

## The learning programme

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When you join Toastmasters you will receive the Competent Communicator and Competent Leader Manuals and three speaking tips booklets.

The Competent Communicator Manual consists of ten speech projects, which will give you a solid foundation in key public speaking skills. Once you have completed these projects you will receive the Competent Communicator Award.

Similarly, the Competent Leadership Manual consists of ten leadership projects which you may complete to qualify for the Competent Leader Award. You can work on both manuals at the same time, or each one independently.

Once you have successfully completed these manuals, Toastmasters offer fifteen more advanced speciality manuals, as well as leadership programmes, to assist in your personal development.

## How our meetings work

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### The agenda for a meeting

All Toastmaster club meetings have an agenda, drawn up by the Chairperson, which shows the duration of each event on the programme. Toastmasters are strict about time, with meetings starting and ending on time.

Each meeting includes Table Topics, a session of impromptu speaking, where every member who does not have another role in the meeting has an opportunity to speak on a subject of the Table Topics Master's choosing. Table Topics are a lot of fun and ensure that everyone gets a chance to speak.

### The meeting schedule

A schedule for coming meetings is distributed ahead of time. If you don't have one, please ask and we will give you one. The schedule lists the duties assigned to club members at forthcoming meetings, along with a directory of Club members.

Once you have joined the Club you will be scheduled for your first speech as quickly as possible. You will also be assigned other club meeting roles, on a voluntary basis, according to your level of experience and comfort.

### Who does what at the meeting?

At each meeting members perform specific roles assigned to them. These roles rotate amongst the members meeting by meeting so that everyone in the Club gains experience in a variety of speaking and communication roles.

- ◆ The **Chairperson** organises and runs the meeting. They prepare a written agenda and introduce each item of the Club meeting.
- ◆ The **Speakers** deliver speeches that they have written themselves on a topic of their choosing. Each speaker has particular objectives that they are trying to achieve - these objectives are specified in the Toastmasters' programme.
- ◆ The **Table Topics Master** prepares the topics for the impromptu speaking part of the meeting. The speakers, chosen from the audience, are first those who have no assigned duty during the meeting, and then other members.
- ◆ An **Evaluator** is assigned to each speaker. Their role is to inspire and give comments to the speakers on how well they met the objectives of their speech, pointing out the speakers' strengths and areas where they might improve.
- ◆ The **Timekeeper** records everybody's times and operates the lights. A green light means keep going, an orange light means prepare to finish, and a red light means stop! It is important for every speaker to keep to time.
- ◆ The **Um-Counter** notes all the words and sounds used as a 'crutch' or 'pause-filler' by each speaker. The Um-Counter gives a short report on how everybody did towards the end of the meeting.
- ◆ The **General Evaluator** evaluates all meeting participants who haven't received evaluation feedback, comments on how well the meeting was run and where improvements could be made.



## Becoming a member

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### Who can join?

Anyone over 18 years of age can join.

### When do I have to make a decision about joining?

You are welcome to visit the Club before deciding whether you want to become a member. Indeed we strongly recommend that you do attend two or three meetings to observe proceedings and get the full flavour of what we do. It is not possible, however, to schedule you for a formal speech until you have become a member.

### How much does it cost?

Given the international reputation and proven record of success Toastmasters has in training people in public speaking and leadership, the cost of membership is remarkably low. **A six-monthly subscription costs \$60**, that is just \$10 per month. This covers Toastmaster International's fees (including a monthly subscription to the *Toastmaster* magazine) and the cost of running the club, such as postage and photocopying.

If you are a new member, there is also a **one-off joining fee of \$40**. This covers the administration costs of registering a new member and the provision of materials such as the Communication and Leadership manual.

Six-monthly subscriptions are paid in September and March. Depending on when you join the club, your fees will be calculated on a pro rate basis at \$10.00 per month to either September or March, plus the one off joining fee.

Note that all subscriptions paid by employers are NOT subject to Fringe Benefit Tax!

## Key contacts

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### Club President

Margreet Bos [president@terraceat12.co.nz](mailto:president@terraceat12.co.nz)

### Vice President Membership

TBA [membership@terraceat12.co.nz](mailto:membership@terraceat12.co.nz)

### Email address

TerraceAt12@toastmasters.org.nz

### Postal address

PO Box 2465 Wellington 6001

### For more information

[www.terraceat12.co.nz](http://www.terraceat12.co.nz)



## TERRACE@12TOASTMASTERS

CLUB NO 7243  
DISTRICT 72

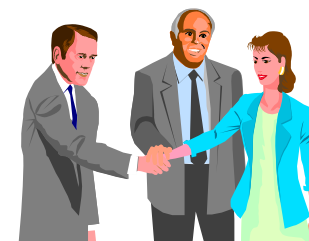
## Welcome to Toastmasters

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Welcome to our club! This guide introduces you to who we are and what we do. We are a friendly group of people, so please ask our members about their Toastmasters experiences while you are visiting. If you have questions that they can't answer, they will direct you to someone who can.

### When and where do we meet?

We meet from 12 noon to 1pm every Wednesday at Department of Corrections meeting rooms, Level 3, Mayfair House, 44 The Terrace, Wellington.



### What is Toastmasters?

Toastmasters is the best way to improve your communication and leadership skills. You will lose your fear of public speaking and learn skills to help you be more successful in whatever path you've chosen in life.

Toastmasters International is the undisputed world leader in public speaking training, with over 10,500 clubs and more than 200,000 members in approximately 90 countries. The Toastmasters programme has been tested and refined during the 80+ years since Toastmasters began in 1924.

Toastmasters meetings are a safe environment in which to learn. Everyone who attends is here to gain communication and leadership skills. Participants have a variety of learning opportunities at every meeting.

We learn by:

- Practising speaking in front of the group
- Listening to others speak to the group
- Evaluating and listening to evaluations of speeches
- Following the Toastmasters program of advancing in steps

Mutual support and encouragement are the cornerstones of Toastmasters meetings.