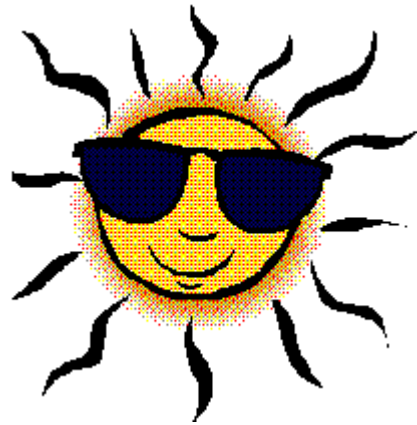


Calgary Sunrise Toastmasters Club



"Calgary's only downtown morning Toastmaster Club!"

All Visitors Welcome!

Meetings held every Thursday
at 6:45 - 7:45 a.m.
Ernst & Young, 10th Floor
440 - 2 Ave SW

Calgary Sunrise Toastmasters Club 6620 District 42

To: Most Welcome Guest

From: Calgary Sunrise Toastmasters

Subject: Welcome to our Club!

Toastmasters International is a world renowned organization dedicated to helping people develop communication and leadership skills through public speaking. Toastmasters is an institution which helps members achieve excellence by providing an atmosphere of positive peer support. It offers something for all skill levels, with an emphasis on education and leadership.

As the only morning club in Calgary, Sunrise Toastmasters is unique. Meeting every Thursday morning at 6:45 (Sept.-May), members participate in a well structured one hour meeting. This format fits extremely well into busy downtown schedules. Parking is free out front until 9:00am.

Each member works through a structured program, at their own speed, to develop their skills. The first milestone is the Competent Communicator (CC) designation, which is reached by completing the ten specified CC speeches at the club level. From there, members customize their development program and branch off in one of many directions, to work towards the Able Communicator (AC) and Distinguished Toastmaster (DTM) awards.

As a guest at one of our meetings, you've had an opportunity to see first hand how members develop their skills in delivering prepared speeches, impromptu presentations, and evaluations. Members have specific roles during the meeting, and prepare in advance to ensure a smoothly running and beneficial meeting.

We are pleased you chose to join us at one of our meetings. Please feel free to come again. Browse through the information package we've given you to learn more about our meetings. If you would like more information, or are interested in joining our club, simply ask the Chairman of this meeting to direct you to one of the club Executives, who can provide you with the details you need.

Thanks again for your interest in Calgary Sunrise Toastmasters!

Calgary Sunrise Toastmasters Club - Roster Guidelines

By joining Toastmasters, we have challenged ourselves to become better public speakers. To facilitate the process of developing and improving our communication skills, the Toastmasters organization encourages members to participate at the meetings in a number of Roster Positions:

- Chairman
- Toastmaster
- Table Topics Master
- General Evaluator
- Evaluator
- Timer
- Grammarian
- Jiffy Notes
- Thought for the Day
- Video Master
- Speaker

These are all important duties which contribute to the success and enjoyment of each meeting. The attraction of Toastmasters is that we work together, as a club, to help and encourage members of the group to improve their communication skills. It is not a rigidly structured course in which we are forced to digest instructions from designated teachers. Instead, all Toastmasters club members participate at the meetings, and an environment where everyone benefits is created. In addition to presenting speeches, members must be willing to take their turn serving in other capacities at the meetings. Everyone shares the work, and shares the rewards!

Contained within the booklets and assorted paraphernalia we all received on joining Toastmasters are descriptions of what each role in a Toastmaster meeting entails. These descriptions are valuable references to help us prepare for the various roles, however, they may not be completely applicable to the format which our meetings follow. Therefore, the following brief set of guidelines was created, and has proved to be very useful for the Sunrise Toastmasters members.

A number of these guidelines were created by Brian Vos, and were distributed to the club following speeches he delivered early in 1989 - Thanks Brian!! Marty Proctor put them all together in 1990, with updates and revisions by Bill Beck (1995) and Oliver Kuhn (1997). Major updates were completed again by various members in 2009.

New members are encouraged to take on the roles of Timer, Grammarian, Thought for the Day, and Speaker(!), as soon as they feel comfortable within the club. After one or two speeches, all positions can easily be tackled. Each new member joins the club with a different skill level, but the following general suggestions regarding Roster Positions can be made:

- Complete one speech before taking on Toastmaster or Table Topics Master positions.
- Complete two speeches before taking on Chairman or General Evaluator positions.
- Members should not evaluate speeches which they themselves haven't yet completed.

Don't be afraid to take on the challenge of a Roster Position. Remember that nobody "fails" at Toastmasters. The membership is supportive of the contributions that everyone makes at the meetings, and appreciates the effort. Participation is the key to learning and improving.

Chairman

Role

As Chairman you serve as the host of the program, conducting the meeting and ensuring that it flows smoothly. The Chairman should lead the applause before and after Table Topics, Prepared Speeches, and Evaluations.

Presentation Structure

1. Give two minute warning.
2. Call meeting to order at 6:45 am.
 - a. Opening remarks -greet everyone, mention roster changes.
 - b. Theme for the meeting (optional).
 - c. Word of the day (optional).
 - d. Ask for and/or make announcements.
3. Introduce guests. These can be done by the Chairman, Sergeant-at-Arms, or the member who invited the guest. Guests should be informed that they will be called upon near the end of the meeting to comment on their impression of the meeting.
4. Member introduction. Provide a topic that each member can comment on. Remember that if you have 20 members present and each speaks for 30 seconds, that is a full 10 minutes!
5. Introduce the Toastmaster.
6. Backsell the Toastmaster. Once the formal speeches are finished, you will have a better idea as to how much time is available for Table Topics.
7. Introduce the Table Topics Master.
8. Backsell the Table Topics Master.
9. Introduce the General Evaluator.
10. Backsell the General Evaluator.
11. Finish up.
 - a. Call on Table Topics Master for best Table Topics speaker.
 - b. Call on Grammarian's report, but only if General Evaluator forgot.
 - c. Call on guests for their comments.
 - d. Call on volunteers to fill Roster Positions for upcoming meetings. Do not adjourn unless you have at least a Chairman for the following week's meeting. Remind members that they can contact the Chairman or club Secretary any time to volunteer for a position.
 - e. Conduct a business meeting if there is business to discuss.
 - f. Introduce the Thought for the Day speaker.
 - g. Adjourn the meeting at 7:45 am.

Checklist

- Create an agenda. You may need to add, drop, or alter format to achieve a 60 minute meeting.
- Call Table Topics Master, Toastmaster, General Evaluator, and Thought for the Day speaker in advance to (i) get introduction information, (ii) ensure they are prepared, (iii) find out how many speeches there will be, and (iv) give Table Topics Master an idea of how much time will be available.
- Think of a good topic for member introductions.
- At the meeting, fill vacant Roster Positions, Timer and Grammarian are usually left open.
- Make guests feel welcome!

Toastmaster

Role

To prepare and deliver an introduction for each speaker which is appropriate for the following speech. The introduction(s) should allow the audience to shift gears, whet their appetites and put them in the right frame of mind for the type of speech they are about to bear.

Presentation Structure

1. Backsell chairman's introduction.
2. Introduce and explain the formal speech segment of the program, referring to the Toastmaster speech manual and speech objectives.
3. Encourage membership to jot down their comments on the speeches and pass them on to the appropriate speakers. Stress that feedback of a personal nature can be most helpful for a speaker.
4. Ask Timer to explain the timing of the different speeches.
5. Introduce Speaker #1. State speech objectives.
6. Backsell Speaker #1.
7. Introduce and backsell Speakers #2 and #3 if necessary.
8. Wrap up the segment by again encouraging feedback, and thanking the speakers in a positive and encouraging way.
9. Return control to the Chairman.

Checklist

- Call the speakers several nights prior to the meeting to ensure their attendance and to obtain material from them for your introductions. Find out the manual speech numbers. Your introductions should include the speech objectives; these will assist the membership in preparing their comments for personal evaluation and feedback. For a good introduction, keep in mind the four WHY's:
 - Why this speaker?
 - Why this subject?
 - Why this audience?
 - Why this time?
- Introduce the speakers. Create an atmosphere of interest, expectation, and receptivity.
 - Set the mood. Help the audience shift gear. This is where you work with each speaker to help them arrange their equipment such as flip chart or lectern.
 - Tune in the audience. Try to include in your intro. a clue as to whether the speech is humorous, serious, entertaining, controversial, informative, etc.
 - Deliver. Practice your vocal variety!
- End your intro. with the title of the speech and the speaker's name. The element of surprise should be the speaker's name; this will give the speaker a rousing send-off.
- Remain at the lectern until the speaker arrives. shaking his/her hand as a professional gesture.
- At the conclusion of the speech, lead the applause, shake the speaker's hand, and deliver a good backsell to bridge the gap. The backsell can be a positive editorial comment about the speech, e.g. it was great, motivating, something to think about. It is a compliment to refer to a part of the speech which moved you in some way.
- After finishing your last backsell, return control to the Chairman.

Table Topics Master

Role

To provide three or more topics of a general nature that speakers can elaborate on in an impromptu manner. Present your ideas clearly, and ensure everyone is clear on the rules of your Table Topics. Try scenarios that allow the speakers to practice different aspects of public speaking, such as vocal variety, gestures, etc.

Presentation Structure

1. Backsell the Chairman's introduction.
2. Describe Table Topics for the benefit of guests and newcomers. Remind speakers that generally an opening, body, and conclusion is a winning combination.
3. Encourage members to indicate, on the blank sheets of paper given them, the best Table Topic speaker.
4. Call on the Timer to explain the timing for this segment.
5. Announce whether or not heckling will be allowed.
6. Introduce your first topic, then call on Speaker #1.
7. Backsell Speaker #1.
8. Repeat this as many times as indicated to you by the Chairman.
9. After you have concluded your last backsell, summarize all the speakers and their topics. Remind the members to pass on their votes for best Table Topics Speaker to you.
10. Return control to the Chairman.

Checklist

- Phone Chairman prior to the meeting to check on any possible changes to the meeting structure. Ask for the number of speakers to prepare for, but always have extras ready in case of last minute roster changes.
- Keep topics / scenarios simple and to the point, bearing in mind that anyone should be able to grasp the topic without a lengthy explanation.
- Be creative with your topics, tailoring them to the type of members the club has.
- Try to limit yourself to calling on members not on the roster. This may be impossible with low attendance.
- Most importantly - HAVE FUN!! Levity will keep the session moving forward, and will help participants get the most out of this challenging segment.
- The Table Topics Master's attitude should be rousing and positive, encouraging speakers to do their best in a non-competitive environment.

General Evaluator

Role

- To evaluate the meeting in its entirety, keying on the various roles that the members have participated in. Any criticisms should always be supportive and constructive.
- Ensuring that members are aware of whether the meeting has flowed as per the agenda, and correcting participants who have not met the responsibilities of their roles.
- Encouraging everyone to strive for perfection, noting areas for improvement, as well as giving praise for jobs well done.
- Evaluating the evaluators (not the formal speakers). Provide a second viewpoint on a speech only when it is warranted.
- Ensure that the evaluators are qualified to evaluate the speakers. For example, an evaluator who has completed only two speeches should not evaluate a CTM #7 speech.
- Chair the entire evaluation portion of the meeting.

Presentation Structure

1. Opening remarks.
2. Call on the Timer to explain evaluation timing.
3. Introduce Evaluator #1.
4. Backsell Evaluator #1.
5. Repeat for Evaluators #2, 3 if required.
6. Evaluate the evaluators.
7. Evaluate the meeting:
 - a. Chairman
 - b. Toastmaster
 - c. Table Topics Master
 - d. Comment on Speakers and Table Topic Speakers (optional).
 - e. Meeting arrangements, such as Toastmaster banner, slips of paper, roster sheets, etc.
8. Introduce Grammarian for their report.
9. Backsell Grammarian, and return control to the Chairman.

Checklist

- Call the Toastmaster one or two nights prior to the meeting to verify the number of speeches to be given.
- Arrange for Evaluators for each of the prepared speeches.
- Be familiar with the speech numbers and their objectives.
- Prepare some opening remarks, and introductions to the evaluators.
- The General Evaluator's attitude should be rousing and positive, encouraging all participants to do their best, in a non-competitive environment.

Evaluator

Role

To give your viewpoint and reaction to the speech, primarily in terms of the speech's objectives. It is not your role to be judgmental, or a know-it-all. You should provide a balanced critique of the speech, and above all be supportive and constructive.

Presentation Structure

1. Obtain the speaker's copy of the Communication and Leadership manual beforehand.
2. Fill out your written comments before or after your oral evaluation. Save your more serious insights for the written evaluation.
3. After you have been introduced by the General Evaluator, begin by re-stating the objectives of the speech from the Communication and Leadership manual.
4. Point out aspects of the speech that worked well, as well as noting areas requiring improvement. Package your thoughts in one of several formats, some of which are more suited to certain types of speeches than others.
 - a. What I liked, What I saw, Next time.
 - b. C.O.D. - Content, Organization, Delivery.
 - c. The Sandwich - Commend, Recommend, Commend.
 - d. How I saw you, How I heard you, How I reacted to you, Next time.
5. Keep in mind timing of your evaluation - you must be efficient to keep with TWO (2) minutes.

Checklist

- Call the Toastmaster one or two nights prior to the meeting, to verify the number of speeches to be given.
- Be familiar with the speech number and its objectives.
- The Evaluator's attitude should be rousing and positive, encouraging the speaker to do his / her best, in a non-competitive environment.

Grammarian

Role

To monitor the use and abuse of the language throughout the meeting, and provide feedback for the members.

Presentation Structure

1. Listen to the various members' language over the course of the meeting and make some notes.
2. When called on by the General Evaluator towards the end of the meeting, give a brief report on poor grammar, good use of language, ums & ahs, etc.
3. Return control to the General Evaluator.

Checklist

- Try to look for good language and bad language, and compliment those members who deserve it. To keep a sense of humour at Sunrise, the worst offender (usually the most ums & ahs) is asked to contribute \$1 to the "Pig".

Timer

Role

To explain the timing for the various presentations (Speeches, Table Topics, Evaluations) in the meeting, and operate the timing light box.

Presentation Structure

1. When called upon, describe the timing for the presentation in question. This information is outlined on the back of the timing box.
2. Operate the timing box. This involves timing the presentation, then turning on the light (green, yellow, red) at the proper time.
3. Some presentations, such as Table Topics, will require that you "Lead a Thunderous Applause" at a certain time, in order to bring it to a conclusion.
4. Return control.
5. During the formal speech evaluations, you may be called on to report the time of the various speeches.

Checklist

- The ability to keep within certain time limits is a very useful skill in public speaking, so your operation of the timing light box is an important part of the Toastmaster program.

Thought for the Day

Role

You are the last person to speak, and these short (~2min.) talks are designed to leave the members inspired and / or with a smile. The two minute time limit is not long enough to develop a full speech, but it is appropriate for jokes (tasteful please!), folklore, short poems, favourite quotes, etc. It is an ideal way to get your feet wet, and become comfortable in front of an audience.

Presentation Structure

1. You will be introduced by the Chairman.
2. Present your topic in under two minutes.
3. Return control to the Chairman.

Checklist

- Try to make an impact in this short time, and leave the members with something positive and lasting, something they can reflect on, or be inspired by, throughout the day.

Video Master

Role

The Sunrise Toastmasters club owns a video camera which the membership can request to use. It can be used for practice purposes at home. However, as Video Master, it is your responsibility to tape certain segments of the meeting, such as one member's formal speech.

Presentation Structure

1. Arrive 5 to 10 minutes early to give you time to set up the camera.
2. The image you see in the camera should match what the view the audience has. Avoid close ups.
3. The member you are taping is responsible for providing you with a tape. If you are taping more than one, make sure you keep track of which is which.
4. At the end of the meeting, take down the camera, and pass it on to the next Video Master, or return it to whoever is taking care of it.
5. Do not leave the camera behind; make sure a hand over has occurred.

Checklist

- Volunteer for this position at the end of the meeting or phone the club Secretary.
- If unfamiliar with the camera's operation, come early to a meeting to watch the Video Master set up. When you receive the camera at the end of the previous meeting you must take it home. During the week you can read the manual and practice.
- The use of video is a very powerful feedback tool. The members you are taping are relying on YOU!
- During the meeting make sure you know who you will be handing the camera over to.

Speaker

Role

To prepare and deliver a speech, focussing on fulfilling the speech objectives as described in the Toastmaster manual you are working from.

Presentation Structure

1. After you have been introduced, with the Toastmaster's help setup any props or equipment you may need.
2. Deliver your speech. During your speech try to keep an eye on the timer. Your conclusion should come shortly after the yellow light. The red light technically gives you only 30 seconds to finish, and in a contest you would be disqualified for going past this. In a regular meeting speakers are always allowed to finish.
3. Conclude your speech, and return control to the Toastmaster. Remain at the lectern until you have shaken hands, and avoid saying thank you, as it is the audience which thanks you with its applause.

Checklist

- Arrive early to set up any presentation material and / or equipment.
- If you cannot attend the meeting, as a courtesy to the other members, try your best to find a replacement speaker.
- Before the meeting, prepare for and rehearse your speech as much as possible. The use of a tape recorder or video recorder can be very useful, especially in the area of vocal variety and timing.
- Before the meeting begins, give your manual to your speech Evaluator. This will allow the formal written evaluation to be conveniently entered in your manual, and also provides a chance for you to pass on any special requests to your Evaluator. For example, you may want particular attention paid to a certain element of your speech, such as the use of hand gestures.
- Talk with the Toastmaster beforehand about any set up requirements.