

*Welcome to*

# *Star Search Toastmasters*

*Toastmasters International Club #5067, District 57*



**We** assure you that you have made a right decision!!!

*New Member Orientation Document*

## **Table of Contents**

Introduction

When and where do we meet?

How much should I pay?

How do I receive meeting schedules?

How do I sign up for speeches?

How do I sign up for other roles?

What should I do if I plan to be absent?

What should I do with my TM manuals?

How can I watch my speech video?

Is Toastmasters a networking group?

How do I get member contacts for selling?

How do I get member contacts for fund-raising?

I need help.

How to get a Mentor?

What are the responsibilities of the Mentor?

Are there additional on-line resources?

How is Star Search different from other Toastmaster Clubs?

How do I get started?

Who does what in our club?

## **Introduction**

This introduction packet contains all you need to immediately get involved with our club. It is our goal to provide a non-threatening place for everyone to practice and develop new skills in public speaking and leadership.

Being an evening community club, we have a very diverse membership that reflects Fremont and the surrounding area well. Our members' careers span engineering, education, sales, marketing, real estate, accounting, homemakers, college students, and others. Often there are members transitioning from one career to another. Whatever your situation is, you should always feel welcome in our club.

Along with this document, please find a copy of the the icebreaker speech project. This is where you start with the Toastmasters educational program. You should receive your manual from Toastmasters International in two or three weeks.

## **When and where do we meet?**

The club website [www.starseachtm.org/directions.php](http://www.starseachtm.org/directions.php) is the best place to check where we are meeting currently. For the Summer of 2010, we meet at Friends of Children with Special Needs, (FCSN Center), Multipurpose Room, 2300 Peralta Blvd, Fremont, CA, 94536.

## **How much should I pay?**

Our Treasurer collects membership dues every six months in April and October. Dues are \$39 every six months (\$27 for Toastmasters International and \$12 for the club). Membership dues cover the monthly Toastmaster Magazine, access to materials from Toastmasters International, and various club expenses. In addition to this, a new member also pays a one time charge of \$20 + tax for materials, plus \$6 as a new member club fee for Star Search Toastmasters.

Our Treasurer will send emails to the club when it is time to pay our dues.

## **How do I receive meeting schedules?**

The six-week schedule is available at [www.starsearchtm.org/members/schedule/sixweek.htm](http://www.starsearchtm.org/members/schedule/sixweek.htm). is maintained by the VP of Education. You will also receive weekly reminder from the Toastmaster of the Evening about roles and speaking slots.

## **How do I sign up for speeches?**

All meeting roles are filled on a voluntary basis. A sign-up sheet is passed around each meeting allowing members to volunteer for the different roles. If you are not able to attend an meeting and would like to sign up for roles, you can check the six-week sign up sheet online and email the VPE to sign up. We usually have three to four speakers each week. Most projects are 5-7 minutes. If you need 10-15 minutes to do your speech, please sign-up for two speaking slots.

If you have signed up as a speaker, please confirm with the VPE 10 days before your speaking slot ,otherwise your slot will open up to other confirmed speakers.

## **How do I sign up for other roles?**

To allow everyone a chance to speak regularly, we request that no one present speech projects in two consecutive weeks; we encourage you to take on other meeting roles in between speeches to build your communications skills.

In addition to speakers, we have several other roles that need to be filled each meeting. You can sign up for other meeting roles: Toastmaster, Table Topics Master, General Evaluator, Speech Evaluator, Timer/Vote Counter, Grammarian, Ah Counter, and Joke Master. Each of these offers learning opportunities.

These roles are described in the back of your "Communication and Leadership Program" manual, with further explanations in the members section of our website (see On-Line Resources, further down in this document).

We request that you do not take an evaluator role until you have completed at least three speech projects.

**The first time you sign up for Toastmaster, please consult with your mentor, or an officer, to be sure you understand the requirements of the assignment.**

## **What should I do if I plan to be absent?**

Recognizing we all usually have busy lives and activities outside Toastmasters, we understand if you occasionally can't attend a meeting. If you are on the schedule and can't attend, please notify the VP Education or Toastmaster of the week.

## **What should I do with my TM manuals?**

As a new member you will receive a 'Competent Communicator' manual and a 'Competent Leadership Manual'. **Please make it a habit to bring these manuals each time you attend the meeting.** If you are a speaker, please hand off the

manuals to your evaluator before the meeting begins. If you are fulfilling any other role, please hand your CL manual to an enthusiastic member from the audience to evaluate the performance of your role.

## **How can I watch my speech video?**

Every prepared speech that you make will be video-graphed and put into the portion of our website that is accessible to our members. Please check here([Error: Reference source not found](#)). Watching you speech video is probably the best opportunity to do self-criticism

## **Is Toastmasters a networking group?**

Toastmasters is a non-profit devoted to helping its members improve their ability to communicate, both speaking and listening. The skills you learn in Toastmasters will help you do better at networking, but it is not a networking group, even though you might make some friends within the club. Please check this ([Are there additional on-line resources?](#)), for a list of social networking sites related to Star Search Toastmasters.

## **How do I get member contacts for selling?**

**I've got a really great product or service I'm sure everyone will want to hear about. How can I get the addresses and phone numbers of all the members?**

Member contact information may be used only for legitimate Toastmaster purposes, such as arranging meetings, setting up club programs and activities, or conveying information about the program. Contact information may not be used for any other purpose, including, but not limited to, soliciting fellow members. But once you are a member, there's no reason you can't give a speech about your business. As long as it is not a blatant sales pitch, you might even find that some members are interested.

## **How do I get member contacts for fund-raising?**

**I am passionate about a noble cause; it's not a commercial product or service, so how do I get the members' contact information to tell them about it?**

See the above answer. Member contact information may not be used for any purpose except legitimate Toastmasters business. But once you are a member, you can give a speech about your cause too, subject to a few common-sense guidelines. If you're not sure whether the topic is appropriate, ask any club officer

## **I need help.**

Contact any of the Officers listed below for help depending on your needs. You can also contact the whole Board at [starsearch5067\\_officers@googlegroups.com](mailto:starsearch5067_officers@googlegroups.com)

## **How to get a Mentor?**

We encourage every member to have a mentor in the club. The VP Education will give you a list of mentors to choose from, along with their background and experience.

## **What are the responsibilities of the Mentor?**

To help new members learn how to get the most benefits from Toastmasters, Mentors provide guidance to new members about the TI program, on speech topic selection, presentation skills, suggest improvements, etc.

## **Are there additional on-line resources?**

**Club web site:** [www.starsearchtm.org](http://www.starsearchtm.org) Our club site lists any exceptions to our regular meeting schedule and location. It also contains club history and other information about the club.

The “Members Only” section provides information just for members, or that which we don’t want to be visible to the general public, search engines, etc. The “Members Only” section includes descriptions of various roles in the meeting (such as Toastmaster, Table Topics Master, etc), so check it out the first time you volunteer for a new role. A user name and password are required to enter the members section; please contact one of the board members for user-name/password, or ask at a meeting.

**District web site:** [www.d57toastmasters.org](http://www.d57toastmasters.org). The district website has information on district training events, contests, and educational programs. Sign up for the “e-Zine” to receive a weekly email magazine with speaking tips, and news about Toastmasters events in our area.

**International web site:** [www.toastmasters.org](http://www.toastmasters.org) The International website has information about all aspects of the Toastmaster program, and has an online store where you can order advanced manuals and other materials.

**LinkedIn:** There are two groups of interest to local Toastmasters:

**The Toastmasters Official Members** group has members, many of them very experienced, from all over the world. This is a great place to monitor to find out

more about how Toastmasters works.

**The District 57 Toastmasters** group is for discussion of local Toastmasters topics of interest to other members here in the east bay.

**sstm\_misc google group**: This is a social networking email-list targeted for members of the Star Search Toastmasters. Membership here is optional. Please send an email to [payaltiku@hotmail.com](mailto:payaltiku@hotmail.com) for joining this group.

## **How is Star Search different from other Toastmaster Clubs?**

Star Search Toastmasters is slightly different from a typical toast master club, in the following aspects.

A speaking opportunity in a Star Search meeting is as close to a realistic speaking opportunity as you can get, because you will be speaking to an audience of about 20-25 serious toastmasters.

We have an array of accomplished senior toast masters as members. So you will get really educated.

We have a very efficiently organized mechanism for following your educational goals with the ToastMasters International. So you will be mentored properly.

Last but not least, your speech will be video-graphed, and put online at the Star Search website, viewable to members of this club. Watching your speech in video provides the best self criticizing opportunity.

## **How do I get started?**

As a Toastmaster, you develop your speaking ability in a self-paced environment, one skill at a time. The first 10 speeches make up the Basic Competent Communicator (CC) Program, in which all new members participate.

### **1. The Ice-Breaker** (4-6 Minutes)

This is your first speech, to get you started by talking on a subject about which you are the expert (YOU), to introduce yourself, and to find what skills you want to develop. *(Please refer to attached sheet for more details on this project)*

### **2. Organize Your Speech** (5-7 Minutes)

This speech emphasizes organizing your thoughts into logical sequence leading to a clearly defined goal, and building a speech with an opening, body, and close.

### **3. Get to the Point** (5-7 Minutes)

Every speech must have a general and a specific purpose. A general purpose may

be to inform, persuade, entertain or inspire. A specific purpose is what you want the audience to do after listening to your speech. Starting with these purposes in mind, leads to more confidence, enthusiasm and sincerity during the speech.

4. **How to Say It** (5-7 Minutes)

Words are powerful. They convey your message and influence the audience and its perception of you. Word choice and arrangement need just as much attention as speech organization and purpose.

5. **Your Body Speaks** (5-7 Minutes)

Body language enhances your message and gives you more credibility. It also helps release any nervousness you may feel. Stance, movement, gestures, facial expressions, and eye contact help communicate your message and achieve your speech's purpose.

6. **Vocal Variety** (5-7 Minutes)

Your voice has a major effect on your audience. A speaking voice should be pleasant, natural, forceful, expressive, and easily heard. Use volume, pitch, rate, and quality as well as appropriate pauses to reflect and add meaning and interest to your message.

7. **Research your Topic** (5-7 Minutes)

Use information collected from numerous sources and carefully support your points and opinions with specific facts, examples and illustrations.

8. **Get Comfortable with Visual Aids** (5-7 Minutes)

Visual aids help an audience understand and remember what they hear . Select visual aids that are appropriate for your message and the audience, and use them with ease and confidence.

9. **Persuade With Power** (5-7 Minutes)

This speech gives you the opportunity to persuade your audience to accept your proposal or viewpoint. You will appeal to your audience's self-interest, and arouse a strong emotional commitment to your cause.

10. **Inspire Your Audience** (5-7 Minutes)

This speech is the final speech in the Basic Communication and Leadership Program. The objective is to select a topic about which you feel strongly, analyze your audience's mood and feelings, and inspire them using all the skills you have developed.

**Communication and Leadership Program:** In addition to the Competent Communicator (CC) Program, members are encouraged to **simultaneously** participate in the Communication and Leadership (CL) Program. Each time you fulfill any meeting role in a Toastmaster meeting, you can earn credit towards the CL program. Please remember to bring your CL manual and ask a fellow member to evaluate your role in the manual. For questions regarding the CL manual, feel free to contact your VPE, Mentor, or another Officer.

## Who does what in our club?

<b>President</b>	Payal Tiku	Provides leadership for the club
<b>VP Education</b>	Josh Bobb	Maintains schedule and educational program, signs off on completed projects.
<b>VP Membership</b>	Koshy George	Signs up members and handles membership issues
<b>VP Public Relations</b>	Shruti Hari	Sends the word out about our club
<b>Treasurer</b>	May Kiara	Handles club finances
<b>Secretary</b>	Vikram Harish	Maintains club records
<b>Sergeant at Arms</b>	Fred Rivera	Regulates club environment
<b>Immediate Past President</b>	Sharad Nair	Works as a mentor to club
<b>Speakers</b>	All members	
<b>Evaluators</b>	Any member who has given at least 3 speeches	
<b>Toastmaster</b>	All members	