



TOASTMASTERS
INTERNATIONAL®

Welcome To Our Toastmasters Club

Club Mission:

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

New Member Orientation

I. Meeting Roles

- a. Meeting Toastmaster
- b. General Evaluator
- c. Table Topics
- d. Timer
- e. Ah Counter/Grammarian
- f. Evaluator
- g. Word of the Day
- h. Invocation/Inspiration – Flag salute

II. Club Officers

- a. Club officer responsibilities
 - i. President
 - ii. VP Education
 - iii. VP Membership
 - iv. VP Public Relations
 - v. Secretary
 - vi. Treasurer
 - vii. Sergeant-At-Arms

III. Education Program

- a. Pathways Learning Experience
- b. 11 available paths
- c. Path assessment and selection
- d. Path Process and approvals

IV. Mentoring Program

- a. Mentor Assignment
- b. Mentor Responsibilities
- c. Mentee Responsibilities

V. Member Profile

Club Meeting Roles

Toastmaster: The Toastmaster hosts and conducts the meeting. When you're the Toastmaster, you introduce speakers and keep the meeting moving along. This role is generally reserved for experienced members who are familiar with the club and its procedures.

Invocation/Inspiration/Joke of the Day – Flag Salute: A member volunteers to lead the group by providing an invocation, inspirational statement or Joke of the day. Followed by the Pledge of the allegiance to the US Flag. We ask that persons that are not US Citizens please stand.

Word of the Day: A member is assigned to introduce and display a Word of the Day to help us improve our vocabulary. The Ah Counter/Grammarian counts the word usage and presents a report at the end of the meeting.

General Evaluator: The General Evaluator evaluates everything that takes place and gives feedback to improve future meetings. When you serve as General Evaluator, you are responsible for pointing out what worked well and what could be better next time.

Table Topicsmaster: The Table Topicsmaster facilitates Table Topics—the meeting segment in which members deliver brief, impromptu speeches. The Table Topicsmaster prepares and introduces the topics and determines the speaker.

Ah-Counter: The Ah-Counter helps speakers keep track of the filler words and sounds they use and gives a report at the end of the meeting. Words may be inappropriate interjections such as *and, well, but, so, you know*. Sounds may be *ah, um, er*.

Grammarian: The grammarian introduces new words to members, listens to the way members speak and presents a verbal report at the end of the meeting. The grammarian provides feedback to help Toastmasters improve their language skills and stretch their vocabularies.

Speaker: Each speaker prepares and presents a speech based on a project assignment from their learning path in Pathways.

Evaluator: The evaluator observes a speaker's presentation and gives constructive comments in a brief evaluation speech. In addition to a verbal evaluation, the evaluator gives a written evaluation using a specific resource.

Timer: The timer helps to keep the meeting on schedule and times each speech. When you're the timer, you will use a stopwatch, timing lights or other device provided by your club to keep track of time. At the end of the meeting, you share timing records with club members.

Toastmasters Club Officer Responsibilities

President

Presiding Officer (CEO), responsible for general supervision and operation of club, leads the setting of goals and leads the club in a way which meets educational growth and leadership needs of members. Ensures successful club administration.

Vice President Education

The educational leader of the club, motivates participation of members in meetings and helps organize their training to meet their individual educational goals, schedules speeches, assigns meeting roles for members and facilitates meeting role assignments, assigns mentor for new members, conveys importance of excellent, constructive evaluations and organizes speech contest.

Vice President of Membership

Plans, organizes and implements continuous marketing effort to ensure club membership of at least 20, promote club's membership campaigns, provides guests with information packet and follows-up with guests, prepares orientation for new members. Follows up with Website Club inquires.

Vice President Public Relations

Develops, implements and administers a program that maintains a positive image of Toastmasters for members and guests, responsible for public relations of club, prepares and distributes news releases of club activities and works with club newsletter editor for effective internal club communication. Responsible for the maintenance of the club Website.

Secretary

Responsible for club records and correspondence, maintains and distributes a current membership roster, records minutes of club and executive meetings, submits names of newly elected officers to World Headquarters, maintains attendance records, and notifies World Headquarters of any officer changes.

Treasurer

Develops and recommends a budget to club, notifies members of dues, collects dues and submits them to World Headquarters prior to due dates, presents financial reports to members and reconciles deposits, expenditures and cash on hand for the club, and pays World Headquarters for club supplies.

Sergeant-at-Arms

Schedules meeting location and confirms availability of room and equipment, acts as club host, welcomes each member and guest, makes proper room arrangements and displays for all meetings, arranges meal service if necessary, sits near door to greet late arrivals, and responsible for club equipment and materials.

Immediate Past President

Provides guidance, serves as a resource to club offices and members, chairs nominating committee, attends, participates in Executive meetings, and promotes club's efforts to become Distinguished Club. Presides over nomination committee for club officers the following year,

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 1 2 3 5
Build strategic leadership and conflict resolution skills
- 
Effective Coaching 1 2 4 5
Build interpersonal communication, leadership and coaching skills
- 
Engaging Humor 1 5
Build public speaking and speech writing 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

Selecting your Path - The Pathways Assessment

1. Before you log-in to Toastmasters.org, You should look at the Path definitions to determine three of the paths which you think you would be interested in.

Each of the 11 paths is unique:

Dynamic Leadership helps you build your skills as a strategic leader. The projects on this path focus on understanding leadership and communication styles, the effect of conflict on a group and the skills needed to defuse and direct conflict. These projects also emphasize the development of strategies to facilitate change in an organization or group, interpersonal communication and public speaking. This path culminates in a project focused on applying your leadership skills. **Not available in non-English printed materials.*

Effective Coaching helps you build your skills as a positive communicator and leader. The projects on this path focus on understanding and building consensus, contributing to the development of others by coaching and establishing strong public speaking skills. Each project emphasizes the importance of effective interpersonal communication. This path culminates in a “High Performance Leadership” project of your design. **Not available in printed materials.*

Engaging Humor designed to help you build your skills as a humorous and engaging public speaker. The projects on this path focus on understanding your sense of humor and how that sense of humor translates to engaging audience members. The projects contribute to developing an understanding of how to effectively use humor in a speech, including challenging situations and impromptu speeches. This path culminates in an extended humorous speech that will allow you to apply what you learned. **Not available in printed materials.*

Innovative Planning helps you build your skills as a public speaker and leader. The projects on this path focus on developing a strong connection with audience members when you present, speech writing and speech delivery. The projects contribute to building an understanding of the steps to manage a project, as well as creating innovative solutions. This path culminates in a “High Performance Leadership” project of your design. **Not available in printed materials.*

Leadership Development helps you build your skills as an effective communicator and leader. The projects on this path focus on learning how to manage time, as well as how to develop and implement a plan. Public speaking and leading a team are emphasized in all projects. This path culminates in the planning and execution of an event that will allow you to apply everything you learned.

Motivational Strategies helps you build your skills as a powerful and effective communicator. The projects focus on learning strategies for building connections with the people around you, understanding motivation and successfully leading small groups to accomplish tasks. This path culminates in a comprehensive team-building project that brings all of your skills together—including public speaking.

**Not available in printed materials.*

Persuasive Influence helps you build your skills as an innovative communicator and leader. The projects on this path focus on how to negotiate a positive outcome together with building strong interpersonal communication and public speaking skills. Each project emphasizes developing leadership skills to use in complex situations, as well as creating innovative solutions to challenges. This path culminates in a “High Performance Leadership” project of your design. **Not available in printed materials.*

Presentation Mastery helps you build your skills as an accomplished public speaker. The projects on this path focus on learning how an audience responds to you and improving your connection with audience members. The projects contribute to developing an understanding of effective public speaking technique, including speech writing and speech delivery. This path culminates in an extended speech that will allow you to apply what you learned.

Strategic Relationships helps you build your skills as a leader in communication. The projects on this path focus on understanding diversity, building personal and/or professional connections with a variety of people and developing a public relations strategy. Communicating well interpersonally and as a public speaker is emphasized in each project. The path culminates in a project to apply your skills as a leader in a volunteer organization. **Not available in non-English printed materials.*

Team Collaboration helps you build your skills as a collaborative leader. The projects on this path focus on active listening, motivating others and collaborating with a team. Each project contributes to building interpersonal communication

and public speaking skills. This path culminates in a project focused on applying your leadership skills. **Not available in non-English printed materials.*

Visionary Communication helps you build your skills as a strategic communicator and leader. The projects on this path focus on developing your skills for sharing information with a group, planning communications and creating innovative solutions. Speech writing and speech delivery are emphasized in each project. This path culminates in the development and launch of a long-term personal or professional vision. **Not available in printed materials.*

2. Log in to www.toastmasters.org/login

First time logging in?

Select forgot your password, enter you email address and you will be sent a password. Immediately set your password in your profile to something simple that you will remember.

3. From the Home Screen select **Pathways**

Select **“Take the Assessment”** or **Choose a path**

Assessment

Make your choice of **Base Camp** or **Printed materials**. (New members have paid \$20 upon joining, this covers the cost for your first base camp Path).

Printed materials will cost an additional \$25. Keep in mind that you can download the materials and print them yourself at no additional cost.

All of the paths are not available in print format.

Continue with the assessment – after you complete the questions it will provide you a recommendation on which Path you should choose. You do not have to select the recommended path. Select the one you want.

Choose a path

Select **“Yourself”**, then Continue to Path Selection

Make your choice of **Base Camp** or **Printed materials**. (New members have paid \$20 upon joining, this covers the cost for your first base camp Path).

Printed materials will cost an additional \$25. Keep in mind that you can download the materials and print them yourself at no additional cost.

All of the paths are not available in print format.

Skip Assessment

Simple Pathways Instructions

Log-in to TI website
Select Pathways
Log in as a member
Path name – Open Curriculum

For each Level:

- Launch the Project
- Take the before assessment
- Read and listen to the electronic learning provided
- Download or print the needed forms (Evaluation Resource for your evaluator)
- Give the presentation at the meeting or complete the questionnaire in some cases
 - At the end of the meeting let the VPE know what you have completed
 - Save the evaluation
- Return to pathways, Launch the Project
- Take the after assessment
- Complete the project – You will see a congratulations screen

Launch the next project and follow through

After you have completed all projects for that level

Select level x completion

- Close the Pop-up box and select **Mark Complete**.
- A message is sent to the base camp manager stating that you have completed the level in pathways
- Send an email to the VPE to let them know to go into Pathways and approve your level. The PRES and SEC also have access as Base Camp Managers for your club.
- The VPE will then go to Club Central to submit your Level accomplishment on the TI Server.

You will receive an email from Toastmasters when your Base Camp Manager has approved your level.

The next time you log in to pathways your next level will be ready for you to proceed.

When you log back in to Pathways and Print Your Level Completion Certificate. Bring your certificate to your next club meeting to be presented to you by the Club President. This is important because not only are you recognized, your fellow members can see success in the Distinguished Club Program.

Repeat through all Levels. See the following instructions for recording meeting roles.

When you **complete your Path**, make sure you print the **CERTIFICATE OF PROFICIENCY** certificate, and bring it to your club for presentation or you can wait for Toastmasters to send a formal **Certificate of Proficiency** to your Club President or VPE for Presentation at the Club Meeting.

If you click on the **PATHWAYS** Logo it will take you back to the base camp Page

At the bottom, you can select to **Return to Toastmasters Pathways Start Page** (This takes you back to the Toastmasters.org website)


Recording Meeting Roles

(Ex: Toastmaster, General Evaluator, Ah Counter)

Log-in to TI website

Select Pathways

Log in as a member

In the right upper corner select the Tool Symbol 

Select My Account

Here you will find a listing of seven (7) meeting roles. You need to enter the dates for which you performed each role. Hit the Save Button. You can return to your account and enter these roles at any time. You need to have completed the seven roles, before you complete your path.

Uploading Evaluations to E-portfolio

(Base Camp Manager cannot access your personal E-portfolio)

Give the Presentation and have the evaluation form completed

Scan the document, or take a clear digital photo of each page, make sure your file name is not too long.

- **Bad Example** "Motivational Strategies Path Level 1 Icebreaker Eval – Wanda Olsen 06-11-2018.pdf"
- **Good Example** "MS LV 1 Icebreaker 06-11-2018.pdf"

Upload File to Pathways E-portfolio

1. Log-in to TI.org
2. Select Pathways
3. Log-in as member
4. Select "My Feedback"

5. Select E-portfolio
6. Select Documents
7. Click on the Level that you are working on
 - Select Add File
 - Select file (browse to where you saved the scanned document or browse in your phone gallery to select the photo)
 - Then Select Add
 - If you get an error message your file name is to long
 - You can Select more than one file at a time, and then select add.

Your uploaded files will be listed for you to go back and review when you want to.

To Review a file in your Pathways E- Portfolio

Follow steps 1 – 7 above


You will see the list of documents that you have saved

Select Open on the “Drop Down” menu to the right.

You can Read

You can Print

You can Save to another location

To close the file select you Browser Back Arrow ( usually in the upper Right corner of your window)

If you click on the **PATHWAYS** Logo it will take you back to the base camp Page

At the bottom, you can select to **Return to Toastmasters Pathways Start Page** (This takes you back to the Toastmasters.org website)

MENTOR ASSIGNMENT NOTICE



Mentor _____ Date _____

Thank you for volunteering to serve as a mentor. The member listed below will be your mentee:

Name _____

Address _____

Cell No. _____

Telephone No. Day _____ Evening _____

Fax No. _____ E-mail _____

This person is a (check one)

New member

Experienced member who wants to develop the following special skill(s): _____

Please contact this person and review the responsibilities listed below to be sure you understand your role as mentor.

RESPONSIBILITIES WHEN MENTORING A NEW MEMBER

At the first club meeting

1. **Sit with the new member.** Explain the various parts of the meeting, such as business session, Table Topics,[™] prepared speeches, and evaluations as they happen and answer any questions the mentee may have.
2. **Orient the new member to club customs and procedures.** If your club has special awards, events or other procedures, explain those to the mentee. Help the mentee become comfortable and a part of the club in any way you can.
3. **Explain how to sign up.** Ask the vice president education to schedule the mentee's Ice Breaker speech as soon as possible, then encourage the mentee to serve on a club committee. Also advise the mentee what to do and whom to contact if he or she is scheduled to fill a meeting role but is unable to attend the meeting.
4. **Help with the Ice Breaker.** Many experienced Toastmasters still consider the first speech to be the most difficult. This is because new members are not only uncomfortable speaking before a group, they are also speaking before relative strangers. Your assistance can help the mentee overcome any fears and start off well. Discuss speech ideas with the mentee and offer suggestions for organization if necessary. Listen to the mentee practice the speech and offer feedback.

At the second meeting within the next month

1. **Make the mentee aware of resources.** If your club has a library, show it to the mentee. Point out material in the *Toastmaster* magazine. Also discuss district conferences. Explain the roles of club officers and the information they can provide.
2. **Provide positive feedback.** The first few weeks of membership are critical. Mentees must feel they are already benefiting from the Toastmasters experience. Compliment them on their progress.
3. **Explain responsibilities.** Membership requires more than just giving speeches and receiving evaluations. It also means a commitment to helping the club and its members be successful. Review "A Toastmaster's Promise" (Item 402) with the mentee.

4. **Help with speeches and other assignments.** Continue to help your mentee prepare speeches and use evaluations to improve them. Offer your own feedback, too. Help the mentee prepare for assigned meeting roles and offer tips for fulfilling them successfully.

Eventually

1. **Tell how you've benefited.** Share your own goals and aspirations with the mentee and how you have benefited from the program. You are proof that they can achieve their own goals.
2. **Invite the mentee to other events.** Toastmasters speech contests, conferences, and other club meetings all offer mentees the opportunity to extend their learning and participation.
3. **Acknowledge progress.** Ask for time during a club meeting to mention your mentee's progress in the program. Such recognition shows that the club cares about the mentee's progress and motivates the mentee to continue.
4. **Explain officers' duties.** Describe how the mentee can develop leadership skills by serving as a club officer. Help the mentee select a club office in which to serve and discuss when the mentee would serve. Be sure these goals are reasonable.
5. **Explain speech contests.** Discuss the purpose of speech contests, the types of contests conducted by the club, and how some contests progress to area, division, district, and sometimes International levels. Help mentees assess their readiness to participate in contests.
6. **Describe the Toastmasters organization.** Acquaint the mentee with Toastmasters International's structure, including the area, division, district, and International levels, and the purpose of each. Help the mentee understand how the organization works, the mentee's role in the organization, and the leadership opportunities available beyond the club.

Responsibilities When Mentoring Experienced Members

If you are mentoring a more experienced member, your responsibilities will differ depending on what your mentee wants to learn – for example, your mentee may want to develop certain leadership skills or learn how to use humor in speaking. Whatever skill the mentee wants to learn, you can help by:

- ▶ Providing your own insights on and experiences with the subject
- ▶ Observing, listening, and providing feedback on the mentee's efforts
- ▶ Referring the mentee to books, websites, or other materials on the subject which you have found helpful
- ▶ Introducing the mentee to other people who may be able to help, too

More Mentoring Tips

When working with your mentee, remember that your function is to help the mentee learn to think and act successfully and independently. Don't tell the mentee what to do or do the mentee's work yourself. Simply guide and offer feedback.

Keep in mind, too, that for the mentor/mentee relationship to be successful, you must be:

- ▶ **Available.** You must have time to spend with a member – at least 15 minutes or more each week to help with speeches and answer questions. New members may require additional time.
- ▶ **Patient.** People learn at varying speeds, and some need more guidance than others.
- ▶ **Sensitive.** Tact and diplomacy are vital. Be careful to say and do things that will motivate and encourage the mentee. Be loyal and take care not to betray the mentee's confidences.
- ▶ **Respectful.** Everyone is different. Respect the differences between yourself, the mentee, and others.
- ▶ **Flexible.** You must adapt and adjust to various situations and accept that the mentee may make decisions with which you may not agree.
- ▶ **Supportive of the club.** You must be proud of your club and what it has done and can do for members.
- ▶ **Knowledgeable.** Before you can help someone else, you must be familiar with the club, its operations, the educational program, and even the Toastmasters International organization itself. You should have completed at least several projects in the *Competent Communication* or *Competent Leadership* manuals, have served in most meeting roles, and have enough speaking skills yourself to be of help to your mentee.
- ▶ **Confident.** You should be self-assured and friendly.
- ▶ **A good listener.** Often simply listening, without taking on the other person's problem, can be of great help to the mentee. Just by listening you can enable the protégé to articulate the problem and sort things out.
- ▶ **Concerned about others.** You must care about your mentee and truly want to help.



NEW MEMBER PROFILE

Personal Data

Name _____ Occupation _____

Best way to contact you _____ Employer _____

Accomplishments and interests _____

Personal and career goals _____

Name of sponsor _____ Name of mentor _____

Communication and Leadership Goals

What objectives do you hope to accomplish as a member of this club? _____

Does your job or profession require you to speak in front of an audience? _____

How would you describe your current skill level as a speaker? _____

How would you describe your current skill level as a leader? _____

Do you have any specific concerns relative to speaking in front of an audience? _____

Do you have any specific concerns about leading a group? _____

Why did you decide to join a Toastmasters club? _____

Communication and Leadership Skills

What specific skills do you want to improve?

- Persuading others
- Expressing ideas clearly
- Improving public speaking skills
- Writing and delivering speeches
- Improving self-confidence
- Thinking quickly and clearly under pressure
- Leading meetings
- Listening effectively and critically
- Evaluating others tactfully and constructively
- Accepting helpful criticism gracefully
- Other (specify) _____
- Other (specify) _____



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