



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.

10 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



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

Prepared Speeches

A major portion of each meeting is centered on one or two speakers. Their speeches are prepared based on manual project objectives and should last from five to seven minutes for projects in the Competent Communicator Handbook or new pathways online education program.

Timer

One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. Prepared speeches, Table Topics and Evaluations are all timed by the Timer. At the end of the meeting the Timer will report the times of each participant. This will let the members know if they delivered their presentation within the allotted time frame.

Ah Counter

The purpose of the Ah Counter is to note the words and sounds used as a 'crutch' or 'pause filler' by anyone who speaks during the meeting. Words may be inappropriate interjections such as 'and, well, but, so, you know.' Sounds may be 'ah, um, er'. The Ah Counter also notes when a speaker repeats a word or phrase such as 'I, I' or 'This means, this means' or 'like.'

Table Topics Master

The Table Topics portion of the meeting is conducted by the Table Topics Master. The Table Topics Master announces a topic and calls on participants, one at a time, to give impromptu one- to two-minute talks on the topic. Or the Table Topics Master may assign subjects individually. Topics will be realistic and useful to participants; they may address current events or issues, for example. Your goals as a respondent are to present ideas worth listening to, without prior preparation, and to communicate true feelings on the subject with skill and conviction.

Sergeant At Arms(SAA)

The sergeant at Arms serves as master host and makes the proper physical arrangements for all club meetings. This person needs to be early; set up room makes sure each member and guest is welcomed at club meetings; make sure the meeting starts on time (Start meeting by striking the gavel ONCE). Besides, write the speakers names, timing on the whiteboard (TMD could do this). Additional, collect ballots and tally votes, inform President of Best Speaker, Best Evaluator or Best Table Topics Speaker. Last but not least, time keeper for break.

Toastmaster-of-the-Day(TMD)

The main duty of the Toastmaster is to act as a genial host and conduct the entire program, including introducing participants. Program participants should be introduced in a way that excites the audience and motivates them to listen. The Toastmaster creates an atmosphere of interest, expectation, receptivity to ensure the meeting runs smoothly.

Speech Evaluator

After every prepared speech, the speaker receives an evaluation (written and oral) by other members. The purpose of the evaluation is to help the speaker become less self-conscious and a better speaker. The Evaluator will indicate what the speaker did well in their speech and also offer suggestions on what they could improve upon to become a competent communicator.

General Evaluator

The General Evaluator evaluates the meeting in general. The General Evaluator comments on the quality of the evaluations given by the evaluators of the prepared speeches and table topics.

Grammarian

The Grammarian selects a 'Word for the Day'. It should be a word that can be incorporated easily into everyday conversation, but is different from the way people usually express themselves.

During the meeting, announce the 'Word of the Day', state its part of speech, define it, use it in a sentence, and ask that anyone speaking during any part of the meeting use it.

During the meeting the Grammarian listens to everyone's word usage and writes down any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar, malapropisms, etc) with a note of who erred. Write down who used the 'Word of the Day' (or derivative of it) and note those who used it correctly or incorrectly.

The Grammarians report tries to offer the correct usage in every instance where there was misuse instead of only explaining what was wrong. The Grammarian also reports on creative language usage and announces who used the 'Word of the Day'.

Officer Duties

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. Filling an officer role does not mean that you do the job alone; it means you are responsible to see that the job gets done. Attend your training so you get the support you need to better serve your club. Collectively, the club's officers are its Executive team. The seven officers rank as follows, with the highest-ranking officer at a meeting the presiding officer. There are some responsibilities that are expected of all club officers.

- Attend District Officer Training once for each 6 month term (typically July and February)
- Participate in Club Success Plan
- Attend club executive officer meetings
- Attend club meetings regularly

President☞ The President is the chief executive officer for the club. The role involves general supervision and operation of the club. This office ranks first among the seven. The President presides at club meetings, and directs the club in meeting the members' needs for educational growth and leadership. In cooperation with the rest of the officers, the President establishes long-term and short-term goals for the club. The President serves as one of the Club's representatives on Area and District Councils.

Some specific duties of the President are:

- Presides over club meetings
- Guides club in carrying out its mission and insures that all club activities are in accordance with Toastmasters International guidelines
- Plans and leads Distinguished Club Program/Club Success Plan meeting(s) and issues report
- Assures that the Semiannual Membership Report is complete and issued on time
- Represents Club at Area/District meetings
- Plans agenda and presides over club executive committee meetings

Vice President of Education (VPE)☞ The VP Education handles the educational program within the club. The role involves ensuring that all members continue their progress towards their chosen educational goals. This office ranks second among the seven. The VPE plans, organizes, and implements the meetings to fit the chosen speeches, educational modules, and related events to the members' needs. When members complete a speech or a major achievement, it is the VPE who initials the manuals or contacts Toastmasters to ensure proper recognition. New members will receive orientation and be assigned a mentor by the VPE. The VPE serves as one of the Club's representatives on Area and District Councils.

Some specific duties of the Vice-President of Education are:

Plans and issues monthly calendar

- Presents monthly schedule at Executive meeting and publishes monthly schedule
- Keeps individual member records
- Keeps a binder with member achievement forms for each member
- Tracks Member Educational Goals
- Solicits personal achievement goals from each member
- Administers speech contests
- Presides in the absence of the President

Vice President of Membership (VPM)☞ The VPM handles sustaining and boosting the number of club members. The role involves marketing and some administration. This office ranks third among the seven. The VPM plans, organizes, and implements a continuous marketing effort to ensure that club membership remains above charter strength (20 members). This is done both by retaining current members, with the VPE, and by gathering new members, with the VPPR. The VPM is responsible for the semi-annual membership reports that go to Toastmasters, and for keeping the membership roster and attendance records. Serves as one of the Club's representatives on Area and District Councils.

Some specific duties of the Vice-President - Membership are:

- Develops program(s) for recruiting new members
- Assimilates new members.

- Greets all guests and encourages them to join; completes all Applications for Membership; forwards application and dues to Toastmasters International; and presents new members to club.

Vice President of Public Relations (VPPR)☞ The VPPR handles maintaining and building the club's image. The role involves internal and external communications. This office ranks fourth among the seven. The VPPR plans, organizes, and implements programs to maintain the positive image of the club and Toastmasters for all guests, members, and the general public. Common activities overseen include press releases, publicity campaigns, website maintenance, media representation, and club newsletters.

Some specific duties of the Vice President - Public Relations are:

- Plans and prepares publicity materials Produces a Club Newsletter

Secretary☞ The Secretary is responsible for Club records and correspondence. The role involves all administrative details between the club and Toastmasters, and keeping the club's documents available and up-to-date. This office ranks fifth among the seven. The Secretary cares for the club's records, including by-laws and constitution. Updated membership records, new member applications, supply orders, officers' lists, and past club records fall to the Secretary for execution. The Secretary also records and reads the meeting minutes, for meetings of the club and of the Executive team.

Some specific duties of the Secretary

- Maintains an accurate membership roster
- Records meeting minutes
- Prepares and mails orders for Toastmasters supplies
- Prepares the Semiannual Membership Report, collects dues submits to World Headquarters (with President)

Treasurer☞ The Treasurer is responsible for Club financial policies, procedures and controls. The role involves the club's finances, including dues collection and materials purchasing. This office ranks sixth among the seven. Collects dues and pays dues to Toastmasters International, and maintains records. All club accounts come through this office. Dues notices and collection falls to the Treasurer. Makes financial reports to the Club at least quarterly. Receives and disburses, with approval of the Club, all Club funds.

Some specific duties of the Treasurer are:

- Key contact with Corporate Sponsor
- Issues checks to World Headquarters for semiannual membership dues/New Member Fees
- Keeps complete and accurate records of all financial transactions
- Prepares a monthly financial report

Sergeant at Arms (SAA)☞ The SAA handles meeting facilities and decorum. The role involves all those tasks expected of the host of the meeting. This office ranks seventh among the seven.

The SAA arranges setup for all meetings, sets out and cares for the club's materials and supplies, Club property, including banner, nametags, and supplies, and greets members and especially guests. Chairs Social and Reception Committees.

Some specific duties of the Sergeant at Arms are:

- Arranges room and equipment for each meeting
- Greets all guests and members
- Collects ballots and tallies votes for awards
- Maintains all Club equipment and materials

MEMBERSHIP APPLICATION & PAYMENT INFORMATION



To become a club member, please

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

For questions, please contact membership@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 ☐ 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

This section is completed by a club officer.

- ☐ New ☐ Reinstated (break in membership)
☐ Dual ☐ Renewing (no break in membership)
☐ Transfer (If applicant is transferring from another club, please fill in the three lines below.)

Previous club name

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

3. Total payment to Toastmasters International US\$ _____

Total of 1 and 2.

2. Membership dues US\$ _____

Paid twice a year by all members, membership dues are pro-rated from the member's start month:

- | | | | |
|-----------------------------------|----|------------------------------------|--------------------|
| ☐ 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 _____ |

I want my membership to begin: _____
Month/Year

Club Dues and Fees Worksheet

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

International Fees and Dues \$ _____
(from line 3 above)

Club new member fee _____

Club dues _____

Total payment to club _____

Sponsor of New, Reinstated or Dual Member

This section is completed by a club officer.

Sponsor's last name/surname	Sponsor's first name	Sponsor's member number	Sponsor's club number
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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 and 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 officers 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

Verification of Club Officer

I confirm that a complete membership application, including the signatures of the new member and 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

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

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

1. Sign and date the applicant's **Membership Application**.
2. Submit the **Membership Application** and **Payment Information** documents online by logging in to **www.toastmasters.org/clubcentral**.
You can also mail the documents to Membership, Toastmasters International, 9127 S. Jamaica St., Suite 400, Englewood, CO 80112, U.S.A., or fax to +1 303-799-7753. Please use only one of these methods to avoid duplication.
3. After receiving confirmation that Toastmasters International has received and processed the **Membership Application** and **Payment Information**, the club officer must:
 - a. Retain the applicant's **Membership Application** with other club documentation; and
 - b. Immediately destroy the applicant's **Payment Information** document (page 3) and any copies in the club officer's or club's possession, including all electronic copies.

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 3 on page 1). World Headquarters does not collect club dues.

☐ **MasterCard**

☐ **Visa**

☐ **AMEX**

☐ **Discover**

US\$ _____
Amount

Card number _____

Expiration date _____

Name on card _____

Signature _____

☐ **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 _____