

*From Pen To Podium  
Members Handbook*



**TOASTMASTERS**  
INTERNATIONAL®

District # 3 Toastmasters

Club # 1600530

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Dear Toastmaster,

Welcome to the **From Pen to Podium Toastmasters Club (TM) #1600530**. I am delighted that you have begun or are continuing your Toastmasters experience by joining our club. From Pen to Podium Toastmasters was founded in July 2017. We are honored to be a part of Toastmasters and work hard to uphold the values and mission of Toastmasters International. As a member of From Pen to Podium Toastmasters, you are expected to participate in meetings and other activities that are necessary to achieve the club goals and objectives.

Our club, like every TM club, is run by seven officers. The past president will also assist in advising the club.

The **Vice President of Education (VPE)** and the **Vice President of Membership (VPM)** will work with you to orientate you to the club. They will help educate you on the different roles and prepare you for the more advanced roles. You should meet with the VPE as soon as possible to discuss your goals for the club. He/she will assist you to make sure you are successful in meeting your goals.

This handbook will assist you in the basic structure of Toastmasters and our club. It will introduce to you our goals as a club and what you can expect. If you have any questions, you can ask any member of our club for help. If they cannot answer your question, the Vice President of Education or the Vice President of Membership can assist you.

Our website <https://pen2podium.toastmastersclubs.org/> will have helpful links and information as well. You can also sign up for meeting roles on the website. Before signing up for roles for the first time, consult with the Vice President of Education. He/she will help you prepare for the role in advance.

We are dedicated to assisting you in achieving your goals; however, the club can only do so much, you need to do the rest.

Congratulations! You have taken your first step toward achieving your goals.

Vice President of Education

Email [VPE-1600530@toastmastersclubs.org](mailto:VPE-1600530@toastmastersclubs.org)

# *About Toastmasters*



## *From Pen To Podium Members Handbook*



## Who We Are

Toastmasters International is a world leader in communication and leadership development. Our membership is 352,000 strong. Members improve their speaking and leadership skills by attending one of the 16,400 clubs in 141 countries that make up our global network of meeting locations.

The world needs leaders. Leaders head families, coach teams, run businesses and mentor others. These leaders must not only accomplish, they must communicate. By regularly giving speeches, gaining feedback, leading teams and guiding others to achieve their goals in a supportive atmosphere, leaders emerge from the Toastmasters program. Every Toastmasters journey begins with a single speech. During their journey, they learn to tell their stories. They listen and answer. They plan and lead. They give feedback—and accept it. Through our community of learners, they find their path to leadership.

### **Toastmasters International**

Website: <https://www.toastmasters.org/>

Toastmasters International, 9127 S. Jamaica Street, Suite 400, Englewood, CO 80112

+1 720-439-5050 6 a.m.–7 p.m. Mountain Time, Monday–Friday, excluding U.S. holidays

Fax: +1 303-799-7753

### **District 3 Toastmasters**

Website: <http://www.aztoastmasters.org/>

Toastmaster Motto: *Where Leaders are made*

## **Toastmasters International Mission**

We empower individuals to become more effective communicators and leaders.

## **District Mission**

We build new clubs and support all clubs in achieving excellence.

## **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.

## **Toastmasters International Values**

- ▶ Integrity
- ▶ Respect
- ▶ Service
- ▶ Excellence

## **Toastmasters International Brand Promise**

Empowering individuals through personal and professional development.

This is the promise Toastmasters International makes to club members. Once we have reached this goal consistently, through all clubs across the globe, we will have achieved club excellence.

## **A Toastmaster's Promise**

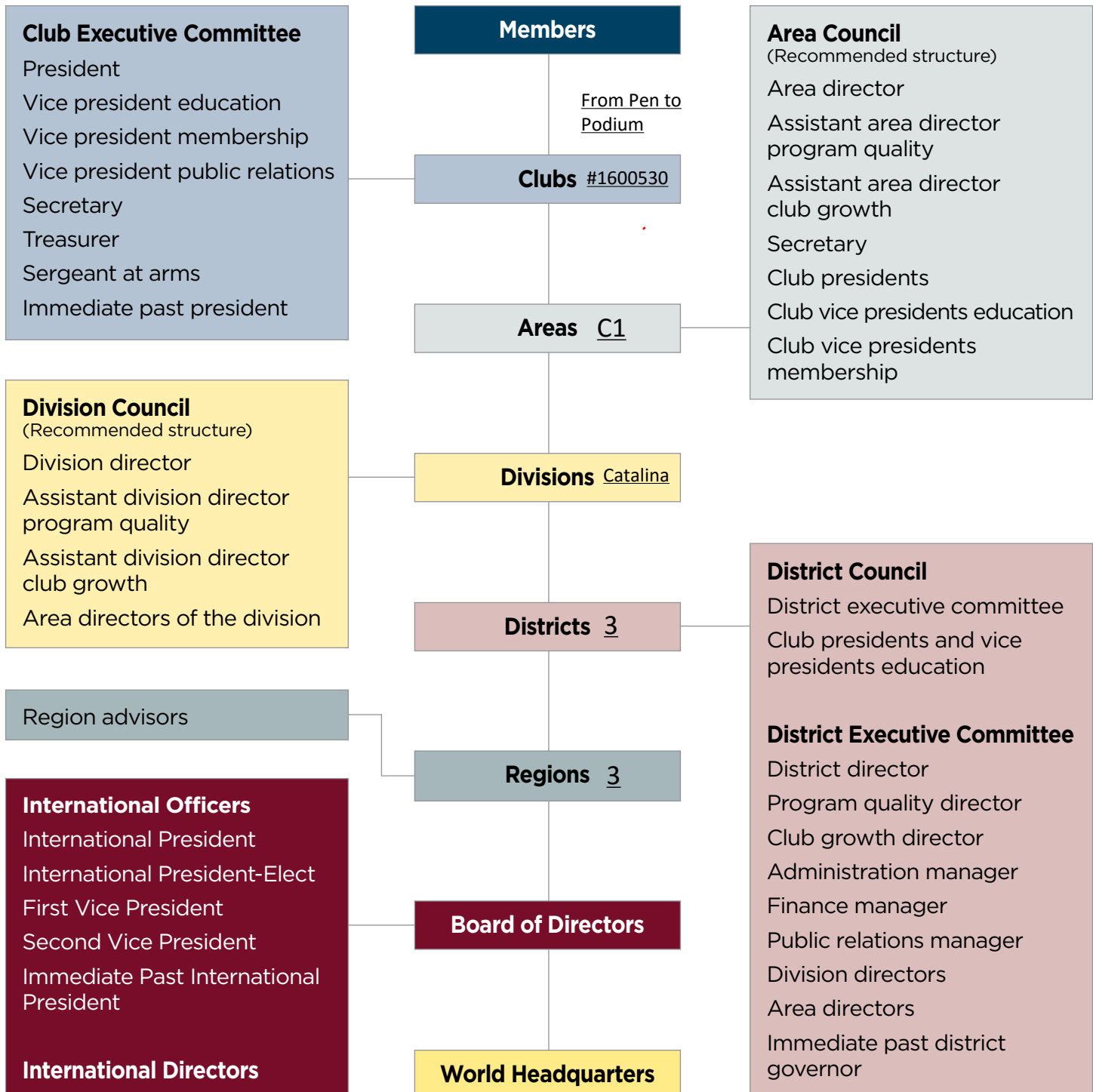
As a member of Toastmasters International and my club, I promise

- ▶ 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

# MAP OF SERVICE TO MEMBERS



Members are the heart and foundation of Toastmasters International. Below is a representation of each service level in support of the member.



# *Educational Program*



## *From Pen To Podium Members Handbook*



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.*  
From Pen to Podium

## 11 PATHS

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



### Dynamic Leadership

*Build strategic leadership and conflict resolution skills*

1 2 3 5



### Effective Coaching

*Build interpersonal communication, leadership and coaching skills*

1 2 4 5



### Engaging Humor

*Build public speaking and speech writing skills.*

1 5



### Innovative Planning

*Build creative project management and communication skills*

1 4 2 5



### Leadership Development

*Build communication and leadership skills*

1 2 4 5



### Motivational Strategies

*Build motivational leadership and communication skills*

1 2 3 5



### Persuasive Influence

*Build skills to lead in complex situations*

1 3 2 5



### Presentation Mastery

*Build public speaking skills*

1 5



### Strategic Relationships

*Build networking, leadership and communication skills*

1 2 3 5



### Team Collaboration

*Build collaborative leadership skills*

1 4 2 5



### Visionary Communication

*Build innovative communication and leadership skills*

1 3 2 5



## DYNAMIC LEADERSHIP

This path 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.*

### Five Levels



#### Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



#### Learning Your Style

- Understanding Your Leadership Style
- Understanding Your Communication Style
- Introduction to Toastmasters Mentoring



#### Increasing Knowledge

- Negotiate the Best Outcome

#### Level 3 Elective Projects (choose 2)

- |                                       |                               |
|---------------------------------------|-------------------------------|
| • Deliver Social Speeches             | • Focus on the Positive       |
| • Using Presentation Software         | • Inspire Your Audience       |
| • Connect with Storytelling           | • Prepare for an Interview    |
| • Creating Effective Visual Aids      | • Understanding Vocal Variety |
| • Using Descriptive Language          | • Effective Body Language     |
| • Connect with Your Audience          | • Active Listening            |
| • Make Connections Through Networking | • Know Your Sense of Humor    |



#### Building Skills

- Manage Change

#### Level 4 Elective Projects (choose 1)

- |                                    |                                |
|------------------------------------|--------------------------------|
| • Create a Podcast                 | • Manage Online Meetings       |
| • Building a Social Media Presence | • Question-and-Answer Session  |
| • Managing a Difficult Audience    | • Public Relations Strategies  |
| • Write a Compelling Blog          | • Manage Projects Successfully |



#### Demonstrating Expertise

- Lead in Any Situation
- Reflect on Your Path

#### Level 5 Elective Projects (choose 1)

- |                               |  |
|-------------------------------|--|
| • Lessons Learned             | • Leading in Your Volunteer Organization |
| • Moderate a Panel Discussion | • Prepare to Speak Professionally        |
| • Ethical Leadership          |  |
| • High Performance Leadership |  |



## EFFECTIVE COACHING

This path 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.*

### Five Levels



#### Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



#### Learning Your Style

- Understanding Your Leadership Style
- Understanding Your Communication Style
- Introduction to Toastmasters Mentoring



#### Increasing Knowledge

- Reaching Consensus

#### Level 3 Elective Projects (choose 2)

- Deliver Social Speeches
- Using Presentation Software
- Connect with Storytelling
- Creating Effective Visual Aids
- Using Descriptive Language
- Connect with Your Audience
- Make Connections Through Networking
- Focus on the Positive
- Inspire Your Audience
- Prepare for an Interview
- Understanding Vocal Variety
- Effective Body Language
- Active Listening
- Know Your Sense of Humor



#### Building Skills

- Improvement Through Positive Coaching

#### Level 4 Elective Projects (choose 1)

- 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



#### Demonstrating Expertise

- High Performance Leadership
- Reflect on Your Path

#### Level 5 Elective Projects (choose 1)

- Lessons Learned
- Moderate a Panel Discussion
- Ethical Leadership
- Leading in Your Volunteer Organization
- Prepare to Speak Professionally



## ENGAGING HUMOR

This path helps you build your skills as an accomplished public speaker. The projects on this path focus on learning how an audience responds to different types of humor and improving your ability to deliver a message with humor. The projects contribute to developing an understanding of effective public speaking technique, speech writing, speech delivery, and using humorous stories. This path culminates in an extended speech that will allow you to apply what you learned.

### Five Levels



#### Mastering Fundamentals

- *Ice Breaker*
- *Evaluation and Feedback*
- *Researching and Presenting*



#### Learning Your Style

- *Know Your Sense of Humor*
- *Connect With Your Audience*
- *Introduction to Toastmasters Mentoring*



#### Increasing Knowledge

- *Engage Your Audience with Humor*

#### Level 3 Elective Projects (choose 2)

- *Deliver Social Speeches*
- *Using Presentation Software*
- *Connect with Storytelling*
- *Creating Effective Visual Aids*
- *Using Descriptive Language*
- *Connect with Your Audience*
- *Make Connections Through Networking*
- *Focus on the Positive*
- *Inspire Your Audience*
- *Prepare for an Interview*
- *Understanding Vocal Variety*
- *Active Listening*



#### Building Skills

- *The Power of Humor in an Impromptu Speech*

#### Level 4 Elective Projects (choose 1)

- *Create a Podcast*
- *Building a Social Media Presence*
- *Write a Compelling Blog*
- *Manage Online Meetings*
- *Question-and-Answer Session*
- *Public Relations Strategies*
- *Manage Projects Successfully*
- *Managing a Difficult Audience*



#### Demonstrating Expertise

- *Deliver Your Message with Humor`*
- *Reflect on Your Path*

#### Level 5 Elective Projects (choose 1)

- *Lessons Learned*
- *Moderate a Panel Discussion*
- *Ethical Leadership*
- *High Performance Leadership*
- *Leading in Your Volunteer Organization*
- *Prepare to Speak Professionally*





## INNOVATIVE PLANNING

This path 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.*

### Five Levels



#### Mastering Fundamentals

- *Ice Breaker*
- *Evaluation and Feedback*
- *Researching and Presenting*



#### Learning Your Style

- *Understanding Your Leadership Style*
- *Connect With Your Audience*
- *Introduction to Toastmasters Mentoring*



#### Increasing Knowledge

- *Present a Proposal*

#### Level 3 Elective Projects (choose 2)

- *Deliver Social Speeches*
- *Using Presentation Software*
- *Connect with Storytelling*
- *Creating Effective Visual Aids*
- *Using Descriptive Language*
- *Make Connections Through Networking*
- *Focus on the Positive*
- *Inspire Your Audience*
- *Prepare for an Interview*
- *Understanding Vocal Variety*
- *Effective Body Language*
- *Active Listening*
- *Know Your Sense of Humor*



#### Building Skills

- *Manage Projects Successfully*

#### Level 4 Elective Projects (choose 1)

- *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*



#### Demonstrating Expertise

- *High Performance Leadership*
- *Reflect on Your Path*

#### Level 5 Elective Projects (choose 1)

- *Lessons Learned*
- *Moderate a Panel Discussion*
- *Ethical Leadership*
- *Leading in Your Volunteer Organization*
- *Prepare to Speak Professionally*



## LEADERSHIP DEVELOPMENT

This path 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.

### Five Levels



#### Mastering Fundamentals

- *Ice Breaker*
- *Evaluation and Feedback*
- *Researching and Presenting*



#### Learning Your Style

- *Managing Time*
- *Understanding Your Leadership Style*
- *Introduction to Toastmasters Mentoring*



#### Increasing Knowledge

- *Planning and Implementing*

#### Level 3 Elective Projects (choose 2)

- |  |                                      |
|--|--------------------------------------|
| • <i>Deliver Social Speeches</i>             | • <i>Focus on the Positive</i>       |
| • <i>Using Presentation Software</i>         | • <i>Inspire Your Audience</i>       |
| • <i>Connect with Storytelling</i>           | • <i>Prepare for an Interview</i>    |
| • <i>Creating Effective Visual Aids</i>      | • <i>Understanding Vocal Variety</i> |
| • <i>Using Descriptive Language</i>          | • <i>Effective Body Language</i>     |
| • <i>Connect with Your Audience</i>          | • <i>Active Listening</i>            |
| • <i>Make Connections Through Networking</i> | • <i>Know Your Sense of Humor</i>    |



#### Building Skills

- *Leading Your Team*

#### Level 4 Elective Projects (choose 1)

- |   |                                       |
|---|---------------------------------------|
| • <i>Create a Podcast</i>                 | • <i>Manage Online Meetings</i>       |
| • <i>Building a Social Media Presence</i> | • <i>Question-and-Answer Session</i>  |
| • <i>Managing a Difficult Audience</i>    | • <i>Public Relations Strategies</i>  |
| • <i>Write a Compelling Blog</i>          | • <i>Manage Projects Successfully</i> |



#### Demonstrating Expertise

- *Manage Successful Events*
- *Reflect on Your Path*

#### Level 5 Elective Projects (choose 1)

- |                                      |   |
|--------------------------------------|---|
| • <i>Lessons Learned</i>             | • <i>Leading in Your Volunteer Organization</i> |
| • <i>Moderate a Panel Discussion</i> | • <i>Prepare to Speak Professionally</i>        |
| • <i>Ethical Leadership</i>          |   |
| • <i>High Performance Leadership</i> |   |



## MOTIVATIONAL STRATEGIES

This path 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.*

### Five Levels



#### Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



#### Learning Your Style

- Understanding Your Communication Style
- Active Listening
- Introduction to Toastmasters Mentoring



#### Increasing Knowledge

- Understanding Emotional Intelligence

#### Level 3 Elective Projects (choose 2)

- Deliver Social Speeches
- Using Presentation Software
- Connect with Storytelling
- Creating Effective Visual Aids
- Using Descriptive Language
- Connect with Your Audience
- Make Connections Through Networking
- Focus on the Positive
- Inspire Your Audience
- Prepare for an Interview
- Understanding Vocal Variety
- Effective Body Language
- Know Your Sense of Humor



#### Building Skills

- Motivate Others

#### Level 4 Elective Projects (choose 1)

- 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



#### Demonstrating Expertise

- Team Building
- Reflect on Your Path

#### Level 5 Elective Projects (choose 1)

- Lessons Learned
- Moderate a Panel Discussion
- Ethical Leadership
- High Performance Leadership
- Leading in Your Volunteer Organization
- Prepare to Speak Professionally



## PERSUASIVE INFLUENCE

This path 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.*

### Five Levels



#### Mastering Fundamentals

- *Ice Breaker*
- *Evaluation and Feedback*
- *Researching and Presenting*



#### Learning Your Style

- *Understanding Your Leadership Style*
- *Active Listening*
- *Introduction to Toastmasters Mentoring*



#### Increasing Knowledge

- *Understanding Conflict Resolution*

#### Level 3 Elective Projects (choose 2)

- *Deliver Social Speeches*
- *Using Presentation Software*
- *Connect with Storytelling*
- *Creating Effective Visual Aids*
- *Using Descriptive Language*
- *Connect with Your Audience*
- *Make Connections Through Networking*
- *Focus on the Positive*
- *Inspire Your Audience*
- *Prepare for an Interview*
- *Understanding Vocal Variety*
- *Effective Body Language*
- *Know Your Sense of Humor*



#### Building Skills

- *Leading in Difficult Situations*

#### Level 4 Elective Projects (choose 1)

- *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*



#### Demonstrating Expertise

- *High Performance Leadership*
- *Reflect on Your Path*

#### Level 5 Elective Projects (choose 1)

- *Lessons Learned*
- *Moderate a Panel Discussion*
- *Ethical Leadership*
- *Leading in Your Volunteer Organization*
- *Prepare to Speak Professionally*





## PRESENTATION MASTERY

This path 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.

### Five Levels



#### Mastering Fundamentals

- *Ice Breaker*
- *Evaluation and Feedback*
- *Researching and Presenting*



#### Learning Your Style

- *Understanding Your Communication Style*
- *Effective Body Language*
- *Introduction to Toastmasters Mentoring*



#### Increasing Knowledge

- *Persuasive Speaking*

#### Level 3 Elective Projects (choose 2)

- *Deliver Social Speeches*
- *Using Presentation Software*
- *Connect with Storytelling*
- *Creating Effective Visual Aids*
- *Using Descriptive Language*
- *Connect with Your Audience*
- *Make Connections Through Networking*
- *Focus on the Positive*
- *Inspire Your Audience*
- *Prepare for an Interview*
- *Understanding Vocal Variety*
- *Active Listening*
- *Know Your Sense of Humor*



#### Building Skills

- *Managing a Difficult Audience*

#### Level 4 Elective Projects (choose 1)

- *Create a Podcast*
- *Building a Social Media Presence*
- *Write a Compelling Blog*
- *Manage Online Meetings*
- *Question-and-Answer Session*
- *Public Relations Strategies*
- *Manage Projects Successfully*



#### Demonstrating Expertise

- *Prepare to Speak Professionally*
- *Reflect on Your Path*

#### Level 5 Elective Projects (choose 1)

- *Lessons Learned*
- *Moderate a Panel Discussion*
- *Ethical Leadership*
- *High Performance Leadership*
- *Leading in Your Volunteer Organization*



## STRATEGIC RELATIONSHIPS

This path 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.*

### Five Levels



#### Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



#### Learning Your Style

- Understanding Your Leadership Style
- Cross-Cultural Understanding
- Introduction to Toastmasters Mentoring



#### Increasing Knowledge

- Make Connections Through Networking

#### Level 3 Elective Projects (choose 2)

- 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
- Know Your Sense of Humor



#### Building Skills

- Public Relations Strategies

#### Level 4 Elective Projects (choose 1)

- Create a Podcast
- Building a Social Media Presence
- Managing a Difficult Audience
- Write a Compelling Blog
- Manage Online Meetings
- Question-and-Answer Session
- Manage Projects Successfully



#### Demonstrating Expertise

- Leading in Your Volunteer Organization
- Reflect on Your Path

#### Level 5 Elective Projects (choose 1)

- Lessons Learned
- Moderate a Panel Discussion
- Ethical Leadership
- High Performance Leadership
- Prepare to Speak Professionally



## TEAM COLLABORATION

This path 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.*

### Five Levels



#### Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



#### Learning Your Style

- Understanding Your Leadership Style
- Active Listening
- Introduction to Toastmasters Mentoring



#### Increasing Knowledge

- Successful Collaboration

#### Level 3 Elective Projects (choose 2)

- Deliver Social Speeches
- Using Presentation Software
- Connect with Storytelling
- Creating Effective Visual Aids
- Using Descriptive Language
- Connect with Your Audience
- Make Connections Through Networking
- Focus on the Positive
- Inspire Your Audience
- Prepare for an Interview
- Understanding Vocal Variety
- Effective Body Language
- Know Your Sense of Humor



#### Building Skills

- Motivate Others

#### Level 4 Elective Projects (choose 1)

- 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



#### Demonstrating Expertise

- Lead in Any Situation
- Reflect on Your Path

#### Level 5 Elective Projects (choose 1)

- Lessons Learned
- Moderate a Panel Discussion
- Ethical Leadership
- High Performance Leadership
- Leading in Your Volunteer Organization
- Prepare to Speak Professionally



## VISIONARY COMMUNICATION

This path 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.*

### Five Levels



#### Mastering Fundamentals

- *Ice Breaker*
- *Evaluation and Feedback*
- *Researching and Presenting*



#### Learning Your Style

- *Understanding Your Leadership Style*
- *Understanding Your Communication Style*
- *Introduction to Toastmasters Mentoring*



#### Increasing Knowledge

- *Develop a Communication Plan*

#### Level 3 Elective Projects (choose 2)

- *Deliver Social Speeches*
- *Using Presentation Software*
- *Connect with Storytelling*
- *Creating Effective Visual Aids*
- *Using Descriptive Language*
- *Connect with Your Audience*
- *Make Connections Through Networking*
- *Focus on the Positive*
- *Inspire Your Audience*
- *Prepare for an Interview*
- *Understanding Vocal Variety*
- *Effective Body Language*
- *Active Listening*
- *Know Your Sense of Humor*



#### Building Skills

- *Communicate Change*

#### Level 4 Elective Projects (choose 1)

- *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*



#### Demonstrating Expertise

- *Develop Your Vision*
- *Reflect on Your Path*

#### Level 5 Elective Projects (choose 1)

- *Lessons Learned*
- *Moderate a Panel Discussion*
- *Ethical Leadership*
- *High Performance Leadership*
- *Leading in Your Volunteer Organization*
- *Prepare to Speak Professionally*



# *Club Information*



## *From Pen To Podium Members Handbook*



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## The Distinguished Club

### HOW IT WORKS

The Distinguished Club Program is an annual program, running from July 1 through June 30. The program consists of 10 goals for your club to obtain, using the **Club Success Plan** within this manual as your guide.

To help keep track of your progress toward these goals throughout the year, updated reports are posted daily on the Toastmasters International website at [www.toastmasters.org/distinguishedperformancereports](http://www.toastmasters.org/distinguishedperformancereports).

At year-end, the number of goals the club achieved is calculated. Based on the goals met and whether or not the qualifying requirement has been met, the club may be recognized as a Distinguished, Select Distinguished or President's Distinguished Club.

## The Distinguished Club continued on next page

# DISTINGUISHED CLUB PROGRAM GOALS

Toastmasters Year: \_\_\_\_\_

## QUALIFYING REQUIREMENT

To be considered for recognition, your club must either have 20 members or a **net growth** of at least five new members as of June 30. Transfer members do not count toward this total until their membership has been paid and is current in their new club.

## GOALS TO ACHIEVE

Following are the goals your club should strive to achieve during the year:

### Distinguished Club Program Goals

#### EDUCATION

##### Current Program

1. Two Competent Communicator (CC) awards
2. Two more CC awards
3. One Advanced Communicator Bronze (ACB), Advanced Communicator Silver (ACS) or Advanced Communicator Gold (ACG) award
4. One more ACB, ACS or ACG award
5. One Competent Leader (CL), Advanced Leader Bronze (ALB), Advanced Leader Silver (ALS) or Distinguished Toastmaster (DTM) award
6. One more CL, ALB, ALS or DTM award

##### Toastmasters Pathways Learning Experience

- P1. Four members complete Level 1
- P2. Two members complete Level 2
- P3. Two more members complete Level 2
- P4. Two members complete Level 3
- P5. One member completes Level 4
- P6. One member completes Level 5

#### MEMBERSHIP

7. Four new members
8. Four more new members

#### ADMINISTRATION

10. On-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) for one period and on-time submission of one club officer list

#### TRAINING

9. A minimum of four club officers trained during each of the two training periods

## RECOGNITION

When your club meets the **qualifying requirement** and also does the following, it is eligible for Distinguished Club recognition at year-end:

Achievement	Recognition Earned
Achieve five of 10 goals	Distinguished Club
Achieve seven of 10 goals	Select Distinguished Club
Achieve nine of 10 goals	President's Distinguished Club

Check your progress at [www.toastmasters.org/distinguishedperformancereports](http://www.toastmasters.org/distinguishedperformancereports).

# Roles and Responsibilities for Meetings

## Toastmaster

### **Taking on this role improves organizational skills, time management skills and public speaking skills**

The Toastmaster is a meeting's director and host. A member typically will not be assigned this role until they are thoroughly familiar with the club and its procedures. As Toastmaster, you:

- Acquire a meeting agenda from your Vice President Education.
  - Work with the General Evaluator to ensure all club participants know their roles and responsibilities.
  - Introduce speakers during the club meeting, including their speech topic, project title, objectives, delivery time, etc. during your introduction.
  - Ensure smooth transitions between speakers during the club meeting.

## Ah-Counter

### **Taking on this role improves observational and listening skills**

The purpose of the Ah-Counter is to note any overused words or filler sounds used as a crutch by anyone who speaks during the meeting. Words may be inappropriate interjections, such as *and*, *well*, *but*, *so* and *you know*. Sounds may be *ah*, *um* or *er*. As Ah-Counter you:

- Request a copy of the Ah-Counter's log from your Sergeant at Arms. If a log is not available, be prepared to take notes.
- When introduced during the club meeting, explain the role of the Ah-Counter.
- In the Ah-Counter's log, record overlong pauses, overused words and filler sounds relied upon too often by all speakers. Examples include: *and*, *but*, *so*, *you know*, *ah*, *um*.
- During the evaluation portion of the meeting, report your observations when called upon.

## Table Topic Master

### **Taking on this role improves organizational skills, time management skills and facilitation skills**

The Topics master delivers the Table Topics portion of the meeting, which helps train members to quickly organize and express their thoughts in an impromptu setting. As Topics master, you:

- Select topics in advance of the meeting that allow speakers to offer opinions.
- Give members who aren't assigned a speaking role the opportunity to speak during the meeting by assigning impromptu talks on non-specialized themes or topics.
- Don't ask two people the same thing unless you specify that it is to generate opposing viewpoints.
- In clubs presenting a Best Table Topics speaker award, ask members to vote for the best Table Topics speaker.

## Timer

### Taking on this role improves time management skills

One of the skills Toastmasters practice is expressing a thought within a specific time. As Timer you are responsible for monitoring time for each meeting segment and each speaker. To perform as Timer, you:

- Acquire the timing/signaling equipment from the Sergeant-at-Arms and know how to operate it.
- Explain the timing rules and demonstrate the signal device if called upon to do so.
- Throughout the meeting, listen carefully to each participant and signal them accordingly.
- When called to report, announce the speaker's name and the time taken.
- After the meeting, return the timing/signaling equipment to the Sergeant-at-Arms and give your timer's report to the secretary.

## Table Topics Speaker

### Taking on this role improves confidence and impromptu public speaking skills

Table Topics is a long-standing Toastmasters tradition intended to help members develop their ability to organize their thoughts quickly and respond to an impromptu question or topic.

- Table Topics typically begins after the prepared speech presentations.
- The Toastmaster will introduce the Topics master, who will give a brief description of Table Topics and then call on respondents at random.
- When asked to respond, stand next to your chair. Your response should last one to two minutes.

## Speaker

### Taking on this role improves critical thinking, confidence and public speaking skills

Every speaker is a role model and club members learn from one another's speeches. As a Meeting Speaker, you:

- Prepare, rehearse and present a speech during the club meeting
- Arrive early to make sure the microphone, lectern and lighting are working and in place
- Discuss your goals, strengths and weaknesses with your evaluator prior to giving your speech

## Evaluator

### Taking on this role improves listening skills, critical thinking and positive feedback skills

In Toastmasters, feedback is called evaluation, and it is the heart of the Toastmasters educational program. You observe the speeches and leadership roles of your fellow club members and offer evaluations of their efforts, and they do the same for you. As evaluator, you:

- Provide verbal and written evaluations for speakers using the *Effective Evaluation* manual.
- Ask those you've been assigned to evaluate what they will present and what they wish to achieve.
- Answer evaluation questions in the manual as objectively as possible.
- When giving any evaluation, offer praise as well as constructive criticism.



## Grammarian

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

The Grammarian plays an important role in helping all club members improve their grammar and vocabulary. As Grammarian you:

- Introduce new words to meeting participants and monitor language and grammar usage
- Write down the language and grammar usage of all speakers, noting incomplete sentences, mispronunciation, grammatical mistakes, non-sequiturs, malapropisms, etc. *Example: "One in five children wear glasses" should be "one in five children wears glasses."*
- At the end of the meeting, give your complete report when called on.
- Optional: Introduce a "Word of the Day" that helps meeting participants increase their vocabulary; Display the word, part of speech, and a brief definition with a visual aid and prepare a sentence showcasing how the word should be used. Note who uses this word or any derivatives thereof correctly or incorrectly during the meeting.

## General Evaluator

### **Taking on this role improves skills in critical thinking, organization, time management, motivational and team-building skills**

The General Evaluator evaluates everything that takes place during the club meeting. In addition, the General Evaluator conducts the evaluation portion of the meeting and is responsible for the evaluation team: the speech evaluators, Ah Counter, Grammarian and Timer. As General Evaluator, you:

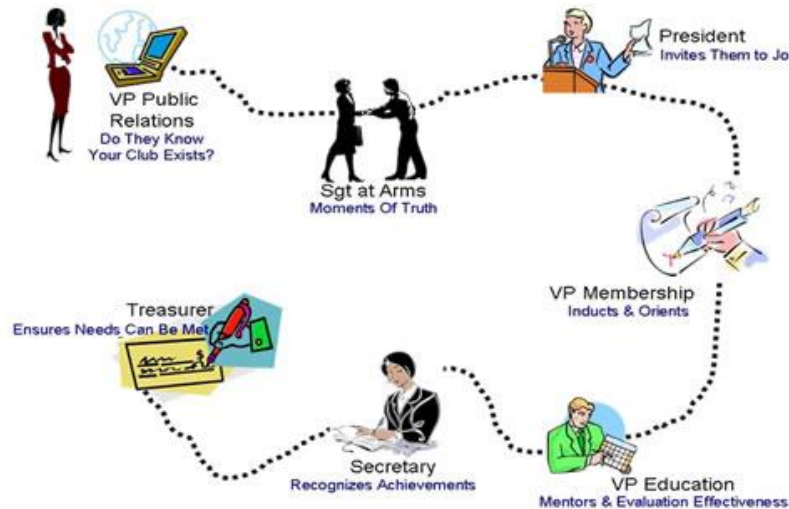
- Ensure other evaluators know their tasks and responsibilities
- Explain the purpose and benefits of evaluations to the group
- Identify and confirm meeting assignments with the Timer, Grammarian and Ah-Counter
- Confirm the club meeting program and/or checklist with the Toastmaster
- During the meeting, take notes and report on all club proceedings to evaluate things such as timeliness, enthusiasm, preparation, organization, performance of duties, etc.

## Club Officer Roles

Clubs must have a minimum of three officers to be in good standing with Toastmasters International: President, a Vice President, and Secretary. Four officers must be trained to receive credit toward the Distinguished Club Program. However, the ideal is to have all seven officer roles filled by seven different individuals. Here are those seven different officer roles in the hierarchical order, and the responsibilities of each:

### President:

- Preside at all club meetings and all meetings of the club executive committee
- See that this club adds new members and meets the needs of its current members to achieve their communication and leadership goals
- Establish a club climate that is supportive, stimulating, and rewarding to its members



### Vice President Education (VPE):

- Gain commitments from members to set educational goals for themselves
- Assure that club members are aware of the schedule of meeting roles
- Plan meetings that will assist members in meeting their goals
- Work with club members to keep meetings fun and well-run
- Work with your members to ensure that they submit their applications for educational awards promptly
- Provide for educational topics at club meetings.
- Represent your Club at Area and District Council meetings
- As the second highest-ranking officer, preside over the meeting when the President is absent

### Vice President Membership (VPM):

- Lead the Club's membership building efforts
- Achieve the membership goal of 8 new members
- While the VP of PR motivates people to visit your Club, you motivate the current members to invite guests
- Promptly give new member applications and dues to the Secretary and Treasurer

- Personally greet guests and provide them with guest packets, including a membership application
- Make sure each guest hears about the benefits of Toastmasters and gets a personal invitation to become a member

#### Vice President Public Relations (VPPR):

- Attract visitors to the Club through free publicity
- Use a variety of means to promote the club in the community or organization
- Enlist your fellow club members in PR activities, providing them with promotional materials and ideas for inviting guests
- Regularly recognize member achievements with methods such as announcements, newsletters, emails, and articles that you submit for the district bulletin

#### Secretary:

- Maintain an accurate membership roster
- Work with the Treasurer to ensure that new member application and dues get to Toastmasters International World Headquarters as soon as possible
- Submit the new club officer list to Toastmasters International on time
- Work with the Treasurer to submit your club's semi-annual report and dues to Toastmasters International on time
- Provide the club with minutes of each meeting

#### Treasurer:

- Keep financial records and prepare the club budget
- Announce when it's time for members to pay dues
- Explain the dues structure to members
- Collect dues
- Work with the Secretary to ensure that the Club submits dues on time to Toastmasters International World Headquarters

#### Sergeant At Arms:

- Arrange the meeting location
- Maintain club equipment in working order
- Ensure that adequate club supplies are available
- Set up the room before the meeting begins
- Make all relevant educational and PR materials are displayed
- Attend to special equipment needs
- Greet guests
- Help the President make sure the meeting begins on time

#### Immediate Past President:

- Serve as mentor and advisor to the above seven officers
- Chair the nominating committee

# *Mentoring Information*



## *From Pen To Podium Members Handbook*



Sophocles, in his Greek tragedy *Antigone*, said, “The ideal condition would be, I admit, that men should be right by instinct. But since we are all likely to go astray, the reasonable thing is to learn from those who can teach.” He knew that if we seek help from knowledgeable and experienced people, we can achieve our goals faster and avoid making mistakes and wasting valuable time.

## What is a Mentor?

Such knowledgeable and experienced people are called mentors. They can be found everywhere. Think about your work. Was there someone who helped you get started in your career, offering advice and guidance, showing you how things worked and how to get things done? Consider your education. Was there a teacher who took a special interest in you and who had an especially positive influence on your life? We all can probably name two people who have had a profound positive effect on our lives.

A mentor:

- Takes a personal interest in and helps an inexperienced person (mentee)
- Serves as a role model, coach, and confidante
- Offers knowledge, insight, perspective, and wisdom useful to the mentee
- Helps someone become successful and learns new skills themselves

## Easing the Transition

Most new members join a club because they have problems and/or needs that relate to speaking and leadership. They believe that improving their speaking and leadership skills will help them advance in their career or offer them greater personal satisfaction. They expect the club to help them solve their problems and meet their needs. With the aid of a mentor, new members:

- Learn the program. Mentors help new members become familiar with Pathways, club meeting roles, and opportunities available through membership.
- Learn club standards and customs. Mentors help new members learn about the club and its activities.

Develop confidence. Armed with the knowledge mentors provide, new members’ self-confidence increases.

## 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,<sup>™</sup> 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, and 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 them fulfilling successfully.
5. **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.
6. **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.
7. **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.
8. **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.
9. **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.

10. **Describe the Toastmasters organization.** Acquaint the mentee with Toastmasters International's structure, including the area, the mentee's role in the organization, and the leadership opportunities available beyond the club, division, district, and International levels, and the purpose of each. Help the mentee understand how the organization works.

## 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.

# *Member Resources*



## *From Pen To Podium Members Handbook*

## **Toastmaster's Websites:**

**Toastmaster International Website:** [www.toastmasters.org](http://www.toastmasters.org)

**District 3 (Arizona) Website:** <http://aztoastmasters.org/>

**From Pen to Podium Club Website:** <https://pen2podium.toastmastersclubs.org/>

**Pathways Paths & Projects Overview:** <http://d4tm.org/pathways/paths-and-projects.html>

**DCP Goal Reports:** <http://dashboards.toastmasters.org/>

**Tools for Toastmasters:** <http://www.marshalls.org/tmtools/#memberawards>

## **Facebook Pages:**

**Toastmaster International:** <https://www.facebook.com/groups/ToastmastersInternationalMembers/>

**District 3 (Arizona):** <https://www.facebook.com/groups/151430084948754/>

**From Pen to Podium Facebook:** <https://www.facebook.com/groups/282464452163548/>

## **Youtube:**

**Toastmaster International:** <https://www.youtube.com/user/Toastmasters>

**District 3 (Arizona):** <https://www.youtube.com/channel/UCRqzsUSpcwIFNciHqVGW4oQ>



# 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?

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





# MENTOR INTEREST SURVEY



A mentor is a more experienced member who takes a personal interest in and helps another member. Mentors serve as role models, coaches, and confidantes, offering knowledge, insight, perspective, or wisdom useful to the other member. A mentor can help a new member become familiar with our club or can assist a more experienced member in learning special skills.

**Please check all that apply:**

- ☐ Yes, I would like to mentor a new member.
- ☐ Yes, I would like to mentor a more experienced member.
- ☐ I am a new member and would like to have an assigned mentor.
- ☐ I am a more experienced member and would like to have a mentor help me develop special skills. Please pair me with a mentor who can help me with the following skill(s):

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Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. Day \_\_\_\_\_ Evening \_\_\_\_\_

Fax No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Please give this completed form to your vice president education.**

.....

For the vice president education to use:

I have assigned \_\_\_\_\_ to be a mentor to \_\_\_\_\_  
MENTOR'S NAME MENTEE'S NAME