

## A Club Meeting

A Toastmasters meeting lasts one, one and a half, or two hours, depending on the club. Each meeting normally consists of four parts:

### 1. **Opening remarks and introductions.**

The club business meeting may be either near the beginning or at the end, depending on the club.

**2. Prepared speeches.** From one to five persons may give a speech they have prepared using one of 16 manuals that contain several speech projects. The speech length varies by project but most are from 5 to 7 minutes. After each speech, the audience is encouraged to write feedback anonymous comments as feedback to the speakers.

**3. Table Topics.** This is the impromptu speaking, facilitated by someone asking questions or giving a topic for the selected participants to speak on for 1 to 2 minutes.

**4. Evaluations.** Those who gave prepared speeches receive oral as well as written feedback on their speech. The overall meeting is also evaluated.

**Meeting Roles.** With each meeting, the members take turns serving the various (10 – 15) meeting roles. A goal should be to serve every meeting role over each six-month period.

**Other.** There is lots of applause and handshakes. Voting for the bests may occur too.

## Education Track

A Toastmasters member should work from either the beginning basic manual (ten speech projects) or the 15 advanced manuals (five speech projects each) that addresses a particular skill. Each project has its own unique set of questions that the evaluator uses to give feedback.

The beginning basic manual, called Competent Communication, consists of these ten speech projects:

Ice Breaker	Vocal Variety
Organize Your Speech	Research Your Topic
Get to the Point	Visual Aids
How to Say It	Persuade with Power
Your Body Speaks	Inspire Your Audience

Once the basic manual is completed, the member earns the first award, the Competent Communicator (CC) award.

The fifteen advanced manuals are:

Communicating on Television  
Discussion Leader  
Entertaining Speaker  
Humorously Speaking  
Interpersonal Communications  
Interpretative Reading  
Persuasive Speaker  
Professionally Speaking  
Public Relations  
Speaking to Inform  
Special Occasions  
Specialty Speeches  
Speeches by Management  
Storytelling  
Technical Presentations

Completion of two of these manuals earn the member the one of the three Advanced Communicator (AC) awards.

## Leadership Track

A Toastmaster can also earn several awards using his/her leadership skills. There are four award, each progressively more challenging than the prior one. They are:

**Competent Leader (CL):** Ten projects of feedback as you serve various meeting roles or serve in a club organizer. The Competent Leader manual is used for this.

**Advanced Leader Bronze (ACB) and Advanced Leader Silver (ACS)** are earned by serving as both a club officer and a district officer plus attending training and being a trainer. A special leadership project is also required. A number of manuals are used, depending on what the Toastmaster elects to do.

**Distinguished Toastmaster (DTM),** the highest award within Toastmasters, is earned after the completion of all education and leadership awards have been earned.

Several special series presentations or programs are used for some awards. Those include:

Better Speaker  
Successful Club  
Leadership Excellence  
Success/Communication  
Success/Leadership  
Speechcraft  
Youth Leadership

## How it Works

Toastmasters is the easiest, most fun way to conquer the fear of public speaking and to improve presentation skills. Your fellow club members become your coaches.

Benefits of Toastmasters include improved confidence, leadership skills, listening skills, relationship building, impromptu speaking, facilitation, presentation and communication skills.

Anyone can be a no-obligation guest at any Toastmasters club as often as s/he wishes. Just being present for a typical meeting allows you to learn new tips and skills.

As a club guest, you will most likely be called up to introduce yourself. If you are fortunate, you may get to participate in the meeting.

As a member of Toastmasters you have full access to the resources available for improving both your presentation and leadership skills. You quickly become familiar with the various meeting roles and how to prepare for your manual speeches. As a new member, you should have someone assigned to be your mentor. That person will guide you through your first three speeches along with helping you become familiar with the functions within Toastmasters.

Toastmasters can help everyone. Join us today!

## Join Us

Join Toastmasters by filling out a New Member application form. You will receive a starter kit (\$20) of manuals and the monthly magazine from Toastmasters International. Membership semi-annual dues are \$27 pro-rated monthly and are due March 31 and September 30. Clubs may also have additional club dues to purchase meeting supplies or pay for the meeting space. When you earn your first award, the CC award, you receive two advanced manuals free.

## For More Information

Visit a Toastmasters club. In fact, you are encouraged to visit several clubs to find the one that fits you best. You can search for club meeting times and places on these websites:

Toastmasters International at  
<http://www.toastmasters.org>

District 22 (Kansas and Western Missouri) at  
<http://www.toastmasters22.org>

New Member Application form at  
<http://www.toastmasters.org/Members/MembershipBuilding/MembershipApplications/App.aspx>



## Information for Guests