

We ask you to share and increase the benefits you gain through Toastmasters by:

- Assisting fellow members in developing their communication and leadership abilities as you develop your own.
- Helping your club maintain the Toastmasters standard of excellence in programming and administration.
- Providing leadership in the club at every opportunity.
- Utilizing your Toastmasters experience to take an involved role in community affairs.
- Sharing your Toastmasters experience by telling others about the program and inviting them to join.
- Making Toastmasters an enjoyable and worthwhile experience for yourself and others.
- By projecting the Toastmasters image in everyday business, social and community situations.



Welcome to Sandbelt Toastmasters

New Members and Visitors Are Always Welcome

We Meet Every 2nd and 4th Wednesdays of the Month at

7.30pm for a 7:45pm start

In the Multi Function Room

Beumaris Community Centre

96 Reserve Road, Beumaris.

(Use same entrance as the Library)

Melway Ref. 86 D6 (Between Cloris Ave & Victor St.)

Thoughts From The Founder Of Toastmasters

Dr Ralph C Smedley (1878-1965) was the Founder of Toastmasters International in 1924.

“Toastmasters is based on belief in the individual - and the ability to improve oneself. We work together to bring out the best in each of us and then we apply our skills to help others.” (1964)

“Every speech should be directed to the accomplishment of some definite purpose. A speech may instruct, persuade, convince, inspire or entertain, but the speaker should know, before saying “Mr Toastmaster,” just what it is that he or she hopes to accomplish. He or she should engage upon the speech with the spirit of a crusader, an evangelist, a teacher or an advocate, and he or she should carry through to the logical accomplishment of his purpose.” (February 1950)

For contact details see: www.sandbelt.freetoasthost.net

A Typical Toastmasters Meeting

President welcomes guests, visitors and members. Toastmaster introduces the evening's Wordmaster, Timekeeper, Grammarian, Harkmaster, Ah Counter etc.

Members and guests have an opportunity for improvisation in short impromptu speeches during a Table Topics or Round Robin session. Members vote for best performances of those who have contributed to the meeting including those with the role of evaluating the speakers.

If it is the second Wednesday of the month the first speaker delivers a prepared speech. If it is the fourth Wednesday a short business session is conducted. Following these activities the meeting adjourns for supper.

After supper members give prepared speeches, followed by voting for the evening's best speaker. Evaluators give their assessments, recommendations and summarise their feedback to the speaker.

The Harkmaster conducts a short session to see if people have been listening carefully. Effective listening is an important part of effective speaking!

The Wordmaster, Ah Counter, Timekeeper and Grammarian report on the evening followed by a general evaluation of the club's and individual members' performances.

Members vote on the Best Table Topic, Best Speech and the Best Evaluator performances for the evening.

The President makes the awards for the evening and with the Vice President Education reviews role assignments for the next meeting then closes the meeting, usually before 10pm.

General Information About Sandbelt Toastmasters

New Member Fee: \$40.00

This is a one off fee to establish yourself as a member of Toastmasters International and includes your Membership Badge and a "New Member Pack" which includes a Competent Communicator speaking manual & a Competent Leadership manual. (the first manuals of many available)

Half Yearly Fee: \$72.00

This is paid twice yearly to cover Toastmasters International semi-annual dues, subscription to the monthly Toastmaster magazine and various costs associated with running the club such as hall hire, tea and coffee, awards and trophies, postage, photocopying, stationery, etc.

The initial fee for a new member is determined on a pro rata basis as per the table below to bring them into line with member's Oct & April renewal period. A table of the fees for new members is shown below:

Joining Date	General Fee (Pro Rata after October or April)	Joining Fee	Total For New Members
Oct. or Apr.	72	40	\$112
Nov. or May	60	40	\$100
Dec. or June	48	40	\$88
Jan. or Jul	36	40	\$76
Feb. or Aug	24	40	\$64
Mar. or Sept	12	40	\$52

A potential new member is required to fill out an application form, and upon club membership acceptance make the above payment to Sandbelt Toastmasters via the elected Treasurer.

This may be done by:

- Direct Debit to the club bank account or
- by Cheque payable to Sandbelt Toastmasters Club.

What We Do At Our Meetings

Prepared Speeches

As you will see on our agenda, at each meeting some members are programmed to give speeches. Prepared in advance, these speeches are designed to meet specific objectives as set out in the Toastmasters educational manual. Members speak on a topic of their own choice. At each meeting some members may prepare and present a short item, such as a book or poetry reading. Public speaking is only learned by doing, so apart from variety in our meetings, these short items offer newer members the opportunity to develop their skills and confidence.

Impromptu Speaking

During our meetings, some club members will be invited to stand and speak on a nominated subject for 60-90 seconds. These impromptu speeches are usually given during our "Table Topic" session and help members develop the skills of thinking and speaking "on their feet". Guests are welcome to join in the Table Topic session if they wish.

Evaluation

Everything we do in Toastmasters is evaluated. This provides constructive feedback to speakers by highlighting achievements and identifying areas for further improvement. Members are encouraged to develop the art of good evaluation, which involves effective listening analysis, verbal expression and motivation.

Business Session

Because we are a club we have some "housekeeping" items to attend to. We see this part of our meeting as an opportunity to learn skills to conduct and participate in effective meetings. Members are encouraged to take their turn in the role of Chair as part of their learning program. The session is designed to be educational, while quickly and efficiently dealing with the necessary business of the club.

Your Toastmasters Membership Provides These Benefits

- ✓ A unique means of learning and improving your communication skills within an atmosphere of fellowship and fun with your fellow Toastmasters Club members.
- ✓ Unlimited opportunities for personal and occupational advancement based on improved abilities and expanded experience.
- ✓ Experience in leadership development through training and club involvement.
- ✓ Professionally prepared educational materials and resources on speaking, listening, discussion, parliamentary procedures, audio visual techniques and conference and meeting procedures.
- ✓ The Toastmaster magazine - every month the Toastmaster magazine provides new insights into communication techniques, ideas and opinions.

Toastmasters International Organisation

Sandbelt Toastmasters Club is one of four clubs included in an Area identified as Bass 6 which in turn is one of several Areas grouped as Bass Division. Bass is one of several Divisions located in Victoria, Tasmania, South Australia and Western Australia which form District 73.

District 73 is one of three Districts in Australia and together they are part of the world wide organisation of Toastmasters.

When You Join

As a new Toastmaster you will receive a Speech Manual containing 10 educational projects to guide your self development towards greater competence in communication.

While members can turn to any club member for guidance or simply "moral support", new members are allocated an experienced member to act as their "mentor". There is no obligation to use the member but many new Toastmasters find this person a very useful resource.

New members will also receive booklets providing sound advice on the speaking voice, ways to speak through gestures, and effective speech evaluation. Toastmasters receive the monthly Toastmasters Magazine which has a range of articles on public speaking, leadership and other interesting topics.

New members of Sandbelt Toastmasters Club will enjoy the opportunity to take an active part in all aspects of club meetings, including preparing and delivering speeches, entering speech competitions, impromptu speaking and evaluation contests, acting as the meeting chair as well as making new friends while having fun.

The Badges People Wear

New members are provided with a white badge which is engraved with their preferred given name and surname, the club name, district and club number. This badge has a gold Toastmasters logo mounted bottom left.

You will notice that other members have badges that are grey, bronze, silver and gold. These indicate the various levels of achievement within the Toastmasters' educational program. (See opposite page.)

Some members may wear a special coloured badge that indicates that they are District officers such as Area Governor, Division Governor or District Governor, Lieutenant Governor or other District office holder. (Sandbelt has links with existing and many past District Office holders.)

The Toastmasters Educational Program

All new members receive two manuals provided as part of their "New Member Pack". These manuals contain the project requirements for the twin tracks of the Toastmasters Educational Program. The *Competent Communication* manual contains ten projects that lead the member through the elements and skills necessary to be classed as a Competent Communicator. (or CC as it is shown on the badge.)

In parallel with this program, members are encouraged to develop Leadership skills by being evaluated against the criteria contained in the *Competent Leadership* manual. When these projects have been completed as part of the member's participation in club meetings the member is recognised as a Competent Leader. (CL)

A member who has achieved recognition as a Competent Communicator then chooses two manuals from the Advanced Communication Program and completes ten speeches from these manuals. Such members are recognised as Advanced Communicator Bronze. (ACB)

An Advanced Communicator Bronze may complete a further ten speeches to qualify as Advanced Communicator Silver (ACS) and another ten advanced speeches to qualify as Advanced Communicator Gold (ACG).

It is anticipated that members who have achieved Competent Leader status will choose to continue their development as Leaders by undertaking further programs from the Leadership track. Recognition is graded similarly to the Communications track i.e. Advanced Leader Bronze and Silver. These further gradings are contingent upon completion of Manual projects and involvement in club leadership roles as a club officer (Bronze) and District Officer (Silver).

The ultimate grading for a Toastmaster is Distinguished Toastmaster (DTM) which recognises members who have completed both the Advanced Communicator Gold and Advanced Leader Silver.

Note: The Toastmasters recognition system has recently changed and for some time you will see some people wearing badges with CTM (now) CC and ATMB, S or G (now) ACB, S or G. They are exact equivalents.