

Crystal City Evening Toastmasters:

New Member Orientation

History

- Crystal City Evening Toastmasters (CCET) is a community based club with over 20 years of history. Over the past years the club consistently achieves distinguished status and it is known for its award winning speakers as well as many new members.

Mission and Values

- The club Mission is to provide a supportive and positive learning environment in which members have the opportunity to develop communication and leadership skills.
- Along with all Toastmasters clubs we share the values of **Integrity, Respect, Service, and Excellence.**
- The CCET Board's primary focus is to serve all members and deliver the most value per meeting.

Toastmasters Education Program: Competent Communicator

- The Toastmasters education system is organized along 2 main tracks - **Communication and Leadership.** There is a manual for each that serves as a roadmap to earning a Competent Communicator (CC) and Competent Leader (CL) award.
- The Competent Communicator manual consists of 10 speech projects, and each project has certain objectives to develop members' communication

skills. The very first speech is the Icebreaker, and each subsequent project emphasizes a specific skill, such as body language, vocal variety, visual aids, etc.

- To receive credit for each speech, members should bring their manual to the meeting and ask their evaluator to fill out the form following each project. Speakers are encouraged to check with their evaluators before the meeting and request specific feedback during the evaluation. After completing all 10 projects, members are eligible for the Competent Communicator Award. An application form can be found at the end of the manual.
- After completing the CC manual, members can choose speeches from the Advanced Communication series, such as Story Telling, Speaking to Inform & Technical Presentations.
- A NEW Educational program will be introduced in 2017

Toastmasters Education Program: Competent Leader

- The Competent Leader manual also consists of 10 projects, but they are organized differently. The last page of the manual lists the minimum requirements for each project.
- During each meeting, club members have the opportunity to work towards the Competent Leader award by performing a functional role, such as timekeeper, grammarian, etc. Outside of regular club meetings, members could also organize club events, mentor new members, and organize team building activities. Members should bring their manual to each meeting to receive credit for leadership activities.
 - Example: the *Organization and Delegation Project* could be completed by organizing a speech contest or club event, contributing to newsletter, or starting a PR campaign.

- After completing all 10 projects, members are eligible to receive a Competent Leader award.
- Members are encouraged to work on both tracks in the same time. After completing all 10 CC and CL projects, members are eligible for the Distinguished Toastmaster Award.

Meeting Roles

Toastmaster of the Day (TMOD)

- The TMOD acts as the general host of the meeting and has the following responsibilities:
 - **Before the meeting:** Checks and announces last minute changes with the VP of Education. Asks the VPE or any other club officer for TMOD script
 - Follows the agenda and keeps the meeting on schedule
 - Explains the structure of the meeting to the audience
 - Starts the meeting with short introductions. Asks members to introduce themselves and answer an icebreaker question which preferably incorporates the meeting theme.
 - Introduces Speakers and other functional roles. Asks for votes after the 3rd speaker (if there are 3 scheduled speeches).
 - Remains standing at the podium until another speaker assumes control of the podium.

General Evaluator:

- Introduces the Evaluation team and conducts the evaluation portion of the meeting.

- Asks for a vote on the Best Evaluator after the 3rd evaluation speech. Asks for Timer and Grammarian report.
- Gives general evaluation report of the entire meeting suggesting areas for improvement (e.g. did the meeting start on time, was the room ready, did each member receive an agenda, were all guests welcomed)

Speech Evaluator:

- Talks with the speaker before the meeting to determine specific speaker goals
- Completes the speech project manual of the speaker [Review Effective Evaluation \(item 202\)](#)

Grammarian Ah\Um Counter:

- Records and comments on ah/um count and effective use of grammar. Announces the word of the day, which can be connected with the meeting theme.

Table Topics Master:

- **Before the meeting:** Chooses appropriate questions, possibly connected to the meeting theme
- Explains the purpose of Table Topics (to practice impromptu speaking) and general format.
- Encourages guests and members without a specific role to participate.

Timer:

- **Before the meeting:** Checks timing board and time requirements for each speech
- Explains light signals. States and tracks expected time for each speech (to include prepared speeches, table topics speeches, and evaluations).
- Reports on speaker times

Timing Procedures:

Prepared speeches

- All prepared speeches from the CC Manual, except speeches 1 and 10, are from 5 to 7 minutes
- A green signal will be displayed at 5 minutes
- A yellow signal will be displayed at 6 minutes
- A red signal will be displayed at 7 minutes and will remain on until the conclusion of the speech

Table Topics

- A green signal will be displayed at 1 minute
- A yellow signal will be displayed at 1 minute 30 seconds
- A red signal will be displayed at 2 minutes and remain displayed until the speech is concluded.

Evaluation

- A green signal will be displayed at 2 minutes
- A yellow signal will be displayed at 2 minutes and 30 seconds

- A red signal will be displayed at 3 minutes and remain displayed until evaluation is concluded.

New Member Practices

- Request a mentor after joining the club
- Complete Member Questionnaire
- Set specific goals and share them with the mentor
- Deliver Icebreaker in the first 2-3 weeks
- Request Meeting Roles by e-mailing the VP of Education
- Keep track of your progress in Toastmaster manuals
- Share feedback and ideas on how the club can serve you better
- Outside of speaking at regular meetings, membership opportunities include: competing in speech contests, writing for the club blog or newsletter, mentoring new members & organizing events
- The Club strive to be President Distinguished, which largely depends on members delivering speeches and taking meeting roles.

Contact Information

- Club Website: <http://www.cceveningtoastmasters.org>
- Club Facebook page: <https://www.facebook.com/cceveningtoastmasters/>