



**Robert Moss**

Vice President - Membership  
Speak & Lead Toastmasters Club  
Club 660313  
Area 83  
Division H  
District 83  
Region 9

# Welcome to Speak & Lead Toastmasters Club

*We're Glad You're Here !!!*

**We Meet Every Thursday at 7:15 pm**

*(7:00 pm Meet and Greet; Meeting Begins at 7:15 pm)*

Rutherford High School  
56 Elliott Place  
Room 217  
Rutherford, NJ 07070

Follow us on Facebook and Twitter

Find us at ***[speakandlead.toastmastersclubs.org](http://speakandlead.toastmastersclubs.org)***

For more information on Toastmasters International, visit [www.toastmasters.org](http://www.toastmasters.org)

District 83 • Where Leaders Are Made  
[www.district83.org](http://www.district83.org)



**Welcome to Speak & Lead Toastmasters Club**  
**Club # 660313**  
**Rutherford High School, 56 Elliott Place, Rutherford, NJ**

**Sergeant at Arms:** Greets guests and members.

**President:** Opens the meeting; leads any discussion of club business.

**Toastmaster:** Leads the meeting, coordinates the agenda, introduces each of the speakers & keeps the meeting on track.

**Timer:** Gives a short introduction to the role, times speeches, table topics & evaluations. Time limits are an important consideration of any speaking engagement. Reports on timing at end of meeting.

**Grammarian/Wordmaster:** Gives a short introduction to the role, records grammatical errors & reports on grammar at end of meeting. Provides a word of the day to be used during the meeting & reports on usage at end of meeting and usage of memorable phrases.

**Ah Counter:** Gives a short introduction to the role, counts speech fillers like “ahs” & ‘ums” during all speaking, and reports on counts at end of meeting.

**Invocator:** Gives a short introduction to the role, provides inspirational or motivational message to start meeting.

**Jokemaster/Humorist:** Sets a light mood and make us laugh.

**Table Topics Master:** Chooses participants (guests and members without roles get picked first!) & topics for 1-2 minute impromptu speeches. The person called upon to discuss the “table topic” can be honest, fabricate or change the subject.

**Speaker:** Presents a speech based on a manual or Pathways from Toastmasters International. Speakers earn titles such as Competent Communicator (CC) or Advanced Toastmaster (ACB, ACS, ACG) by completing manuals.

**General Evaluator:** Presents an overall evaluation of the meeting, introduces evaluators & calls for reports by role players (ah counter, timer, grammarian).

**Speech Evaluator:** Provides a speaker with positive feedback & suggestions for improvement. This important role offers an opportunity to support the speaker & sharpen listening and observation skills.

**Blogger:** Summarizes some aspects of the meeting for VPPR to use on social media

**Members:** Every member should try to participate at every meeting. We learn by participation & active engagement.

Relax and Have Fun! We are here to help each other improve our skills. Shake hands with the Toastmaster at the lectern when coming and leaving and clap vigorously for speakers.



## Features, Benefits and Value

Features	Benefits	Value
➤ A self-paced program	➤ Flexibility	➤ Unlimited personal growth
➤ Speech writing and presenting	<ul style="list-style-type: none"> <li>➤ Critical thinking</li> <li>➤ Effective presentation delivery</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clear communication</li> <li>➤ Confidence</li> </ul>
➤ Weekly interactive meetings	<ul style="list-style-type: none"> <li>➤ Ongoing experience</li> <li>➤ Overcoming fears</li> </ul>	➤ Skill reinforcement
➤ Table Topics™	➤ Thinking quickly	➤ Self-confidence
➤ Evaluations	<ul style="list-style-type: none"> <li>➤ Keen listening skills</li> <li>➤ Constructive feedback</li> </ul>	<ul style="list-style-type: none"> <li>➤ Increased self-awareness</li> <li>➤ Positive mentoring</li> </ul>
➤ Participation in meeting roles	➤ Ease in front of a group	➤ Improved leadership skills
➤ Opportunity to conduct meetings	<ul style="list-style-type: none"> <li>➤ Time management skills</li> <li>➤ Self-confidence and poise</li> </ul>	➤ Effectively lead meetings
➤ Small groups	<ul style="list-style-type: none"> <li>➤ A supportive environment</li> <li>➤ A positive atmosphere</li> </ul>	➤ Relationship-building
➤ Opportunity to fulfill officer roles	➤ Leadership development opportunities	<ul style="list-style-type: none"> <li>➤ Leadership growth</li> <li>➤ Career advancement</li> </ul>
➤ Affordable dues	➤ Cost effectiveness	➤ Positive return on investment

# FIVE CORE COMPETENCIES

<b>1</b> PUBLIC SPEAKING	<b>2</b> INTERPERSONAL COMMUNICATION	<b>3</b> STRATEGIC LEADERSHIP	<b>4</b> MANAGEMENT	<b>5</b> CONFIDENCE
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\*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** 1 2 3 5  
Build strategic leadership and conflict resolution skills
-  **Effective Coaching** 1 2 4 5  
Build interpersonal communication, leadership and coaching skills
-  **Innovative Planning** 1 4 2 5  
Build creative project management and communication skills
-  **Leadership Development** 1 2 4 5  
Build communication and leadership skills
-  **Motivational Strategies** 1 2 3 5  
Build motivational leadership and communication skills
-  **Persuasive Influence** 1 3 2 5  
Build skills to lead in complex situations
-  **Presentation Mastery** 1 5  
Build public speaking skills
-  **Strategic Relationships** 1 2 3 5  
Build networking, leadership and communication skills
-  **Team Collaboration** 1 4 2 5  
Build collaborative leadership skills
-  **Visionary Communication** 1 3 2 5  
Build innovative communication and leadership skills

### L1: Mastering Fundamentals

<b>01</b>	<b>02</b>	<b>03</b>
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**01: The Ice Breaker**  
A 4–6 minute speech to introduce yourself to the club.

**02: Evaluation & Feedback**  
A 5–7 minute speech on any topic, then review and incorporate feedback from your first speech into a second 5–7 minute speech. After completing both speeches, serve as a speech evaluator. (May be used as credit for post Level 3 requirement)

**03: Researching & Presenting**  
Select and research a topic you are not familiar with, or you wish to learn more about, and present a 5–7 minute speech.

### L2: Learning Your Style

<b>04</b>	<b>05</b>	<b>06</b>
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**04: A required Project**  
**05: A required Project**  
List of projects in Level 2:  
- Understanding your Communication Style  
- Understanding your Leadership Style  
- Connect with your Audience  
- Active Listening  
- Managing Time  
- Effective Body Language  
- Cross Cultural Understanding

**06: Introduction to Toastmasters Mentoring**  
Reflect upon and present a 5–7 minute speech about a time when you were a mentee, and share the impact and importance of having a mentor. This speech is not a report on the content of this project (Part of the Pathways Mentor Program — see below)

### L3: Increasing Your Knowledge

<b>07</b>	<b>08</b>	<b>09</b>
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**07: A required Project**  
List of projects in Level 3:  
Negotiate the Best Outcome  
Reaching Consensus  
Understanding Emotional Intelligence  
Understanding Conflict Resolution  
Present a Proposal  
Planning & Implementing  
Persuasive Speaking  
Successful Collaboration  
Develop a Communication Plan  
Make Connections through Networking

**08: Choose an Elective**  
**09: Choose an Elective**  
List of 13 electives in Level 3:  
Deliver Social Speeches  
Using Presentation Software  
Connect with Storytelling  
Creating Effective Visual Aids  
Using Descriptive Language  
Connect with Your Audience  
Focus on the Positive  
Inspire Your Audience  
Prepare for an Interview  
Understanding Vocal Variety  
Effective Body Language  
Active Listening  
Make Connections Through Networking

### L4: Building Skills

*	<b>10</b>	<b>11</b>
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\*Serve as Toastmaster, Topicsmaster, and Project Evaluator to receive credit for Level 3 before beginning Level 4

**10: A required Project**  
List of projects in Level 4:  
Manage Change  
Manage Projects Successfully  
Leading your Team  
Motivate Others  
Leading in Difficult Situations  
Managing a Difficult Audience  
Public Relations Strategies  
Communicate Change  
Improvement through Positive Coaching

**11: Choose an Elective**  
List of 8 electives in Level 4:  
Create a Podcast  
Building a Social Media Presence  
Managing a Difficult Audience  
Write a Compelling Blog  
Manage Online Meetings  
Question-and-Answer Session  
Public Relations Strategies  
Manage Projects Successfully

### L5: Demonstrating Expertise

<b>12</b>	<b>13</b>	<b>14</b>
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**12: A required Project**  
List of projects in Level 5:  
Lead in Any Situation  
Leading in your Volunteer Organisation  
Manage Successful Events  
Team Building  
High Performance Leadership  
Prepare to Speak Professionally  
Develop your Vision

**13: Choose an Elective**  
List of 6 electives in Level 5:  
Lessons Learnt  
Moderate a Panel Discussion  
Ethical Leadership  
High Performance Leadership  
Prepare to Speak Professionally  
Leading in your Volunteer Org

**14: Reflect on your Path**  
At a club meeting, present a 10–12 minute speech to share your experience completing your path. Your speech may be in any style that appeals to you and supports your speech content.

 Projects common to all Paths

 Required Project, specific to your chosen Path

 Choose an Elective (may not repeat any project attempted in the same path)

### Required Projects in Level 2



### Pathways Mentor Program

**Prepare to Mentor:**  
Complete the self-evaluation resources included in this project. Meet with VPE to discuss your readiness to mentor. There is no speech associated with this project.

**Mentoring:**  
Work with a protégé to complete a project. Your VPE will help match you with a fellow member. Assist the protégé in setting goals and developing a plan. After your mentorship, deliver a 5–7 minute speech about your experience.

**Advanced Mentoring:**  
Mentor a fellow member or other person for 6 months. Communicate regularly with your protégé, record meeting dates and times, and give and receive feedback both verbally and in writing. After your mentorship, deliver a 5–7 minute speech about your experience.

(May begin after Level 2)  
A structured program to help you understand mentoring best practices and practice mentoring on different scales. As an optional program, no credit awarded towards DTM.  
You are considered a Pathways Mentor after completing all Pathways Mentor Program projects AND a full path.

### Required Project in Level 5

Effective Coaching	<b>HPL</b>	<b>High Performance Leadership (HPL):</b> Deliver a 5–7 minute speech at a club meeting to introduce your plan and vision. Complete a project with a team of at least 3 other members.
Innovative Planning	<b>HPL</b>	Form and meet with a guidance committee at least 5 times throughout the duration of the project. After you implement the plan, deliver a second 5–7 minute speech to share your experience developing and completing your plan.
Persuasive Influence	<b>HPL</b>	
Dynamic Leadership	<b>LAS</b>	<b>Lead in Any Situation (LAS):</b> Serve in a leadership role for at least 6 months. Ask your peers or members of the org for a 360° evaluation of your leadership skill. After concluding your term, present a 8–10 minute speech about your experience.
Team Collaboration	<b>LAS</b>	
Strategic Relationships	<b>LVO</b>	<b>Leading in Your Volunteer Organization (LVO):</b> Similar to Lead in Any Situation, except that you have to additionally create a succession plan to aid the transition after you leave your leadership position. The speech presented is to be 5–7 minutes instead of 8–10 minutes.
Leadership Development	<b>MSE</b>	<b>Manage Successful Events (MSE):</b> Plan, co-ordinate and complete a chosen event, in your club, or another environment. After the event, deliver a 5–7 minute speech.
Motivational Strategies	<b>TB</b>	<b>Team Building (TB):</b> Build and work with a small team on a team-building event. After the event, deliver a 5–7 minute speech to your club.
Presentation Mastery	<b>PSP</b>	<b>Prepare to Speak Professionally (PSP):</b> Prepare and present a 18–22 minute keynote style speech. You may present your speech outside of the club environment with your VPE's approval.
Visionary Communication	<b>DV</b>	<b>Develop your Vision (DV):</b> Develop and present a vision at a club meeting in a 5–7 minute speech. Establish a timeline for implementing your plan using the resources included. Deliver another 5–7 minute speech to present your plan.

<b>Required</b> Complete 2 paths	<b>Electives</b> Club Mentor OR Club Coach	<b>DTM Project</b>
Serve as Club Officer (1 year)	+	+
Serve as District Officer (1 year)	YLP OR Speechcraft OR Club Sponsor	Pathways Distinguished Toastmaster

Made by John Lee, District 80 tptm.john@gmail.com  
Feel free to distribute, email me for a PDF copy, or give feedback



# 10 TIPS FOR SUCCESSFUL PUBLIC SPEAKING

*Feeling some nervousness before giving a speech is natural and healthy. It shows you care about doing well. But too much nervousness can be detrimental. Here's how you can control your nervousness and make effective, memorable presentations:*

- 1. Know the room.** Be familiar with the place in which you will speak. Arrive early, walk around the speaking area and practice using the microphone and any visual aids.
- 2. Know the audience.** Greet some of the audience as they arrive. It's easier to speak to a group of friends than to a group of strangers.
- 3. Know your material.** If you're not familiar with your material or are uncomfortable with it, your nervousness will increase. Practice your speech and revise it if necessary.
- 4. Relax.** Ease tension by doing exercises.
- 5. Visualize yourself giving your speech.** Imagine yourself speaking, your voice loud, clear and assured. When you visualize yourself as successful, you will be **SUCCESSFUL**.
- 6. Realize that people want you to succeed.** Audiences want you to be interesting, stimulating, informative and entertaining. They don't want you to fail.
- 7. Don't apologize.** If you mention your nervousness or apologize for any problems you think you have with your speech, you may be calling the audience's attention to something they hadn't noticed. **KEEP SILENT**.
- 8. Concentrate on the message – not the medium.** Focus your attention away from your own anxieties and outwardly toward your message and your audience. Your nervousness will dissipate.
- 9. Turn nervousness into positive energy.** Harness your nervous energy and transform it into vitality and enthusiasm.
- 10. Gain experience.** Experience builds confidence, which is the key to effective speaking.

# 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](mailto: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.

- |   |  |
|---|--|
| <input type="checkbox"/> New  | <input type="checkbox"/> Reinstated (break in membership)  |
| <input type="checkbox"/> Dual   | <input type="checkbox"/> Renewing (no break in membership) |
| <input type="checkbox"/> 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

**2. Membership dues** US\$ \_\_\_\_\_

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

- |                                   |    |                                    |                    |
|-----------------------------------|----|------------------------------------|--------------------|
| <input type="checkbox"/> October  | or | <input type="checkbox"/> April     | US\$45.00 \$ _____ |
| <input type="checkbox"/> November | or | <input type="checkbox"/> May       | 37.50 _____        |
| <input type="checkbox"/> December | or | <input type="checkbox"/> June      | 30.00 _____        |
| <input type="checkbox"/> January  | or | <input type="checkbox"/> July      | 22.50 _____        |
| <input type="checkbox"/> February | or | <input type="checkbox"/> August    | 15.00 _____        |
| <input type="checkbox"/> March    | or | <input type="checkbox"/> September | 7.50 _____         |

I want my membership to begin: \_\_\_\_\_  
Month/Year

**3. Total payment to Toastmasters International** US\$ \_\_\_\_\_

Total of 1 and 2.

### 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

### 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](http://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](http://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](http://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