



THE BENEFITS OF TOASTMASTERS MEMBERSHIP

- ▶ Participation in a unique and proven program for developing your communication and leadership skills.
- ▶ A positive and supportive atmosphere in a community of learners.
- ▶ The opportunity to find your voice while learning to tell your story with confidence.
- ▶ Regular and constructive feedback from other learners as you practice organizing your thoughts and presenting them clearly.
- ▶ Experience in leadership development through training and club involvement.
- ▶ Unlimited opportunities for personal and professional growth.
- ▶ Access to a wealth of educational materials and resources on public speaking, listening skills, meeting protocol, the use of technology in presentations, and effective communication in conferences and meetings.
- ▶ A free subscription to the *Toastmaster*, a monthly magazine that provides insights on communication, leadership, club activities and other relevant topics.

SHARE THE BENEFITS YOU GAIN BY

- ▶ Assisting fellow members in developing their communication and leadership skills while you develop your own.
- ▶ Helping your group maintain the Toastmasters standard of excellence in all projects and programs.
- ▶ Providing leadership in your club, whether performing meeting roles, assisting on committees or serving as an officer.
- ▶ Telling other people about the value of Toastmasters and inviting guests to club meetings.
- ▶ Representing the Toastmasters brand in everyday business, social and community situations.
- ▶ Making the Toastmasters experience – for yourself as well as others – as enjoyable and worthwhile as possible!

TOASTMASTERS INTERNATIONAL

www.toastmasters.org



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FEATURES, BENEFITS AND VALUE



Features	Benefits	Value to the Individual	Value to the Organization
▶ A self-paced program	▶ Flexibility	▶ Unlimited personal growth	▶ Employee goal achievement
▶ Speech writing and presenting	▶ Critical thinking ▶ Effective presentation delivery	▶ Clear communication ▶ Confidence	▶ Effective employee communication ▶ Better leaders
▶ Weekly interactive meetings	▶ Ongoing experience ▶ Overcoming fears	▶ Skill reinforcement	▶ Improved morale ▶ Enhanced performance
▶ Table Topics®	▶ Thinking quickly	▶ Self-confidence	▶ Better customer communication
▶ Evaluations	▶ Keen listening skills ▶ Constructive feedback	▶ Increased self-awareness ▶ Positive mentoring	▶ More productive teams
▶ Participation in meeting roles	▶ Ease in front of a group	▶ Improved leadership skills	▶ Effective meetings
▶ Opportunity to conduct meetings	▶ Time management skills ▶ Self-confidence and poise	▶ Effectively lead meetings	▶ Increased productivity
▶ Small groups	▶ A supportive environment ▶ A positive atmosphere	▶ Relationship-building	▶ Better teamwork ▶ Improved retention
▶ Opportunity to fulfill officer roles	▶ Leadership development opportunities	▶ Leadership growth ▶ Career advancement	▶ Better leaders
▶ Affordable dues	▶ Cost effectiveness	▶ Positive return on investment	▶ Positive return on investment

The Toastmasters Pathways learning experience was developed around the five core competencies identified by the Board of Directors.

FIVE CORE COMPETENCIES

It is important to note that each member using Base Camp will have the opportunity to select from many electives to extend their learning. With the addition of electives, members have the flexibility to cover all core competencies within each path.

1

**PUBLIC
SPEAKING**

2

**INTERPERSONAL
COMMUNICATION**

3

**STRATEGIC
LEADERSHIP**

4

MANAGEMENT

5

CONFIDENCE

Confidence is unique because it cannot be taught, but is gained in every path.

11 PATHS

The primary core competencies represented in each path are listed in order of emphasis next to the path name.



Dynamic Leadership

Build strategic leadership and conflict resolution skills

1 **2** **3** **5**



Effective Coaching

Build interpersonal communication, leadership, and coaching skills

1 **2** **4** **5**



Engaging Humor

Build public speaking and speech writing skills

1 **5**



Innovative Planning

Build creative project management and communication skills

1 **4** **2** **5**



Leadership Development

Build communication and leadership skills

1 **2** **4** **5**



Motivational Strategies

Build motivational leadership and communication skills

1 **2** **3** **5**



Persuasive Influence

Build skills to lead in complex situations

1 **3** **2** **5**



Presentation Mastery

Build public speaking skills

1 **5**



Strategic Relationships

Build networking, leadership, and communication skills

1 **2** **3** **5**



Team Collaboration

Build collaborative leadership skills

1 **4** **2** **5**



Visionary Communication

Build innovative communication and leadership skills

1 **3** **2** **5**

Meeting Roles and Responsibilities

TOASTMASTER

Taking on this role improves organization, time management and public speaking skills.

The Toastmaster is the meeting's director and host. This position is responsible for conducting and coordinating all aspects of the meeting except the business portion. The Toastmaster introduces the Speakers and other major participants while ensuring a smoothly flowing meeting.

TOPICSMASTER (TABLE TOPICS MASTER)

Taking on this role improves organization skills, time management, and facilitation skills. The Topicsmaster conducts the impromptu portion (Table Topics®) of the meeting and is responsible for preparing questions and calling on members at random.

TABLE TOPICS SPEAKER

This role improves confidence and impromptu speaking skills. Table Topics® is a long-standing Toastmasters tradition intended to help members develop their ability to organize their thoughts quickly and respond to an impromptu question or topic. Have fun with this one!

SPEAKER

This role improves critical thinking, confidence, and public speaking skills. Club members learn from each other as speakers present prepared speeches on subjects of their choice. Speeches are based on projects from one of the levels in their chosen Pathways Path.

EVALUATOR

Taking on this role improves active listening, critical thinking and positive feedback skills. Evaluation is the heart of the Toastmasters educational program. You observe the speeches of your fellow club members and offer evaluations of their efforts based on the criteria provided with their project.

AH-COUNTER

Taking on this role improves observational and listening skills. The purpose of the Ah-Counter is to note any overused words or filler sounds used as a crutch by anyone who speaks during the meeting. Filler sounds include 'ah', 'um', 'you know', 'and so', 'well', and other audible pauses.

GRAMMARIAN

Taking on this role improves vocabulary, grammar, critical listening skills and evaluation skills

The grammarian helps members improve their grammar and vocabulary by choosing a word of the day and monitoring errors in grammar as well as excellent use of language.

TIMER

Taking on this role improves time management skills. One of the skills Toastmasters practice is expressing a thought within a specific time. The timer is responsible for monitoring time for each meeting segment and each speaker.

GENERAL EVALUATOR

Taking on this role improves critical thinking, organization, time management, motivational and team building skills. The General Evaluator conducts the evaluation portion of the meeting by calling on the assigned evaluators and giving an impression of the whole meeting, citing both strong points and areas to be improved.

Club Officer Roles and Responsibilities

Each of the officers in a Toastmasters club has duties to fulfill in support of the members of the club. Toastmasters clubs have multiple officers both to spread the load and to expand the leadership opportunities at the club level.

PRESIDENT

The President presides at meetings of the Club, has general supervision of the operations of the Club. Serves as one of the Club's representatives on Area and District Councils.

VICE PRESIDENT EDUCATION

Second ranking officer of Club. Plans and directs club programs which meet the educational needs of the Club members. Plans and publishes regular schedules of meeting assignments. Keeps track of member's progress towards goals. Serves as one of the Club's representatives on Area and District Councils.

VICE PRESIDENT MEMBERSHIP

Third ranking officer. Plans and directs programs to retain and increase club membership. The role involves some marketing and administration. Serves as one of the Club's representatives on Area and District Councils.

VICE PRESIDENT PUBLIC RELATIONS

Fourth ranking officer. Develops and directs programs that inform individual members and the general public about Toastmasters International and about Club activities.

SECRETARY

The Secretary is responsible for Club records and correspondence. Maintains the club roster. Has custody of the Club's charter, Constitution, Bylaws, and all other records and documents of the club. Keeps an accurate record of the meetings and activities of the Club.

TREASURER

The Treasurer is responsible for Club financial policies, procedures and controls. Collects dues and pays dues to Toastmasters International, and maintains records. Makes financial reports to the Club at least quarterly. Receives and disburses, with approval of the Club, all Club funds.

SERGEANT AT ARMS

Prepares meeting room for meeting. Maintains Club property, including banner, nametags, and supplies. Greets visitors. Chairs Social and Reception Committees.

Training and additional information will be provided by Club Mentors and District 84.



Charter Membership Application & Payment Information

Form 3

Prospective members should follow the instructions provided below for becoming a charter member.

1. Completely fill out and sign the **Charter Membership Application**.
2. Completely fill out and sign the **Payment Information** document (page 3).
3. Submit both completed and signed documents to the club coordinator.
4. Please check here ☐ if you use assistive technology (such as a screen reader) to view your educational materials.

For questions, please contact newclubs@toastmasters.org.

Membership Application

Club Information

This section is completed by a club officer

Club number Club name Club city

Applicant Information

This section is completed by the applicant. ☐ Male ☐ Female ☐ Non-binary ☐ Other

Last name/Surname First name Middle name

The monthly *Toastmaster* magazine will be sent to the following address:

Organization/In care of

Address line 1 (limit 35 characters)

Address line 2 (limit 35 characters)

City State or province

Country Postal code

Home phone number Mobile phone number Email address

Membership Type

- ☐ New ☐ Reinstated (break in membership)
☐ Dual

- ☐ Transfer (If applicant is transferring from another club, please fill in the four lines below.)

Previous club name

Date of transfer (MM/YYYY)

Previous club number

Member number

Toastmasters International Dues and Fees

This section is completed by the applicant with the help of a club officer. Dues and fees are payable in advance and are **not refundable or transferable from one member to another**.

1. New member fee (US\$20) US\$ _____

Paid only by the new members, this fee covers the cost of the first education path, online copy of The Navigator, and processing.

2. Membership dues (US\$45) US\$ _____

4. Total payment to Toastmasters International US\$ _____

Total of 1, 2 and 3

3. Renewals (optional)

Pursuant to the Bylaws of Toastmasters International, although you are submitting 6 months of dues at time of charter, Toastmasters clubs are required to remit membership payments semiannually in April and October. Clubs chartering in September or March may wish to submit their renewal dues now to avoid having to collect dues from each member twice in two months. If your club charters in the months of October through March, your next dues renewal is due April 1st. If your club charters in the months of April through September, your next dues renewal is due October 1st. Based on the month your club charters the amount of dues renewal per member is as follows:

- | | | |
|-----------------------------------|---------------------------------------|--------------------|
| ☐ October | or ☐ April | US\$45.00 \$ _____ |
| ☐ November | or ☐ May | 37.50 _____ |
| ☐ December | or ☐ June | 30.00 _____ |
| ☐ January | or ☐ July | 22.50 _____ |
| ☐ February | or ☐ August | 15.00 _____ |
| ☐ March | or ☐ September | 7.50 _____ |

Club Dues and Fees Worksheet

Club dues must be paid directly to the club. World Headquarters cannot process payments for club dues.

International Fees and Dues US\$ _____
(from line 4 above)

Club new member fee _____

Club dues _____

Total payment to club _____

I want my membership to begin: _____
Month/Year

Member's Agreement and Release

Consistent with my desire to take personal responsibility for my conduct, individually and as a member of a Toastmasters club, I agree to abide by the principles contained in "A Toastmaster's Promise", the Toastmasters International Governing Documents, and my club. I will refrain from any form of discrimination, harassment, bullying, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I agree to reimburse Toastmasters International, my club or other clubs, or other individuals involved with Toastmasters, for any damages, losses, or costs resulting from my conduct. Understanding that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, I release and discharge Toastmasters International, its clubs, governing bodies, officers, employees, agents, and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Toastmasters International. Should a dispute of some nature arise, I expressly agree to resolve all disputes, claims, and charges relating to Toastmasters, Districts, clubs, and Toastmasters members in accordance with Protocol 3.0: Ethics and Conduct.

By submitting this application, I expressly agree to the following:

- ▶ The collection, use, and processing of the personal information I provide to Toastmasters in this Membership Application for the purposes of organization administration, payment of my dues, and inclusion of my contact information in a members' directory that will be distributed to members and employees of Toastmasters. In addition, the collection, use, and processing of my personal information collected by Toastmasters International through Toastmasters' website and by electronic communications.
- ▶ That my information may be accessed and used by Toastmasters, its employees and agents, District leaders, and club officers.
- ▶ Maintain changes to my personal contact information to ensure it is accurate and current by updating my personal profile page located on the Toastmasters International website www.toastmasters.org/login. I understand that the majority of the data requested in this application is necessary for administrative and planning purposes.

Occasionally we would like to contact you with details of services, educational updates, and organizational updates. If you consent to us contacting you for this purpose, please check the box below corresponding to acceptable contact methods: Mail ☐ Email ☐ Phone ☐

If you would rather not receive non-essential communications from us, please check here ☐

For our full privacy policy, you may visit www.toastmasters.org/footer/privacy-policy.

A Toastmaster's Promise

As a member of Toastmasters International and my club, I promise

- ▶ To attend club meetings regularly
- ▶ To prepare all of my projects to the best of my ability, basing them on the Toastmasters education program
- ▶ To prepare for and fulfill meeting assignments
- ▶ To provide fellow members with helpful, constructive evaluations
- ▶ To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- ▶ To serve my club as an officer when called upon to do so
- ▶ To treat my fellow club members and our guests with respect and courtesy
- ▶ To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- ▶ To adhere to the guidelines and rules for all Toastmasters education and recognition programs
- ▶ To act within Toastmasters' core values of integrity, respect, service, and excellence during the conduct of all Toastmasters activities

Verification of Applicant

By my signature below, I agree to the terms of A Toastmaster's Promise and the Member's Agreement and Release stated above and certify that I am 18 years of age or older, in compliance with the Toastmasters Club Constitution for Clubs of Toastmasters International.

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

Applicant's signature

Date (MM/DD/YYYY)

Verification of Club Officer

I confirm that a complete Membership Application, including both the signature of the new member and that of a club officer, is on file with the club and will be retained by the club.

By my signature below, I certify that this individual has joined the Toastmasters club identified. As a club, we will ensure that this member receives proper orientation and mentoring.

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

Club Officer's signature

Date (MM/DD/YYYY)

In order for this application to be valid, both signatures are required.

CLUB OFFICER

Please keep a copy for your club's records. Questions should be directed to the New Clubs department: newclubs@toastmasters.org.

The club officer must follow the instructions below once the **Charter Membership Application** and **Payment Information** documents are received.

1. Sign and date the applicant's **Charter Membership Application**.
2. Submit the **Charter Membership Application** and **Payment Information** documents to the club coordinator.
3. After receiving confirmation that Toastmasters International has received and processed the **Charter Membership Application** and **Payment Information**, the club coordinator must:
 - a. Retain the applicant's **Charter Membership Application** with other club charter documentation. While held, the application should be kept secure, such as in a lock box, or destroyed once it is digitally retained. It is up to your club and your country's privacy guidelines on how long the application should be retained.
 - b. Submit all completed charter documents and payments to the New Clubs team using one of the methods below:

Email: newclubs@toastmasters.org

Fax: +1 303-799-7753

Mailing Address: 9127 South Jamaica Street, Suite 400 • Englewood, CO 80112 • USA

Payment Information

Payment Method to Toastmasters International

This section is completed by the applicant and is for payment to World Headquarters only (the amount listed in line 4 on page 1). World Headquarters does not collect club dues.

☐ **MasterCard**

☐ **Visa**

☐ **AMEX**

☐ **Discover**

US\$ _____
Amount

Card number

Expiration date

Name on card

Signature

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

☐ **Billing Address is the same as Shipping Address**

Address Line 1

Address Line 2

City

State or Province

Country

Postal Code

☐ **Check or money order**

Check or money order must be for U.S. funds drawn on a U.S. bank.

US\$ _____
Amount

Check or money order number

☐ **Other**

Other