



WELCOME TO TWIN OAKS TOASTMASTERS

The mission of a Toastmasters Club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

We are pleased that you have joined us today and want to make you feel at home by helping you understand how our meetings work. Please note that we take turns in performing different leadership and functionary roles each week, giving everyone the opportunity to practice their skills.

KEY POINTS ABOUT OUR MEETINGS:

- The **TOASTMASTER** of the day confirms speakers and other participants in advance, provides the agenda, and presides over the meeting,
- There are 2-3 prepared **SPEECHES** each week, each focusing on a specific skill described in the speech manuals. Most of us are working on the beginning manual, the Communication and Leadership program, which requires the completion of ten speeches, usually 5-7 minutes in length and designed to practice the skills needed to become a competent speaker.
- After each speech, members have the opportunity to make written comments on the speech, which are later given to the speaker. Designated **EVALUATORS** orally share their impressions and suggestions in front of the group.
- **TABLE TOPICS** are short impromptu speeches on the theme of the day, helping members learn to speak on their feet and giving everyone at the meeting the opportunity to practice their speaking skills.
- **OTHER FUNCTIONARIES:**
 - **TIMER:** Keeps track of length of speeches to teach members to speak in a timely manner.
 - **GRAMMARIAN:** Looks for picturesque speech, as well as the misuse of words. Also selects a “Word of the Day” to be used during Table Topics.
 - **AH COUNTER:** Records “ahs” and other fillers and crutch sounds or words and levies a small fine as reminders.
 - **VOTE COUNTER:** Tallies the votes for the best speaker and evaluator of the day

We are all here to learn, be supportive and have fun! We hope you'll join us again for future meetings! For more information about becoming a member, contact our Vice President of Membership via our web site: <http://www.twinoakstoastmasters.org/>