



TOASTMASTERS LEADERSHIP INSTITUTE

**17th & 23rd JUNE 2017 (Round 1)
17th & 23rd February 2018 (Round 2)**

Central Division Reference Guide

TOASTMASTERS – 'WHERE LEADERS ARE MADE'

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Welcome from Division Director 2017-2018

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.

Sue Pederick
Central Division Director 2016/18

2017-2018 Essential Contacts

District Director

Christine Dimitros DTM
0408 520 584
Districtdirector@d73.toastmasters.org.au

Program Quality Director

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

Club Growth Director

Estella Hutchinson DTM
0418 386 899
cgd@d73.toastmasters.org.au

Administration Manager

Rebecca Arnold
admin@d73.toastmasters.org.au

Finance Manager

Ray Ingwersen
0428 828 836
finance@d73.toastmasters.org.au

Public Relations Manager

Darrell Pitt
prm@d73.toastmasters.org.au

Club Extension Chair-SA

Peter Cesco
extchair-sa@d73.toastmasters.org.au

Newsletter Editor

newsletter@d73.toastmasters.org.au

District Webmaster

Daniel G Taylor
maintainer@d73.toastmasters.org.au

Immediate Past District Director

Yoke-Ching Tan DTM
0423 708 057
ipdd@d73.toastmasters.org.au

Division Director

Sue Pederick
0400 607 713
dd-central@d73.toastmasters.org.au

Training & Education Coordinator S.A.

'Central Division Education and Training Leadership team- All Area Directors and Central Division Director'
education-sa@d73.toastmasters.org.au

Speechcraft Coordinator

Nick Kastelein
speechcraft-sa@d73.toastmasters.org.au

Area Director C7

Giordana Cross
area-c7@d73.toastmasters.org.au

Area Director C8

Paul Curtis
area-c8@d73.toastmasters.org.au

Area Director C9

Mal Rogers
area-c9@d73.toastmasters.org.au

Area Director C10

Michelle Smith
area-c10@d73.toastmasters.org.au

Area Director C11

Elizabeth Owen
area-c11@d73.toastmasters.org.au

Area Director C12

Darrell Klar
area-c12@d73.toastmasters.org.au

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

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)

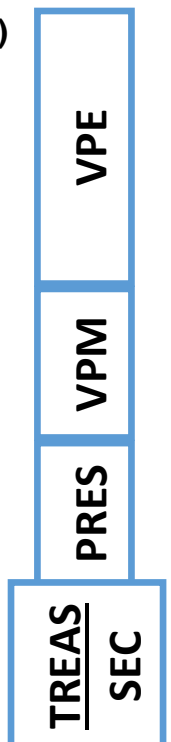
One more CL, ALB, ALS or DTM

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 2017-2018

Contests should consist of the following:

- Humorous
- Evaluation
- International
- Table Topics.

In Areas with 5 or more clubs, only the 1st place winner progresses to the Area Contest. In all other Areas, 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 6 Area contestants. Only the winner of each contest progresses to the District Contests in May 2018.

Club contests need to be completed before the Area contest, ideally by end of September 2017
Area contests need to be completed before the Division contest on the 17th March 2018, ideally by end of November 2017.

Central Division contests to be held on the 17th March 2018

District 73 contests to be held on 18th – 20th May 2018

Central Division Education and Training Program

Education Development Centre – 4 Milner Street, Hindmarsh

(Unless specified or advertised otherwise)

2017

15 July	The Better Speaker Series
12 August	Evaluation Workshop
09 September	Inspired Thinking Workshop
20 October	The Successful Club Series
18 November	Pathways, DTM 2020, Tech Workshop

2018

17 February	Club Officer Training (Round 2)
23 February	Club Officer Training (Round 2 -supplementary session)
17 March	Central Division Conference
14 April	TBC Contest and Judging Workshop
5 May	TBC Leadership Workshop
18-20 May	District 73 Convention- Hobart
16 June	Toastmaster Leadership Institute (Round 1)
23 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.

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 Coordinators at:

education-sa@d73.toastmasters.org.au

Coordinators for 2017/2018: 'Central Division Training and Education Team' (Giordana Cross AD C7, Paul Curtis AD C8, Michelle Smith AD C10, Elizabeth Owen AD C11, Darrell Klar AD C12 and Sue Pederick DD Central)

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

Ambassadors

Central Division:

Peter Cesco: pa1-central@d73.toastmasters.org

Helen Kubenk: pa2-central@d73.toastmasters.org

Mark Reynolds: pa3-central@d73.toastmasters.org

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	Prospeak Toastmasters	Synergy Toastmasters
UniSA Toastmasters Club	DWS Adelaide Toastmasters	Southern Cross Toastmaster
SA Governors Club	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

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	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, Nick Kastelein: speechcraft-sa@d73.toastmasters.org.au

Central Division will have opportunities in 2017-2018 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 material.

Central Division Clubs - Essential Information

Updated 20th November 2017

Area C7	Meeting Day	Meeting Time	Website
Adelaide	2 nd & 4 th Tuesday	7:00pm	http://adelaide.toastmastersclubs.org/
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/
Speakers Corner	2 nd & 4 th Wednesday	7.15 pm	http://speakerscorner.toastmastersclubs.org/directions.html
Area C8			
Mawson Lakes	1 st & 3 rd Monday	6:45pm	http://www.mawsonlake.toastmasters.org.au/
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/
Spiritually Speaking	2 nd & 4 th Wednesday	7.00pm	https://www.toastmasters.org/Find-a-Club/05116968-spiritually-speaking-toastmasters-club
Uni SA	2 nd & 4 th Tuesday	6.45pm	https://www.toastmasters.org/Find-a-Club/05857653-unisa-toastmasters-club
Area C9			
Limestone Coast	1 st & 3 rd Wednesday	7.00pm	https://www.toastmasters.org/Find-a-Club/00003395-00003395
ProSpeak	1 st & 3 rd Thursday	7:30pm	https://glenelgprospeak.toastmastersclubs.org/directions.html
Southern Cross	2 nd & 4 th Wednesday	6:45pm	www.sxtm.org.au
Southern Vales	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-dwsadelaide.toastmastersclub
Area C10			
Adelaide Students	1 st & 3 rd Monday	10:00am	adelaigestudents.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	12:30pm	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/
Adelaide City	1 st & 3 rd Wednesday	5:45pm	http://www.adelaidecity.org.au/
Quintessence	2 nd & 4 th Tuesday	6:30pm	http://quintessence.org.au/
SA Governors	2 nd & 4 th Monday	6:45pm	http://sagovernors.org/
Area C12			
Payneham	1 st & 3 rd Tuesday	7:00pm	http://payneham.toastmastersclubs.org/
North Adelaide	1 st & 3 rd Tuesday	6:30pm	northadelaide.toastmastersclubs.org
Raconteurs	2 nd & 4 th Thursday	7:00pm	http://www.raconteurs.org.au/
GX SE	2 nd & 4 th Wednesday	9.00am	https://www.toastmasters.org/Find-a-Club/4413866-gx-se-toastmasters-club

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

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.

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 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.



'Where Leaders Are Made'