



TOASTMASTERS LEADERSHIP INSTITUTE

16th & 22rd JUNE 2018 (Round 1)
16th & 22rd FEBRUARY 2019 (Round 2)

Central Division Reference Guide

TOASTMASTERS – 'WHERE LEADERS ARE MADE'

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Welcome from Division Director 2018/2019

Dear Club Officers,

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

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

I wish you every success, enjoy your year and thank you for stepping up to be leaders within Central Division.

Michelle Smith
Central Division Director 2018/2019

The Mission of Toastmasters International

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 Core Values

- Integrity
- Respect
- Service
- Excellence

Toastmasters International Envisioned Future

To be the first-choice provider of dynamic, high-value, experiential communication and leadership skills development.

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 fulfil 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 Toastmasters activities

2018/2019 Essential Contacts

(1st July 2018 - 30th June 2019)

District Director

Elizabeth Allwood DTM
0418 576 920
districtdirector@d73.toastmasters.org.au

Program Quality Director

Sue Pederick
0400 607 713
pqd@d73.toastmasters.org.au

Club Growth Director

Vicki Travers
cgd@d73.toastmasters.org.au

Administration Manager

Mirella James
admin@d73.toastmasters.org.au

Finance Manager

Phil Kaufman
finance@d73.toastmasters.org.au

Public Relations Manager

Tracy Green
prm@d73.toastmasters.org.au

Newsletter Editor

Holly Buykx
newsletter@d73.toastmasters.org.au

District Webmaster

TBA
webmaster@d73.toastmasters.org.au

Immediate Past District Director

Christine Dimitros
0408 520 584
ipdd@d73.toastmasters.org.au

<https://d73.toastmasters.org.au/officers/>

Note: District Officers are underlined all others are the extended District Leadership team

Division Director

Michelle Smith
0409 321 913
dd-central@d73.toastmasters.org.au

Area Director C7

Matt Welch
area-c7@d73.toastmasters.org.au

Area Director C8

Beppy Gollan
area-c8@d73.toastmasters.org.au

Area Director C9

Duart McLean
area-c9@d73.toastmasters.org.au

Area Director C10

Shelagh Brunskill
area-c10@d73.toastmasters.org.au

Area Director C11

Darren Fleming
area-c11@d73.toastmasters.org.au

Area Director C12

George Spartalis
area-c12@d73.toastmasters.org.au

Area Director C13

Pam Kean
area-c13@d73.toastmasters.org.au

Training & Education Coordinator S.A.

Giordana Cross
education-sa@d73.toastmasters.org.au

Speechcraft Coordinator

Bob Stanford
speechcraft-sa@d73.toastmasters.org.au

Club Extension Chair-SA

Peter Cesco
extchair-sa@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.

All educational achievements under Pathways need to be entered by the Base camp manager (President, Secretary or VPE) as well as through Club Central for Distinguished Club Program points. If both places are not entered the member will not be released to the next level.

Distinguished Club Program (DCP)

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:

EDUCATION (VPE, Base Camp Managers: President, VPE and Secretary)

Current Program (VPE)

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 (Base Camp Managers: President, VPE, VPM)

- 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 (VPM)

7. Four new members
8. Four more new members

TRAINING (President)

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

ADMINISTRATION (Treasurer/Secretary)

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

RECOGNITION

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

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

Frequently asked Questions:

<https://www.toastmasters.org/Footer/FAQ/Distinguished%20Club%20Program>

Contest Timetable 2018/2019

Contests should consist of the following:

- Humorous
- Evaluation
- International
- Table Topics.

With Club contests in Areas with 5 or more clubs, only the 1st place winner progresses to the Area Contest. In all other Areas (4 clubs or less), 1st and 2nd place progress to the Area Contest.

The 1st place winner at each Area Contest progresses to the Division final. Each Division contest will have the 7 Area contestants. Only the winner of each contest progresses to the District Contests in May 2019.

Club contests need to be completed before the Area contest, ideally by end of September 2018. Area contests need to be completed before the Division contest on the 16th March 2019, ideally by end of November 2018.

Central Division contests to be held on the 16th March 2019 in Adelaide, South Australia

District 73 contests to be held on 17th – 19th May 2019 in Melbourne, Victoria

Resources for all contests should be downloaded annually from Toastmasters International. Speech contest kits include certificates and all official forms are available in digital format for free: <https://www.toastmasters.org/shop/contests/speech-contest-kits>

Speech contest scripts can be downloaded from the District 73 website: <https://d73.toastmasters.org.au/contest-scripts-agendas-checklists/>

Central Division Education and Training Program

Education Development Centre – 4 Milner Street, Hindmarsh

(Unless specified or advertised otherwise)

2018

21 July	Pathways and Tech Workshop
18 August	Evaluation Workshop <i>with 2018 D73 contest winner Darren Fleming</i>
15 September	The Successful Club Series
13 October	Inspired Thinking Workshop
10 November	The Better Speaker Series

2019

16 February	Club Officer Training (COT) (Round 2)
22 February	Club Officer Training (Round 2 -supplementary session)
16 March	Central Division Conference
13 April	The Leadership Excellence Series
4 May	Contest and Judging Workshop
17-19 May	District 73 Convention- Melbourne
15 June	Toastmaster Leadership Institute (Round 1)
21 June	Toastmaster Leadership Institute (Round 1- supplementary session)

Toastmasters Leadership Institute (TLI) Club Officer training (COT) 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 may have a nominal charge of \$10.

Other workshops or unique events will be on offer for the Division on a case by case basis charge would be \$10 - \$25 depending on the presenter.

Registrations for all events can be made at: <http://www.toastmastersa.org/events.html>

All Central Division and Education Training sessions are available via Zoom (live video streaming), but will not be recorded unless pre-approved by Toastmasters International.

Disclaimer: The dates and workshops are as a guide and are still to be confirmed (TBC) at time of printing.

Central Division Education and Training

Central Division is proud of the education program 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 program has something for you as a presenter or participant.

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

The 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 normal club meeting format and opportunities will be provided within the Education and Training forum.

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

2018/2019 Education and Training Coordinator (SA)- Giordana Cross

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)

Pathways Guides

Central Division:

Jo Kneebone: pg10@d73.toastmasters.org.au

Con Koutsikas: pg4@d73.toastmasters.org.au

Anna Weissmann: pg5@d73.toastmasters.org.au

<https://d73.toastmasters.org.au/pathways-guides/>

Pathways Guide: Joanne Kneebone	Pathways Guide: Anna Weissmann	Pathways Guide: Con Koutsikas
Northern Stars Toastmasters	Adelaide Toastmasters	Speaker Corner Toastmasters Club
Tea Tree Gully Toastmasters	Adelaide Hills Toastmasters	Mount Barker Toastmasters
Mawson Lakes Toastmasters	Glenelg Prospeak Toastmasters	Synergy Toastmasters
UniSA Toastmasters Club	DWS Adelaide Toastmasters	Southern Cross Toastmaster
Leadership SA Toastmasters	Limestone Coast Toastmasters	Southern Vale Toastmasters
Quintessence Club	More Than Words Toastmasters	Champion Toastmasters
North Adelaide Toastmasters	Adelaide Students Toastmasters	Rev-Anew
Raconteurs Toastmasters	Adelaide City Toastmasters	Spiritually Speaking Toastmasters
GX SE Toastmasters	Adelaide Central Toastmasters	Payneham Toastmasters

Pathways Information

The traditional learning program will continue to be available until 30th June 2020 to members who commenced prior to December 2017 Web pages:

TMI - Toastmasters International:

- <https://www.toastmasters.org/Resources/Pathways>

District- District 73:

- <http://d73.toastmasters.org.au/>

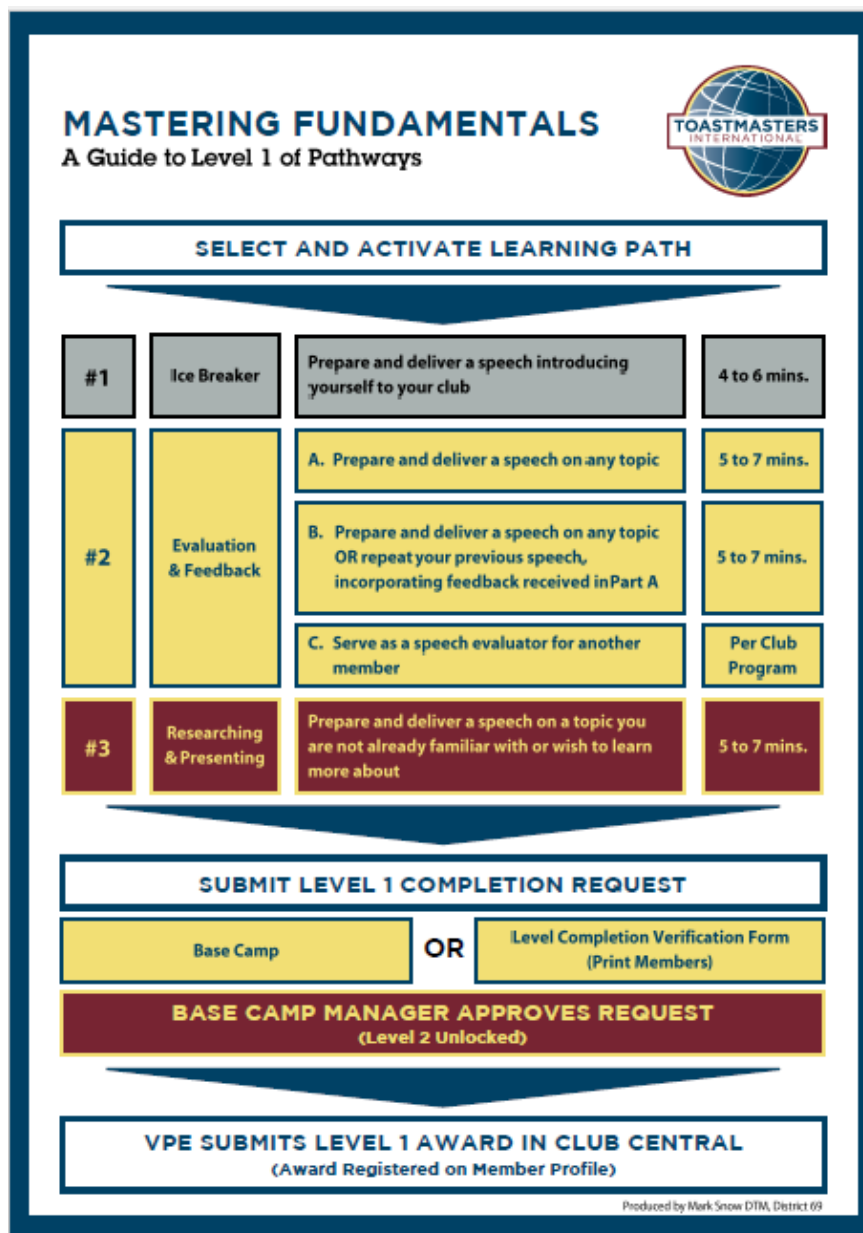
TOASTMASTERS Pathways Discussion Forum on Facebook:

- <https://www.facebook.com/groups/154768671790362/>

Journey to DTM with Pathways:

https://docs.google.com/spreadsheets/d/1JJ05JvpdmJo8Tr0Yr2kpLYg8_aJ5Bzo8DZMoyWmZ7f4/htmlview

Pathway infographic: <https://www.d25toastmasters.org/wp-content/uploads/2018/02/pathways-infographic-draft-3.pdf>



<https://d73.toastmasters.org.au/wp-content/uploads/2018/03/Mastering-Fundamentals-Guide-to-Pathways-Level-1.pdf>

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	Specialty 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: speechcraft-sa@d73.toastmasters.org.au

Central Division will have opportunities in 2018/2019 for club 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 material.

Central Division Clubs - Essential Information

Area C7	Meeting Day	Meeting Time	Website
Adelaide	2 nd & 4 th Tuesday	7:00pm	http://adelaide.toastmastersclubs.org/
Adelaide City	1 st and 3 rd Wednesday	5.45pm	www.adelaidecity.org.au
Adelaide Hills	2 nd & 4 th Wednesday	7:30pm	http://adelaidehills.toastmastersclubs.org/
Mount Barker	1 st & 3 rd Thursday	7:30pm	http://www.mountbarkertoastmasters.org/
Area C8			
Northern Stars	2 nd & 4 th Tuesday	6.45pm	http://www.northernstarstm.org.au/
Tea Tree Gully	2 nd & 4 th Thursday	7:00pm	http://www.teatreegullytoastmasters.com/
Payneham	1 st & 3 rd Tuesday	7:00pm	http://payneham.toastmastersclubs.org/
Spiritually Speaking	2 nd & 4 th Wednesday	7.00pm	https://www.toastmasters.org/Find-a-Club/05116968-spiritually-speaking-toastmasters-club
Area C9			
Limestone Coast	1 st & 3 rd Wednesday	7.00pm	https://www.toastmasters.org/Find-a-Club/00003395-00003395
Southern Cross	2 nd & 4 th Wednesday	6:45pm	www.sxtm.org.au
Aldinga	2 nd & 4 th Monday	7:00pm	http://www.southernvales.toastmastersclubs.org/
DWS	1 st & 3 rd Tuesdays	5:45pm	https://www.toastmasters.org/Find-a-Club/04521410-dwsadelaidetoastmastersclub
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
Rev-Anew	Wednesday fortnightly	12:30pm	revanew.toastmastersclubs.org
Synergy	1 st & 3 rd Wednesday	6:50am	http://www.synergytoastmasters.org.au/
Area C11			
Adelaide Central	2 nd & 4 th Wednesday	5:45pm	http://www.adelaidecentral.org.au/
Quintessence	2 nd & 4 th Tuesday	6:30pm	http://quintessence.org.au/
Leadership SA	2 nd & 4 th Monday	6:45pm	http://sagovernors.org/
More Than Words	1 st & 3 rd Monday	7:00pm	www.morethanwords.org.au
Area C12			
North Adelaide	1 st & 3 rd Tuesday	6:30pm	northadelaide.toastmastersclubs.org
Mawson Lakes	1 st & 3 rd Monday	6:45pm	http://www.mawsonlaketoastmasters.org.au/
Uni SA	2 nd & 4 th Tuesday	6.45pm	https://www.toastmasters.org/Find-a-Club/05857653-unisa-toastmasters-club
GX SE	2 nd & 4 th Wednesday	9.00am	https://www.toastmasters.org/Find-a-Club/4413866-gx-se-toastmasters-club
Area C13			
Speakers Corner	2 nd & 4 th Wednesday	7.15 pm	http://speakerscorner.toastmastersclubs.org/directions.html
Raconteurs	2 nd & 4 th Thursday	7:00pm	http://www.raconteurs.org.au/
Glenelg ProSpeak	1 st & 3 rd Thursday	7:30pm	https://glenelgprospeak.toastmastersclubs.org/directions.html
Women of Westpac (WOW)	Thursdays	12 noon	TBA (soon to charter)

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.

Suggested Induction Ceremony

The initial events experienced by new members play a significant role in the development of their long-term impressions about your club and the organisation. 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.

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/TMI	Toastmasters International
D73	District 73
DCP	Distinguished Club Program
DD	District Director
AD	Area Director
E&T	Education and Training
DL	Dynamic Leadership
EC	Effective Coaching
IP	Innovative Planning
LD	Leadership Development
MS	Motivational Strategies
PI	Persuasive Influence
PM	Presentation Mastery
SR	Strategic Relationships
TC	Team Collaboration
VC	Visionary Communication



'Where Leaders Are Made'