



# Thinking About Joining

## **MetaToasters of Plano**

Toastmasters Club #9492

District 50 / Town North District / Area 64

### **MetaToasters of Plano Meets:**

**Every Friday 12:00 P.M. - 1:00 P.M. at**

**Oracle**

**5556 Tennyson Pkwy**

**Plano, TX 75024**

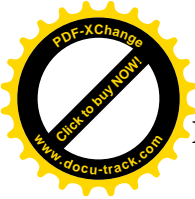
Your friends and colleagues are welcome to visit us every Friday at noon. Whether or not they are an Oracle employee or not, we invite them to become a member of our club!

If you have any questions, please call:

**Sherry Macurak**, President – 972-989-5158

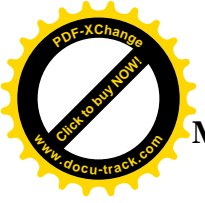
or

**Jason Han**, V.P. Membership – 469-360-8181



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## *What Is MetaToasters?*

MetaToasters is a wonderful place to learn speaking, listening, and leadership skills that have helped people communicate effectively in both interpersonal and business situations. It is a safe place to practice your speaking skills and receive constructive evaluations and feedback from a diverse population of people who have a common interest – improving their communications skills. No matter what your purpose or reason for wanting to improve your communication skills, you will find genuine interest and support from the MetaToasters members.

### **How It Works**

MetaToasters is one of many clubs in a non-profit international organization. Each member in each club, worldwide, follows the same procedure in a proven system to improve communication skills. You begin with the ***Competent Communication "Basic Manual"*** which outlines objectives for ten speeches. Each speech has a specific purpose, such as vocal variety, to focus on one aspect of a successful presentation. As you progress through this first manual, you will be given encouragement and a comprehensive evaluation of each speech. Evaluations are one of the most important parts of the Toastmasters program. It is through this feedback that we improve and grow as effective communicators.

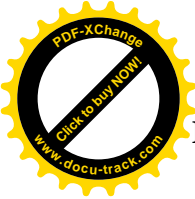
At the completion of the first ten manual speeches, you will be recognized as a CC - Competent Communicator. From this point on you can choose your course from a variety of Advanced Manuals and design your learning experience to suit your needs. You can choose from subject areas such as Humor, Sales, and Story Telling, to name a few. No matter which project speech you are working on, the topic is always yours to choose.

Along the way, you will hear speeches from other members that will enrich your life, tickle your funny bone, or bring a tear to your eye. You will hear many others working to improve. You will experience techniques that you may choose to incorporate into your own communications. You will be able to monitor your progress with honest feedback from other club members.

### **Roles and Responsibilities**

As a member, you will be asked to perform various functions at meetings. These functions are published in advance of the scheduled meeting date. If for some reason you cannot perform your scheduled function, you are expected to find a substitute and notify the Toastmaster of the change.

As soon as you pay your dues, you can begin to enjoy the benefits of Toastmasters (at your own pace, of course). As a Toastmasters' member, you will receive the "Competent Communication Basic Manual" and a subscription to the Toastmasters magazine.



## Typical MetaToasters Meeting Agenda

### Officer of the Day (normally this is the Sergeant of Arms)

1. Calls the meeting to order.
2. Introduce meeting guests.
3. Introduces the Toastmaster of the day.

### Toastmaster

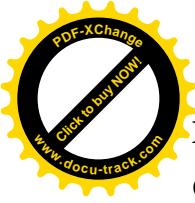
1. Introduces the theme for the meeting.
2. Introduces the functionaries and asks each to describe briefly his/her duties ("Ah" Counter, Grammarian, Timer, and Vote Counter).
3. Introduces the speaking portion of the meeting by introducing prepared speakers and their objectives. Most manual speeches are 5-7 minutes. Qualification on time allows for + or – 30 seconds (4 minutes 30 seconds to 7 minutes 30 seconds).
4. Asks for a Timer's Report at the end of the formal speaking section.

Speeches, table topics, and evaluations should be performed within prescribed time limits. This aids speakers in controlling the time they speak. In formal contests, and in some clubs, speakers must fall within prescribed time limits to qualify for best speaker, best table topics, or best evaluator.

5. Repeats name of qualified participants and asks members to vote for "Best Speaker"
6. Introduces the "Table Topics Master"

### Table Topics Master

1. Briefly explains table topics.
2. Calls on "Volunteers" (guests will not be called on)
3. Asks each "volunteer" a table topics question, and reminds them to use the "Word Of The Day". Participants should try to speak for at least 1 minute and no longer than 2 minutes 30 seconds).
4. Asks for the Timer's report.
5. Asks for the Ah/Grammarian's report (on the use of the word of the day).



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6. Repeats names of qualified participants and asks members to vote for "Best Table Topics" speaker.
7. Returns control of the meeting to the Toastmaster.

### **Toastmaster**

1. Introduces General Evaluator

### **General Evaluator**

1. Introduces the evaluation portion of the meeting.

Introduces each evaluator in turn. Contests may have somewhat different time limits.

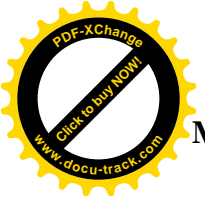
2. Asks for a Timer's report.
3. Asks members to vote for "Best Evaluator".
4. Evaluates the: Meeting, Toastmaster, Table Topics Master, etc.
5. Returns control of the meeting to the Toastmaster.

### **Toastmaster**

1. Calls for team reports from the "Ah" counter, and grammarian,
2. Calls on the vote counter to present the awards for best Speaker, Table Topics, and Evaluator.
3. Returns control to the Presiding officer (usually the President).

### **President**

1. Conducts any old business (if necessary).
2. Conducts any new business (if necessary).
3. Asks for member announcements.
4. Adjourns the meeting.



## *Duties Of The Functionaries*

### **Toastmaster**

**PURPOSE:** Provide a means to practice the skills of organizing and leading a meeting.

**FUNCTION:** Direct the flow and set the tone of the meeting by organizing and maintaining the itinerary. The Toastmaster should motivate the club members and keep the meeting interesting while making sure the meeting stays on schedule.

#### **Steps:**

**1. Decide on a theme of your choosing.**

It may be seasonal, or based on a current event. Choose something that will generate comments, and could elicit table topic material.

**2. Notify all participants of the theme, and confirm availability.**

Use the VP of Education schedule. Send out one week before the meeting.

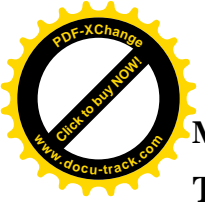
**Ask speakers to contact you and their evaluator to provide information about their speech.** Information should include Manual (or series), Speech number and title, individual's specific title, objectives, and time limits.

Example: Communication and Leadership Manual, Speech #4, Show What You Mean, "Opening a Pineapple". Objectives (1) To learn the value of gestures and body movements as part of a speech, (2) To explore the different ways of using body language, (3) To develop a sense of timing, natural, smooth body movement. Time: 5-7 minutes. Ensure all this information is **on the agenda**.

Ask the Grammarian to give you the word of the day. (If he fails, you provide it.) You may need to find replacements. Those missing assigned tasks should try to find a substitute, but may not be able to do so. Be sure Word Of the Day, and all related information is **on the agenda**.

**3. Prepare agenda.**

**4. Print copies of your agenda** on the day of the event and bring them to the meeting.



## Table Topics Master

**PURPOSE:** Table topics allows the members to develop and practice their skills of collecting and organizing thoughts into a concise, well spoken speech without the benefit of preparation.

**FUNCTION:** Assign topics to members and guests who shall give a one-to-two minute impromptu talk on the topic assigned. Major functionaries of the meeting are usually excluded from participation.

### Steps:

1. **Get theme from Toastmaster.**

2. **Develop Questions.**

Try to develop questions based on the theme. Make questions of a general nature, non-challenging in nature.

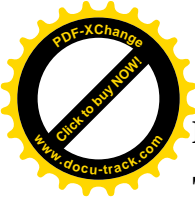
3. **At the meeting, lead in to your theme questions with an introduction.**

4. **Ask the questions. Remind speakers to use the WOD.**

5. **Ask for Timers report, and report on use of WOD.**

6. **Asks for vote. Name participants that qualified.**

7. **Return control to the Toastmaster.**



## Timer

**PURPOSE:** Meetings are only one hour in length. It is important that meetings end at the announced time. Time is also an important aspect of speaking. The timer's report indicates to the speaker whether he or she has met the time requirements.

**FUNCTION:** Responsible for timing formal speeches, Table Topics, and evaluations. The timer will alert the speakers by using a Green, Yellow, and Red card.

### Steps:

1. **Ensure stop watch functional and green, yellow, and red cards, are ready and before first speaker.**
2. **Reset stop watch before each speech, table topic, or evaluation.**
3. **Start stop watch when speaker makes first word, or takes obvious presentation action.**
4. **Note time requirements for speaker. Green card shown when minimum time reached, yellow card shown when intermediate time reached, red card shown when maximum time reached.**

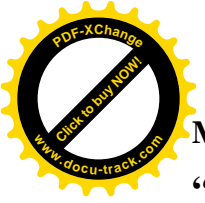
Keep showing each card until next time interval reached. Do NOT bring down red card if disqualified.

Example: 5-7 minutes: 5 minutes – green, 6 minutes, yellow, 7 minutes, red.

5. **Stop and record time when speaker concludes.**
6. **Report times when asked.**

Report person's name, time, and qualification or non-qualification.





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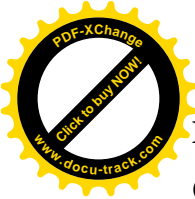
### “Ah” Counter

**PURPOSE:** As “Ah” counter, you should make the speakers aware that they are using stalling tactics (Ah’s, Um’s, Er’s and pregnant pauses) in their presentations.

**FUNCTION:** The "Ah Counter" listens for the use of "Ah's", "Um's", etc., and, with the exception of formal speeches, sounds an alarm to alert the speaker. At the end of the meeting the Ah Counter will report on what they’ve heard.

#### Steps:

1. When asked, describe your duties.
2. Listen to **EVERYONE**, sound alarm when appropriate, and take notes.
3. Report when asked.



## Grammarian

**PURPOSE:** To encourage the use of proper grammar when speaking and to select an appropriate Word of the Day to be used in Table Topics.

**FUNCTION:** The Grammarian selects and introduces the “Word of the Day”; take notes on colorful, and improper grammar; reports on who did and did not use the Word of the Day during table topics; and gives a general report at the end of the meeting on the colorful and improper grammar they noted.

### Steps:

**1. Find an appropriate WOD after hearing the theme from the Toastmaster.**

Send word, pronunciation, meaning, and use in a sample sentence to the Toastmaster so they may put it on the meeting’s agenda.

**2. Make copies of the word to post at the meeting (large font).**

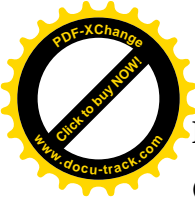
**3. (At the meeting) Post the WOD prominently around the room.**

**4. When asked, describe your duties, and give audience WOD, pronunciation, meaning, and use in a sample sentence.**

**5. Listen to EVERYONE and take notes. Watch for all grammatical errors, stumbles, and uses of WOD:**

The Grammarian listens for any misuse of the English language as well as the exceptional use of language, and will give a report at the end of the meeting. The Word of the Day is intended to help build vocabulary. The Word of the Day should be unique and challenging and should be written in a manner that can be seen by all in attendance. The Word of the Day must be used by the Table Topics speakers to qualify for Best Table Topics ribbon.

**6. Report when asked.**



## General Evaluator

**PURPOSE:** To introduce the assigned evaluators during the Evaluation Portion of the meeting. Feedback is essential if club meetings are to get better. The General Evaluator evaluates the entire meeting, pointing out strengths and offering suggestions for improvement.

**FUNCTION:** Contact evaluators and ensure each knows whom they will evaluate. In giving the meeting evaluation the General Evaluator should comment on the flow of the meeting as well as the performance of each of the assigned functionaries. General Evaluator should point out the strengths of each evaluator's presentation and offers suggestions to the evaluators on how to become more effective in their evaluations. The General Evaluator also points out the strengths of the meeting and offers the Club suggestions on how to improve.

### Steps:

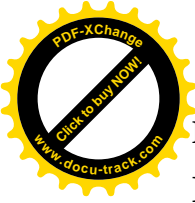
1. **Ensure each speaker knows his or her evaluator and visa-versa.**
2. **Make sure each Evaluator has information about the speech they will evaluate.**

It is best the evaluator have the speech requirements in advance.

3. **(At the Meeting) Introduce each evaluator.**
4. **Asks for a Timer's report.**
5. **Asks members to vote for "Best Evaluator".**
6. **Evaluates the: Meeting, Toastmaster, Table Topics Master, etc.**

Was the tempo of the meeting right? Was the room satisfactory? Were there delays in handoffs? Was proper protocol followed? Were evaluations positive and constructive? Offer advice for improvement.

7. **Returns control of the meeting to the Toastmaster.**



## Formal Speech Presenter

**Function:** As a speaker, you need to prepare your speech with proper organization, grammar, gestures, visual aids, etc.

**Purpose:** The purpose if the speech is to improve formal speaking skills.

### Steps:

1. **Search for speech topics. (Keep a list)**
2. **Develop your speech.**
3. **Practice speech.**
4. **Provide speech information to (1) Toastmaster, (2) GE, and (3) Your evaluator.**
5. **Bring manual to meeting and give to evaluator.**
6. **Prepare any visual aids before you begin.**  
  
Is overhead working? Focused? In place?
7. **Give speech.**
8. **Take notes from evaluator.**
9. **Get your manual back.**

It is best to get VP of Education to initial each speech in your manual, so you can get credit. At least get your evaluator to fill out and sign the evaluation. The VP of Education can do the signing later.



## Evaluator

**PURPOSE:** A well-balanced evaluation will give the speaker feedback on the strong points of the presentation as well as suggestions and recommendations on what the speaker can do to make their next presentation better. An evaluator provides immediate feedback, offers suggestions for improvement and builds and maintains the speaker's confidence.

**FUNCTION:** The assigned evaluator will contact the speaker to determine which manual speech will be presented. They will also ask the speaker if there is anything in particular that the speaker would like the evaluator to observe. The evaluator will record their comments in the speaker's manual in the appropriate section.

### Steps:

1. **Find out whom you will be evaluating, and contact them.**

2. **Get all pertinent information (See above).**

Ask person for any additional things they may want you to observe.

3. **Review Criteria before speech.**

4. **(At meeting) Get person's manual before meeting begins.**

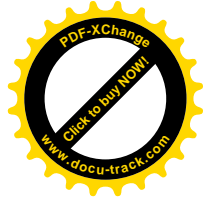
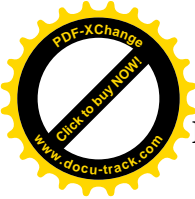
5. **Take notes during speech, using manual as a guide.**

6. **Prepare 1-2 minute evaluation.**

7. **Give evaluation.**

The evaluator is like a coach; encouraging, but critical. Match to speech objectives. You should always offer advice for improvement, in a positive, reassuring manner.

8. **Fill out evaluation form and sign and return it to the speaker.**



## ***Toastmaster International Development Plan***

**Toastmasters** has a development plan for Communication and Leadership tracks, as shown in the diagram on the next page. The Beginning phase is the **Competent Communicator**, or CC. You give 10 speeches, most 5-7 minutes long, each with specific objectives.

The **Communication track** has three **Advanced Communication** levels including, **Bronze (ACB)**, **Silver (ACS)**, and **Gold (ACG)**. Each level requires you to complete two manuals, each having 5 planned speeches, from a selection of 15 manuals. These manuals cover most aspects involved in any level of communication you might find in business or personal life. The manuals you choose from are: "The Entertaining Speaker," "Speaking to Inform," "Public Relations," "The Discussion Leader," "Specialty Speeches," "Speeches by Management," "The Professional Speaker," "Technical Presentations," "Persuasive Speaking," "Communicating on Television," "Storytelling," "Interpretive Reading," "Interpersonal Communications," "Special Occasions Speeches" and "Humorously Speaking."

The **Leadership track** requires specific leadership activities to be performed. To achieve **Competent Leader (CL)**, one must achieve CTM, serve as a *club level officer* for 6 months (January-June or July-December), participate in the preparation of a *Club Success Plan* while serving in this office, *attend officer training*, and *conducted two programs* from the "Successful Club Series".

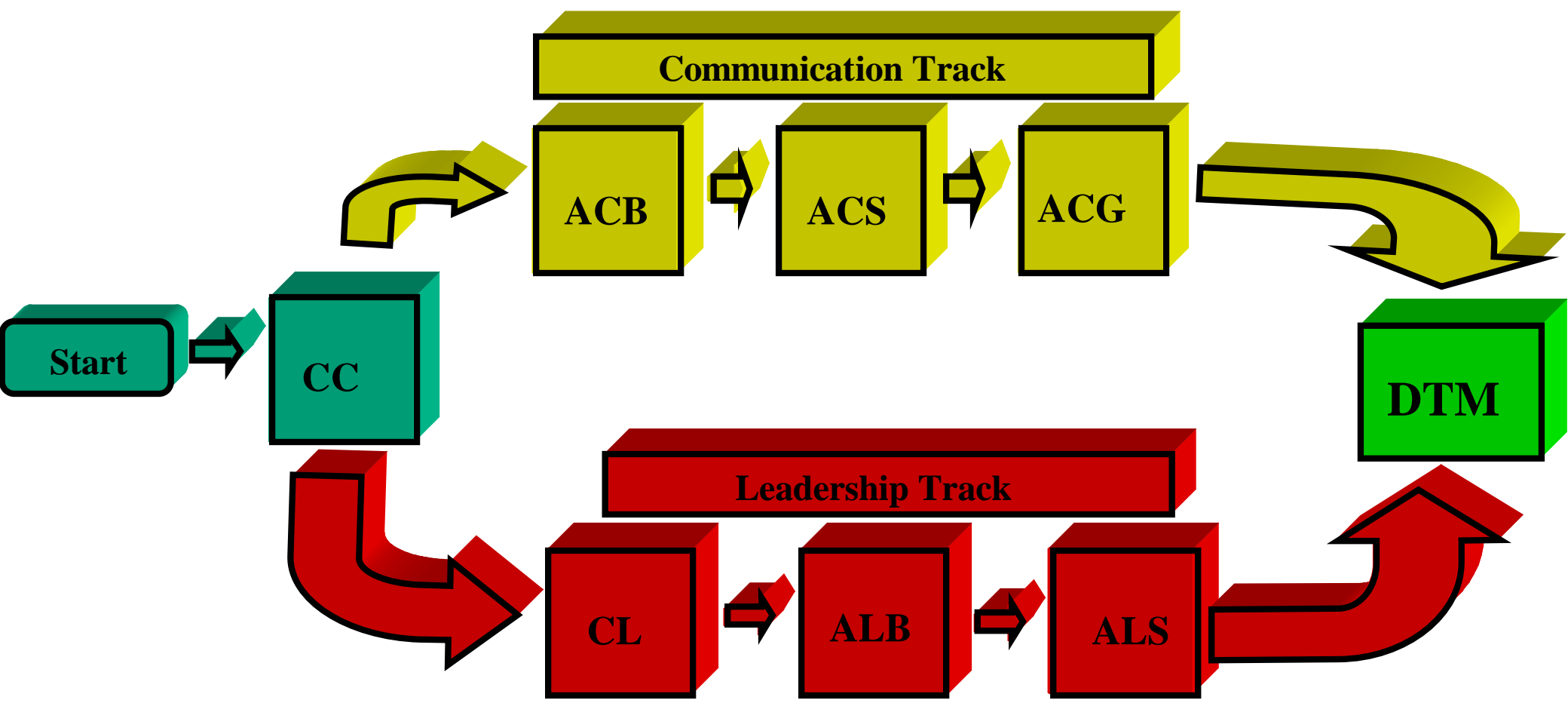
To achieve **Advanced Leader (AL)**, one must achieve CL, serve one term as a district officer, complete the High Performance Leadership Program, and serve as a sponsor or mentor of a new club for at least six months or served successfully as a Club specialist, rebuilding an existing club with nine or fewer members to a total of at least 20 members within one year of appointment (and appointed by the District Governor).

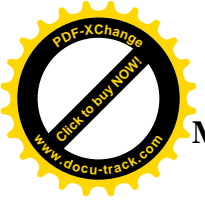
To attain **Distinguished Toastmaster (DTM)**, one must attain ACG plus ALS.



# Toastmaster International

## Development Path





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## ***Toastmaster Organization***

Toastmasters is truly an international organization. It was established in October 1924, in the Santa Ana YMCA, by Dr. Ralph C. Smedley. Today, TI has 12,036 clubs and more than 235,000 members in over 106 countries.

## ***Dues Structure, MetaToasters***

Club dues are a necessary part of Toastmasters. They help pay the costs for speech contests, awards, educational materials, a periodical called "The Toastmaster" and other items to help Toastmasters International members reach their personal goals.

### **Toastmaster's dues are comprised of:**

1. **One time new member fee** of \$20.00 for materials
2. **Toastmaster's International monthly dues** of \$4.50. These are paid semi-annually and cover October through March, and April through September. If you join in December, the TI dues are pro-rated, so you would multiple (Dec, Jan, Feb, Mar) 4 times \$4.50 which equals \$18.00.
3. **Club dues** (MetaToasters uses this money for supplies, such as ribbons, voting slips, etc.) are \$2.00 per month. We collect dues concurrent with TI for simplicity. For example, if you joined for December, the club fees would be 4 times \$2.00, which equals \$8.00.

Once we received your application and dues, we forwarded the information, initial fee, and international dues to Toastmasters International and they send you your new member manual and starter kit. Normally you will receive your new member kit in approximately two weeks. You should also start receiving "Toastmaster" magazine 4-6 weeks after your paperwork is submitted.

**If you have and questions, please do not hesitate to call either:**

**Sherry Macurak**, President – 972-989-5158

or

**Jason Han**, V.P. Membership – 469-360-8181

# **Again, Welcome to MetaToasters!**