigned to each speaker for the purpose of providing feedback to the speaker on how well the speaker met the goals of their speech. The Evaluator notes areas where the speaker excelled and offers constructive suggestions to the Speaker on areas to improve.

Grammarian: The Grammarian watches for the use of "filler" words, such as "um, "ah", "uh", and "and". Additionally, the Grammarian chooses the Word of the Day and provides the definition and proper use of the chosen word, which the members are encouraged to use throughout the meeting.

Mountain Toastmasters Meeting Format

The Mountain Toastmasters club meetings basically follow the format shown below. There are deviations from time to time, but the typical meeting proceeds as follows:

1. The Club President opens the meeting.
 - The meeting is called to order
 - Pledge of Allegiance
 - Introductions of members and guests
 - Introduces the evening's Toastmaster
2. Toastmaster runs the meeting. Prior to the meeting, they create a meeting agenda, which is distributed at the meeting.
 - Opening thoughts/Theme of the evening
 - Introductions of the people assigned to each role:
 - Guests
 - Grammarian
 - Speakers
 - Timer
 - General Evaluator
 - Evaluators
 - Ah Counter
 - Table Topics Master
 - Tip of the Day
 - Each person assigned to the roles listed above will provide a brief description of their assigned duties
3. Speeches
4. Table Topics
5. General Evaluator
 - Introduces the Evaluator(s)
 - Each Evaluator gives their evaluation of the Speakers performance
 - Calls for Timers report
 - The Timer provides a timer's report on each Speaker (Speakers, Table Topics speakers, and Evaluators)
 - Calls for Grammarian's report
 - Provides overall evaluation of the meeting
 - *Sends an email out the next day to all club members with the highlights of the meeting
 - Returns control of meeting back to Toastmaster
6. Toastmaster
 - Calls for vote of Best Speaker (if more than one)
 - Calls for vote Best Table Topics Speaker
 - Returns control of meeting to President
7. President
 - Conducts club business
 - Welcomes comments from guests
 - Adjourn meeting

Watch the Clock

One of the benefits of Toastmasters is the opportunity to plan ahead and plan your speech around targeted time frames.

All speaking roles are timed. The chart below will help you understand the timing of various roles.

The table below represents the typical time frames for the different kinds of speaking roles. Note that each speech project in the various Speech Manuals specifies the time objective for the particular speech.

Speech Type	Green Light (minimum)	Yellow	Red (maximum)
Table Topics	1:00	1:30	2:00
Evaluation	2:00	2:30	3:00
Ice Breaker	4:00	5:00	6:00
Competent Communication	5:00	6:00	7:00
Advanced Communication	8:00	9:00	10:00

The green light comes on at the minimum time, the red light comes on at the maximum time, and the yellow light comes on halfway in between.

- All speaking assignments (not including Table Topics) are given a 30 second allowance in either direction (shorter or longer than the minimum and maximum).
- Table Topics speeches are allowed an additional 30 seconds to the length, but must be a minimum of at least 60 seconds.

Should a speaker not meet the minimum or maximum time, that speaker does not “qualify” and is not eligible for the Best Table Topics or Best Speaker award of the evening. The speech will, however, count towards their goal.

As a New Member of Mountain Toastmasters

Mentor

As a new member, you will be assigned a Mentor. The Mentor is there to help answer your questions and help you to achieve your goals. They can help you understand how the club works and can help you prepare for your first few speeches.

Materials for the New Member

Within 2 weeks of joining Toastmasters, you will receive a New Member Kit from Toastmasters International in Mission Viejo, CA. If you do not receive this kit within two weeks of joining, please inform the VP of Membership or the club President.

The Competent Communication manual

The Competent Communication manual is a practical guide to becoming a better speaker. During your membership in Toastmasters, you will first be encouraged to complete 10 speeches from the Competent Communication manual. You will pick the specific topic of each speech; however, each of the 10 speeches has specific objectives. The manual will provide you with information you need to complete the objectives. You can also reach out to your mentor, or other members of the club, to help you prepare for your speeches.

The Competent Leadership manual

The Competent Leadership manual is a practical guide to becoming a better leader. Being a leader requires many skills; Listening, Critical Thinking, Giving Feedback to name a few. The Competent Leadership manual guides you through exercises to create and improve these skills.

The Toastmaster magazine

Your annual dues will include a subscription to *The Toastmaster* magazine.

More Materials

The Toastmasters International website contains an online store full of books, documents and videos available for purchase related to improving your speaking skills and leadership abilities.

<http://www.toastmasters.org/shop.aspx>

Frequently Asked Questions about Toastmasters

Q: What will I be doing during my first year of Toastmasters?

A: You will be assigned a mentor who will assist you (if you wish) with advice on speech preparation and delivery for your first three speeches. You will be given the opportunity to take an active part in the meetings soon after joining by performing one of the many roles such as Timer, Grammarian, Ah Counter, or Tip of the Day. As soon as you are comfortable (we hope it will be soon after you join) you will prepare your first speech, The Icebreaker. As the year progresses, you will develop your communication skills by working through the ten speeches in the Competent Communication manual.

Q: What occurs at a typical Mountain Toastmasters club meeting?

A: The meeting consists of two parts. The first part of the meeting is the practical application of the speaking skills we are trying to develop. It allows members and guests to practice speaking in public, with one to three prepared speeches delivered by club members, followed by an impromptu speaking exercise that everyone, members and guests, can participate in.

The second part of the meeting is the practical application of leadership skills that we are trying to develop. This is the evaluation portion of the meeting during which evaluators provide feedback to the speakers and the meeting participants.

Q: How will Toastmasters improve my leadership skills?

A: You will work through the Competent Leadership manual which focuses on building leadership skills, such as providing feedback and team building.

Q: Why Should I join Toastmasters?

A: Whether you are starting your career, are close to retirement, or are somewhere in between, Toastmasters will help you develop confidence, essential communication skills, and leadership skills that will benefit you in all aspects of your professional career, as well as your personal life. The skills that you develop will aid you in performing your job more efficiently and will help you to stand out above your peers in a competitive job market. Outside of the workplace, Toastmasters skills will enhance your capabilities while working with charitable organizations, tackling politics, or mentoring a child. The applications of Toastmasters skills are everywhere!

Q: How do I join?

A: Contact the Vice President of Membership or any Mountain Toastmasters officer and they will help you complete the application form (see the section in this manual, [How to Join](#)).

The 10 Competent Communication Speeches

Speech projects in the Competent Communication manual

1. The Ice Breaker – Time: 4 – 6 minutes
 - To begin speaking before an audience
 - To discover speaking abilities that you already have and skills that need attention
 - To introduce yourself to your fellow club members
2. Organize Your Speech – Time: 5 – 7 minutes
 - Select an appropriate outline which allows the listeners to easily follow and understand your speech
 - Make your message clear, with supporting material directly contributing to that message
 - Use appropriate transitions when moving from one idea to another.
3. Get to the Point – Time: 5 – 7 minutes
 - Select a speech topic and determine its general and specific purposes
 - Ensure the beginning, body, and conclusion reinforce the purposes
 - Project sincerity and conviction and control any nervousness you may have
4. How to Say It - Time: 5 – 7 minutes
 - Select the right words and sentence structure to communicate your ideas clearly, accurately, and vividly
 - Use rhetorical devices to enhance and emphasize ideas
 - Eliminate jargon and unnecessary words. Use correct grammar
5. Your Body Speaks - Time: 5 – 7 minutes
 - Use stance, movement, gestures, facial expressions, and eye contact to express your message and achieve your speech's purpose
 - Make your body language smooth and natural
6. Vocal Variety - Time: 5 – 7 minutes
 - Use voice, volume, pitch, rate, and quality to reflect and add meaning and interest to your message
 - Use pauses to enhance your message
 - Use vocal variety smoothly and naturally
7. Research your Topic - Time: 5 – 7 minutes
 - Collect information about you topic from numerous sources
 - Carefully support your opinions with specific facts, examples and illustration gathered through your research
8. Get Comfortable with Visual Aids - Time: 5 – 7 minutes
 - Select visual aids that are appropriate for your message and the audience
 - Use visual aids correctly with ease and comfort

9. Persuade with Power - Time: 5 – 7 minutes

- Persuade listeners to adopt your viewpoint or ideas or to take some action
- Appeal to the audience's interests
- Avoid using notes

10. Inspire Your Audience - Time: 8 – 10 minutes

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

The Advanced Communication manuals

Once you have completed the first 10 speeches in the Competent Communication manual, you will be working toward Advanced Communication goals by giving speeches out of a variety of advanced manuals. The Advanced Communication manuals train you for different speaking situations that Toastmasters can encounter outside the club environment. There are 15 Advanced Communication manuals, each of which contains five speech projects. The individual projects focus on a single, specific theme to help Toastmasters improve their communication skills in a particular area. The advanced manuals include *The Entertaining Speaker*, *Public Relations*, *Storytelling*, *Specialty Speeches*, *Speaking to Inform*, *The Professional Speaker*, *Technical Presentations*, *Humorously Speaking*, *Interpretive Reading*, *Facilitating Discussion*, *Persuasive Speaking*, *Communicating on Television*, *Speeches by Management*, *Special Occasion Speeches*, and *Interpersonal Communication*.

How to Join

Step 1:

Attend a meeting. See page 3, *When and Where*, for details.

Step 2:

Complete the membership application included in this packet. Ask the VP of Membership or any of the club officers if you have any questions about the required information or the amount due for the fees. We're here to help.

Step 3:

Give your application and dues to the Vice President of Membership or any of the club officers at the club. To see how the Membership dues are calculated, see the section in this manual entitled *Cost of Membership*.

- The club officer will send your application and fees to Toastmasters' World Headquarters.
- Your New Member Kit should arrive in the mail in about two weeks).
- In the meantime, attend the meetings.

Cost of Membership

All Mountain Toastmasters Club members pay semi-annual dues of \$55. Additionally, as a new member, there is an initial Toastmasters International new member fee of \$20 and a Club new member fee of \$7.00.

Initially, dues are pro-rated based on the month in which you join; thereafter the fee of \$55 is paid on a semi-annual basis in March and September.

The initial membership fee and a portion of your dues go to the International Toastmasters parent organization and the other portion of your dues stays with the local, Mountain Toastmasters club, as shown below.

Toastmasters International Fees

These fees go directly to Toastmasters International to cover the cost of membership and *The Toastmaster* magazine.

New Member fee (one time): **\$20.00**
 Semi-Annual dues: **\$36.00** two times per year (March and September)

Mountain Toastmasters membership dues

This fee goes directly to Mountain Toastmasters to cover expenses associated with running the club.

Club New Member fee (one time): **\$7.00**
 Semi-Annual dues: **\$19.00** two times per year (March and September)

New Member Dues

The following table shows the cost of joining Mountain Toastmasters according to the month in which you join.

Month Joining	New Member Fee	Dues for Toastmasters International	Dues for Mountain Toastmasters Club	Total Amount Due
April or October	\$20.00 + \$7.00	\$36	\$19.00	\$27 + \$36 + \$19.00 = \$82.00
May or November		\$30	\$15.83	\$27 + \$30 + \$15.83 = \$72.83
June or December		\$24	\$12.66	\$27 + \$24 + \$12.66 = \$63.66
July or January		\$18	\$9.49	\$27 + \$18 + \$9.49 = \$54.49
August or February		\$12	\$6.32	\$27 + \$12 + \$6.32 = \$45.32
September or May		\$6	\$3.17	\$27 + \$6 + \$3.17 = \$36.17

Please make checks payable to **Mountain Toastmasters**

Toastmaster's History

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



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

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

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

Over the next three decades, the number of Toastmasters grew and so did the need for a larger staff to service them. World Headquarters relocated in 1990 to its new building in Rancho Santa Margarita, California, about 20 miles south of Santa Ana. You can see a detailed timeline of Toastmaster’s history at <http://www.toastmasters.org/timeline>

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

With more than 13,000 clubs and more than 270,000 members in 116 countries, Ralph Smedley’s “basement brainstorm” continues to thrive in the 21st century.

FEATURES, BENEFITS AND VALUE



Features	Benefits	Value to the Individual	Value to the Organization
▶ A self-paced program	▶ Flexibility	▶ Unlimited personal growth	▶ Employee goal achievement
▶ Speech writing and presenting	▶ Critical thinking ▶ Effective presentation delivery	▶ Clear communication ▶ Confidence	▶ Effective employee communication ▶ Better leaders
▶ Interactive Meetings 2x per	▶ Ongoing experience ▶ Overcoming fears	▶ Skill reinforcement	▶ Improved morale ▶ Enhanced performance
▶ Table Topics™	▶ Thinking quickly	▶ Self-confidence	▶ Better customer communication
▶ Evaluations	▶ Keen listening skills ▶ Constructive feedback	▶ Increased self-awareness ▶ Positive mentoring	▶ More productive teams
▶ Participation in meeting roles	▶ Ease in front of a group	▶ Improved leadership skills	▶ Effective meetings
▶ Opportunity to conduct meetings	▶ Time management skills ▶ Self-confidence and poise	▶ Effectively lead meetings	▶ Increased productivity
▶ Small groups	▶ A supportive environment ▶ A positive atmosphere	▶ Relationship-building	▶ Better teamwork ▶ Improved retention
▶ Opportunity to fulfill officer roles	▶ Leadership development opportunities	▶ Leadership growth ▶ Career advancement	▶ Better leaders
▶ Affordable dues	▶ Cost effectiveness	▶ Positive return on investment	▶ Positive return on investment