



Dear Guest,

We are glad you have decided to visit us today. We would like to extend a warm welcome to you. By being here today, you have taken an important step to being a better leader and communicator.

At Toastmasters, we “learn by doing”. The Toastmaster leads the meeting. In practice, there are several components of the meeting in which members take turns with the meeting responsibilities they have volunteered beforehand. We also practice impromptu speaking in our “Table Topics” portion of the meeting. Everyone who doesn’t have a role will have an opportunity to speak “off the cuff”. As a guest, you have the option of participating in this part of the meeting.

You will also notice that we give immediate feedback on a speaker’s speech. A speech evaluator has an opportunity to practice leadership skills by providing constructive criticism of the speech which helps the speaker learn their strengths and weaknesses. The speaker can then use that information to improve in future speeches.

By attending meetings on a regular basis and participating (taking roles/giving speeches) a Toastmaster club member will be able to become more comfortable and confident speaking in front of groups in business and social settings. Time Management, Active Listening, and Feedback are just a few of the leadership characteristics you will develop. We all know that when Leaders get better, everyone wins.

Enclosed you will find information on the benefits and value of Toastmasters membership, the meeting and officer roles found in every club, as well as an example of an educational path to help reach your goals. Please take a few minutes to read through the information contained in this packet. If you have any questions at all, please feel free to contact me.

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President, Lakeville Toastmasters

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# The Benefits of Toastmasters Membership

## Build a Better You

Are you looking for a fun way to improve your communication and build skills to help in your career? Toastmasters allows you to engage with people who share similar interests to you in a supportive and comfortable setting. Here's just a few of the many benefits you'll see as a Toastmaster.



Improve your public speaking skills



Build leadership skills



Gain self-confidence and self-awareness



Work on networking in a small and supportive environment



Practice writing speeches and presenting in a group setting



Receive regular and constructive feedback from peers with similar interests as you



Gain a competitive advantage in the workplace



Access to the Pathways learning experience, which is an education program that allows you to leverage over 300 practical workplace skills, including:



Enjoy unlimited personal growth

- » Interview preparation
- » Online meeting management
- » Leadership development
- » Project management
- » Conflict resolution



Maximize your potential

Toastmasters International is a non-profit educational organization that teaches public speaking and leadership skills through a worldwide network of clubs. The organization's membership exceeds 364,000 in more than 16,200 clubs across 145 countries. Members pay international dues of \$45 USD every six months, plus a new member fee of \$20 USD. With Toastmasters, the learning never stops. To learn more, visit [www.toastmasters.org/About-Us](http://www.toastmasters.org/About-Us).



# 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
▶ Weekly interactive meetings	▶ 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



## Meeting Roles

**Toastmaster** - The Toastmaster is a meeting's director and host. The Toastmaster conduct the meeting, including introducing the participants. The Toastmaster creates an atmosphere of interest, expectation, and receptivity.

**Speaker** - Prepares a speech based on Toastmasters International Pathways project objectives. Each speech project timing depends on the project objectives. Most projects are 5 to 7 minutes in length.

**Table Topics Master** - The purpose of Table Topics is to have members practice “thinking and speaking extemporaneously” for a minimum of 60 seconds on a topic chosen by the Topics Master. The Topics Master typically calls on club members who do not have an assigned role in the meeting. Questions are based on the meeting theme if there one assigned. The question is asked first so everyone listens, then a member’s name is called to answer.

**Evaluator** - After every prepared speech, the speaker receives an evaluation. The speaker’s Evaluator provides an oral and a written evaluation using the guide for that project. The purpose of the evaluation is to help the speaker become a better communicator. Ideally, the Evaluator should consider the speaker’s skill level, habits, mannerisms, and progress to date, to give positive and constructive feedback.

**Timer** - One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. The Timer is responsible for keeping track of the time for each segment and participant in the meeting. The Timer signals are as follows:

Green: minimum time has been reached

Yellow: Midpoint has been reached

Red: maximum time has been reached

**Ah Counter** – The “ah” Counter notes the use of words and sounds used as “crutch” or “pause filler” by anyone who speaks during the meeting, except during the prepared speeches. Words may be inappropriate interjections such as “and, well, but, so, you know;” and sounds may be “ah, uh, um, er” or other non-words used by the speaker.

**Grammarian** - The Grammarian has the responsibility to comment on the proper use of language during the meeting.

**General Evaluator** - The General Evaluator evaluates everything that takes place during the club meeting



## Officer Roles

### **President:**

The President presides at meetings of the Club, has general supervision of the operations of the Club. Serves as one of the Club's representatives on Area and District Councils

### **Vice President Education:**

Second ranking officer of Club. Plans and directs club programs which meet the educational needs of the Club members. Plans and publishes regular schedules of meeting assignments. Keeps track of member's progress towards goals. Serves as one of the Club's representatives on Area and District Councils.

### **Vice President Membership:**

Third ranking officer. Plans and directs programs to retain and increase club membership. Serves as one of the Club's representatives on Area and District Councils.

### **Vice President Public Relations:**

Fourth ranking officer. Develops and directs programs that inform individual members and the general public about Toastmasters International and about Club activities.

### **Secretary:**

The Secretary is responsible for Club records and correspondence. Maintains the club roster. Has custody of the Club's charter, Constitution, Bylaws, and all other records and documents of the club. Keeps an accurate record of the meetings and activities of the Club

### **Treasurer:**

The Treasurer is responsible for Club financial policies, procedures and controls. Collects dues and pays dues to Toastmasters International, and maintains records. Makes financial reports to the Club at least quarterly. Receives and disburses, with approval of the Club, all Club funds.

### **Sergeant at Arms:**

Prepares meeting room for meeting. Maintains Club property, including banner, nametags, and supplies. Greets visitors. Chairs Social and Reception Committees.

The Toastmasters Pathways learning experience was developed around the five core competencies identified by the Board of Directors.

**FIVE CORE COMPETENCIES**

It is important to note that each member using Base Camp will have the opportunity to select from many electives to extend their learning. With the addition of electives, members have the flexibility to cover all core competencies within each path.

**1**  
**PUBLIC SPEAKING**

**2**  
**INTERPERSONAL COMMUNICATION**

**3**  
**STRATEGIC LEADERSHIP**

**4**  
**MANAGEMENT**

**5**  
**CONFIDENCE**

Confidence is unique because it cannot be taught, but is gained in every path.

**11 PATHS**

The primary core competencies represented in each path are listed in order of emphasis next to the path name.

- 
**Dynamic Leadership**      1 2 3 5  
*Build strategic leadership and conflict resolution skills*
- 
**Effective Coaching**      1 2 4 5  
*Build interpersonal communication, leadership, and coaching skills*
- 
**Engaging Humor**      1 5  
*Build public speaking and speech writing skills*
- 
**Innovative Planning**      1 4 2 5  
*Build creative project management and communication skills*
- 
**Leadership Development**      1 2 4 5  
*Build communication and leadership skills*
- 
**Motivational Strategies**      1 2 3 5  
*Build motivational leadership and communication skills*
- 
**Persuasive Influence**      1 3 2 5  
*Build skills to lead in complex situations*
- 
**Presentation Mastery**      1 5  
*Build public speaking skills*
- 
**Strategic Relationships**      1 2 3 5  
*Build networking, leadership, and communication skills*
- 
**Team Collaboration**      1 4 2 5  
*Build collaborative leadership skills*
- 
**Visionary Communication**      1 3 2 5  
*Build innovative communication and leadership skills*



## PRESENTATION MASTERY

This path helps you build your skills as an accomplished public speaker. The projects on this path focus on learning how an audience responds to you and improving your connection with audience members. The projects contribute to developing an understanding of effective public speaking technique, including speech writing and speech delivery. This path culminates in an extended speech that will allow you to apply what you learned.

### Five Levels



#### Mastering Fundamentals

- *Ice Breaker*
- *Evaluation and Feedback*
- *Researching and Presenting*



#### Learning Your Style

- *Understanding Your Leadership Style*
- *Effective Body Language*
- *Introduction to Toastmasters Mentoring*



#### Increasing Knowledge

- *Persuasive Speaking*

#### Level 3 Elective Projects (choose 2)

- *Deliver Social Speeches*
- *Using Presentation Software*
- *Connect with Storytelling*
- *Creating Effective Visual Aids*
- *Using Descriptive Language*
- *Connect with Your Audience*
- *Make Connections Through Networking*
- *Focus on the Positive*
- *Inspire Your Audience*
- *Prepare for an Interview*
- *Understanding Vocal Variety*
- *Active Listening*
- *Know Your Sense of Humor*



#### Building Skills

- *Managing a Difficult Audience*

#### Level 4 Elective Projects (choose 1)

- *Create a Podcast*
- *Building a Social Media Presence*
- *Write a Compelling Blog*
- *Manage Online Meetings*
- *Question-and-Answer Session*
- *Public Relations Strategies*
- *Manage Projects Successfully*



#### Demonstrating Expertise

- *Prepare to Speak Professionally*

#### Path Completion

- *Reflect on Your Path*

#### Level 5 Elective Projects (choose 1)

- *Lessons Learned*
- *Moderate a Panel Discussion*
- *Ethical Leadership*
- *High Performance Leadership*
- *Leading in Your Volunteer Organization*



# WE LOOK FORWARD TO SEEING YOU AT A FUTURE MEETING

1ST & 3RD WEDNESDAY  
7-8 PM

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In Person or attend virtually  
Contact us at [lakeville.toastmastersclubs.org](http://lakeville.toastmastersclubs.org).

