



TOASTMASTERS

LEADERSHIP INSTITUTE

JUNE 18th & 24th, 2016

Central Division Reference Guide

TOASTMASTERS – 'WHERE LEADERS ARE MADE'

Table of Contents

Welcome from Division Director 2016-2017	3
2016-2017 Essential Contacts	4
Website Resources	5
Distinguished Club Program	5
Central Division Contest Timetable 2016 – 2017	6
Central Division Education and Training Program 2016 – 2017	7
Advanced Manuals used for Division Workshops	8
Acronyms and Abbreviations	9
Speechcraft	10
Central Division Clubs – Essential Information	11
Roles of Club Officers	12
The Mission of Toastmasters International	13
Objectives of Toastmasters	13
Suggested Induction Ceremony	14

Welcome from Division Director 2016-2017

Dear Club Officers,

Welcome to the Central Division executive team, thank you for accepting your role to serve on this team through Club executive and/or Area Director roles.

These important roles will advance your leadership skills, personal development and growth over the next twelve months as you serve the Division with your team. The challenges are rewarding, collaborate with each other and inspire leadership to continue to grow within your areas.

There is support in your role as a Club Officer through training sessions, online resources and utilising members who have served before you, a wealth of knowledge waiting for you to tap into.

This reference guide is a useful resource tool as it contains key dates, contact details and online links as well as important information to help you understand various aspects of Toastmasters and plan your club goals in the year ahead.

I wish you well, enjoy your year ahead and thank you on behalf of our Central Division members.

Sue Pederick

CC/ALB, 'Central Division 'Toastmaster of the Year 2016'

Central Division Director 2016/17

2016-2017 Essential Contacts

District Director

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Immediate Past District Director

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Division Director

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Area Director C11

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Area Director C12

Kerry Van Der Veen
area-c12@d73.toastmasters.org.au

Website Resources

Web pages:

Division-Central Division Toastmasters (SA): <http://www.toastmastersa.org/>
District- District 73: <http://d73.toastmasters.org.au/>

TMI - Toastmasters International: <https://www.toastmasters.org/>
TMI Dashboard- <http://dashboards.toastmasters.org/>

Facebook:

Central Division: <https://www.facebook.com/groups/4538484302/>
District 73: <https://www.facebook.com/d73toastmasters/>

NOTE: To conduct Club Officer Business at Toastmasters HQ (www.toastmasters.org) you need your member number and password. Login to on the home page. Click on the Leadership Central tab. Click on the Club Central option on the far left. Click on your club name to make changes, submit awards and process member renewals.

Distinguished Club Programme (DCP)

Awards

Distinguished Club

Achieve any five (5) of the 10 Goals

Select Distinguished Club

Achieve any seven (7) of the 10 Goals

President's Distinguished Club

Achieve any nine (9) of the 10 Goals

Goals

Two Competent Communicators (CC)

Two more CCs

One Advanced Communicator (AC)

One more AC

One (CL), (ALB), (ALS), or (DTM)

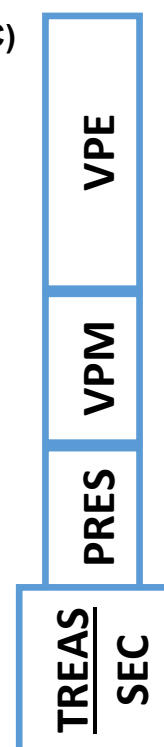
One more CL, ALB, ALS or DTM

Four new members

Four more new members

Minimum four Club Officers trained during each of the two training periods.

One semi-annual and one Club Officer List submitted on time



Contest Timetable 2016-2017

Contests should consist of the following:

- Humorous
- Evaluation
- International
- Table Topics.

In Areas with 5 or more clubs, only the 1st place getter progresses to the Area Contest. In all other Areas, 1st and 2nd place getters progress to the Area Contest.

The 1st place getter at each Area Contest progresses to the Division final. Each Division contest will have the 6 Area contestants. Only the winner of each contest progresses to the District Contests in May 2017.

Club contests need to be completed before the Area contest, ideally by end of September 2016. Area contests need to be completed before the Division contest on the 18th March 2017, ideally by end of November 2016.

Division contests held on the 18th March 2017

District contests held on 19th - 21st May 2017

Central Division Education and Training Program

Education Development Centre – 4 Milner Street, Hindmarsh

(Unless specified or advertised otherwise)

2016

16 July	Contest and Judging Workshop
30 July	SAG Series Speechcraft Information session
13 August	Evaluation Workshop
27 August	SAG Series tba
10 September	SAG Series Professional Communication Info Session
24 September	Workshop tba
8 October	SAG Series tba
22 October	Workshop tba
19 November	Workshop tba
3 December	SAG Series Professional Communication workshop
10 December	Workshop tba

2017

21 January	SAG Series Professional Communication for the public
28 January	Workshop tba
4 February	Club Officer Training
11 February	SAG Series tba
25 February	Workshop tba
4 March	Workshop tba
18 March	Central Division Conference
25 March	SAG Series
8 April	Workshop tba
22 April	SAG Series
6 May	Workshop tba
20 May	District Convention
3 June	Workshop tba
17 June	Toastmaster Leadership Institute
24 June	SAG Series

Toastmasters Leadership Institute (TLI) sessions are provided at no cost. Bookings are essential for catering and room booking purposes. The supplementary session of TLI is held on a Friday evening following the main session.

Central Division workshops have a nominal charge of \$10.

The SA Governors Advanced Series workshops \$10 - \$25 depending on the presenter.

Disclaimer: The venue and dates are correct at time of printing but may change.

Central Division Education and Training

Central Division is proud of the education programme offered to members. Regular workshops are run by members for members. These workshops provide opportunities to learn new skills. Whether you are an experienced Toastmaster or new to the organisation, the workshop programme has something for you. Be a presenter or be a participant.

- Do you need to present workshops as part of your employment?
- Do you want to present to larger groups?

Central Division workshop schedule is the ideal place to advance your workshop and presentation skills. Each of the workshops available has a coordinators guide with the basic structure. You are responsible for researching your content and delivering. The journey to achieving Distinguished Toastmaster requires presenting workshops that may not fit in your club meeting format.

If you would like to present one of these workshops and advance your workshop presentation skills, contact the Education and Training Coordinator at education-sa@d73.toastmasters.org.au

Advanced Manual Speeches used for Division Workshops

Speech Manual	Speech Title	Presentation Length
Specialty Speeches	Introduce the Speaker	Toastmaster role
The Professional Speaker	The Professional Seminar	20-40 minutes
Speaking to Inform	The Speech to Inform	5-7 minutes
Speaking to Inform	Resources for Informing	8-10 minutes
Facilitating Discussion	The Seminar Solution	20-30 minutes
Facilitating Discussion	The Round Robin	20-30 minutes
Facilitating Discussion	The Workshop Leader	30-40 minutes
Special Occasion Speeches	Presenting an Award	3-4 minutes
Special Occasion Speeches	Accepting an Award	5-7 minutes
Competent Communicator	Any of the ten speeches	5-7 minutes (used for Evaluation)

Acronyms and Abbreviations

Like most organisations, Toastmasters has its share of organisation specific jargon. None of this is secret Toastmasters code; it is just a convenient way of speeding up the conversation. It all becomes easier with exposure. Here are a few common acronyms we use:

CC	Competent Communicator
ACB	Advanced Communicator Bronze
ACS	Advanced Communicator Silver
ACG	Advanced Communicator Gold
CL	Competent Leader
ALB	Advanced Leader Bronze
ALS	Advanced Leader Silver
DTM	Distinguished Toastmaster
HPL	High Performance Leadership
TLI	Toastmasters Leadership Institute
TI	Toastmasters International
D73	District 73
DCP	Distinguished Club Program
DD	District Director
AD	Area Director
E&T	Education and Training

Speechcraft

Another opportunity in completing your Advanced Speeches is by presenting a project in a Speechcraft course. Speechcraft is a wonderful way of advancing your presentation skills, gaining further awards and even bringing new members into your club. Every club in Central Division has the opportunity to run a Speechcraft course and as with most other things within Central Division, everything has been prepared for you. It's just a matter of enjoying yourself.

The following are the Speaking Assignments that can be used during a Speechcraft program:

Speechcraft Coordinator	Success Communication Series Complete six week course as Coordinator
Welcome to Speechcrafters	Speeches by Management Project 1 "The Briefing"
Closing to Speechcrafters & Toastmasters	Speeches by Management Project 5 "The Status Report" Special Occasion Speeches Project 4 "Presenting an Award" Speaking to Inform Project 4 "A Fact -Finding Report"
Toastmaster	Speciality Speeches Project 5 "Introduce the Speaker"
Ice Breaker	Any CC Speech Assignment
Impromptu Speaking	The Better Speaker Series
Presenting a Toast Workshop	Special Occasion Speeches Project 1 "Mastering The Toast"
Selecting your Topic Workshop	The Better Speaker Series Speaking to Inform Manual (226C) Project 1, "The Speech to Inform" Project 2 Resources for Informing" Facilitating Discussion (226D) Project 1 "The Seminar Solution"
Be in Earnest Workshop	The Better Speaker Series
When you're the Introducer	The Better Speaker Series
Organising your Speech	The Better Speaker Series
Body Language and	The Better Speaker Series
Evaluation & Evaluation Review Workshop	The Successful Club Series Speaking to Inform Manual (226C) Project 1, "The Speech to Inform" Project 2 Resources for Informing" Facilitating Discussion (226D) Project 5 "The Workshop Leader"

If your club would like to present a Speechcraft Course, please contact our Speechcraft Coordinator, Nick Kastelein. Central Division will have opportunities in 2016-2017 for clubs to express interest in wanting to deliver their own course to the public, which not only builds membership for the club but provides presentation opportunities for members and helps provide the club with funds they can use for the purchase of educational equipment.

Central Division Clubs - Essential Information

Area C7	Meeting Day	Meeting Time	Website
Adelaide	2 nd & 4 th Tuesday	7:00pm	adelaide.toastmastersclubs.org
Adelaide Hills	2 nd & 4 th Wednesday	7:30pm	adelaidehills.toastmastersclubs.org
Mount Barker	1 st & 3 rd Thursday	7:30pm	www.mountbarkertoastmasters.org
Speakers Corner	2 nd & 4 th Wednesday	6:45pm	speakerscorner.toastmastersclubs.org
Area C8			
Mawson Lakes	1 st & 3 rd Monday	6:45pm	www.mawsonlakestoastmasters.org.au
Northern Stars	1 st & 3 rd Thursday	6.45pm	www.northernstarstm.org.au
Tea Tree Gully	2 nd & 4 th Thursday	7:15pm	www.teatreegullytoastmasters.com
Area C9			
Naracoorte	1st & 3rd Wednesday	7.00pm	3395.toastmastersclubs.org
ProSpeak	1st & 3rd Thursday	7:15pm	glenelgprospeak.toastmastersclubs.org
Southern Cross	2 nd & 4 th Wednesday	6:45pm	www.sxtm.org.au
Southern Vales	2 nd & 4 th Monday	7:00pm	www.southernvales.toastmastersclubs.org/
DWS	1st and 3rd Tuesdays	5:30pm	alan.thomas@dws.com.au
Area C10			
Adelaide Students	1 st & 3 rd Monday	10:00am	adelaidestudents.toastmastersclubs.org
Champion	1 st & 3 rd Tuesday	7:00am	champion.toastmastersclubs.org
More Than Words	1 st & 3 rd Monday	7:00pm	www.morethanwords.org.au
Rev-Anew	Wednesday fortnightly	12:25pm	revanew.toastmastersclubs.org
Synergy	1 st & 3 rd Wednesday	6:50am	www.synergytoastmasters.org.au
Area C11			
Adelaide Central	2 nd & 4 th Wednesday	5:45pm	www.adelaidecentral.org.au
Adelaide City	1 st & 3 rd Wednesday	5:45pm	www.adelaidecity.org.au
Quintessence	2 nd & 4 th Tuesday	6:30pm	quintessence.org.au
SA Governors	2 nd & 4 th Monday	6:45pm	sagovernors.org
Area C12			
Payneham	1 st & 3 rd Tuesday	7:00pm	payneham.toastmastersclubs.org
North Adelaide	1 st & 3 rd Tuesday	6:30pm	northadelaide.toastmastersclubs.org
Raconteurs	2 nd & 4 th Thursday	7:00pm	www.raconteurs.org.au
GX SE	2nd and 4th Wednesday	9.00am	sam.heairfield@schneider-electric.com

Club Officers – An Overview of the Roles

President - provides leadership

- Can open & close the meeting
- Makes special announcements
- Supports & resources other club officers
- Provides a report (usually written) to the business session
- Conducts Executive meetings with other club officers once every 2 months.

Vice President Education - plans each meeting

- Prepares the agenda for each meeting
- Records all member accomplishments
- Organises Club competitions
- Addresses member's educational needs after the meeting
- Organises a mentor for new members

Vice President Membership - signs up new members

- Greets all guest & explains the Toastmasters program
- Has new member registration forms available at each meeting
- Sends out follow up information to guests
- Coordinates an induction ceremony for new members

Vice President Public Relations - promotes club & invites new guests

- Is the contact point for the club
- Maintains the club website
- Greets guests & answers questions before & after the meeting
- Can prepare & distribute a newsletter that keeps members informed about Club activities

Secretary - keeps records

- Circulates an attendance sheet
- Records the minutes of each meeting and including executive meetings
- Receives in-coming and out-going correspondence
- Maintains accurate club records

Treasurer - transacts and reports on all financial matters

- Collects dues - during each semi-annual period
- Maintains accurate financial records
- Enters membership records on Toastmasters International Website
- Issues cheques to Toastmaster Suppliers
- Presents a financial report every 2 months and annually (audited)

Sergeant at Arms - sets the stage for the meeting

- Stores and maintains club property
- Arranges room & equipment
- Puts out agendas, timing equipment, lectern, gavel, etc
- Opens the meeting, on time, and does the "house-keeping", introduces the theme & talks about the raffle, visitors' book etc.

The Mission of Toastmasters International

We empower individuals to become more effective communicators and leaders

Objectives of Toastmasters

The fundamental objective of Toastmasters International is to educate men and women through the process of self-improvement and leadership training so that they may increase their usefulness in business, professional and community life.

Toastmasters should be always seeking:

- to improve their oral expression of thought
- to develop their confidence and ability to speak in public
- to obtain instruction and experience in the conduct of meetings
- to promote the habit of analytical listening
- to assist each other through constructive evaluation
- to develop their capacity for leadership
- to promote good fellowship among men and women
- to advance mutual understanding through more effective communication
- to foster and encourage “Better Listening, Better Thinking and Better Speaking”

Suggested Induction Ceremony

The initial events experienced by new members play an important role in the development of their long term impressions about your club and the organisation as a whole. The induction ceremony is the first and possibly the most important event a new member will experience.

If you are conducting the induction ceremony, it is your responsibility to speak with the new member/s prior to the evening to ensure that they are aware of the induction and the roles of the mentor/s. It is also a good idea to speak with some of your fellow experienced members on the important role of being a mentor. The following is a very formal induction and strictly a guide only; it may be changed to suit your club's ethos.

Mr. /Madam Toastmaster, Fellow Toastmasters and Guests,

It is now my honour and privilege to induct a new member into the (name of club). This is a very important occasion not only for our new member but also for our Club. (Invite newest member/s to front of meeting room)

(Name of member) being a member of Toastmasters means you've joined an organisation that's helped thousands of people worldwide.

Membership in Toastmasters International is a privilege that carries with it many rewards. When you join Toastmasters you will find that a group of people who are dedicated to helping each other grow and improve their speaking and presentation skills in a spirit of fun, friendship and sharing.

To help you on your path of Toastmasters, you will have a mentor to guide you. You can now choose to ask the mentor to stand and ask the following question:

(Mentor) do you accept the responsibility of a Mentor and do you promise to share your knowledge and experience with (new Member)?
The Mentor (or another member) may now speak in support of the new member.

(Name of new member) do you promise to abide by the rules and regulations of Toastmasters International and the Bylaws of (name of club)
In the more formal ceremony you would now to ask the Member to recite the following, however this is not compulsory.

I (Name of member), in the presence of my fellow members of the (name of club) Toastmasters club, make this firm obligation:

- To attend meetings regularly and prepare fully for each assignment
- To apply myself to the program outlined in the toastmasters manuals
- To participate actively in club activities
- To evaluate others in a positive, constructive manner
- To build open, friendly relationships with my fellow members, and
- To bring further members into the club so that they can also gain the benefits of Toastmasters.

Mr. /Madam Chairman, I move that (Name of new member) be granted membership of the (name of club) Club. (Chairman then calls for a seconder and all those in favour, etc.)

This is where you can hand over to the member all relevant material, such as CC and CL manuals. Club guides, badges & certificates should also be presented at this time to officially acknowledge the new member.



'Where Leaders Are Made'