

SUNRISE TOASTMASTERS

MEMBERSHIP MANUAL

**Toastmasters International
Club No. 1492
District 7**

<http://community.oregonlive.com/cc/sunrisetoastmasters>

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SUNRISE TOASTMASTERS MEMBER'S MANUAL

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WELCOME TO SUNRISE TOASTMASTERS

Sunrise Toastmasters is happy to have you as a member!

We think you have chosen one of the best Toastmaster clubs in Portland in which to carry out your program of communication and leadership training. We hope we can live up to our excellent reputation by providing you a helpful and supporting environment as you progress through your personal development program.

This manual is provided to new members as a general reference, to supplement the material found in the *Toastmasters International Communication and Leadership Manual*. (If you haven't yet received your manual from TI Headquarters, feel free to borrow a club manual until it arrives). The Sunrise Toastmasters Membership Manual contains information specific to the way our club is organized and how it carries out its meetings. It should be particularly useful as a reference when you receive your first assignments for participating in a meeting. In particular, note the Outline of a Weekly Meeting, and Weekly Meeting Job Descriptions sections of this document.

Another (and ultimately the best) way of getting assistance is simply to ask the more experienced members of the club whenever you have a question. A membership roster with telephone numbers should be included with this manual. The club can also arrange to have one of its experienced members be assigned as a mentor to you if you are interested. See details in this manual.

As you begin attending meetings of Sunrise, don't be intimidated by the fact members are polished, accomplished speakers. We have all been beginners and have experienced the anxiety associated with "speaking on our feet". As such we are all very sympathetic with the feelings of new members - and we are here to help you. So don't be afraid to speak out - mistakes and all! That is the way you can improve, as we have done, through this excellent program.

We look forward to seeing you at our Thursday morning meetings!

THE HISTORY OF SUNRISE TOASTMASTERS

Sunrise Toastmasters was chartered in March, 1954 through the efforts of Glen Meek, an *Oregonian* employee. Mr. Meek belonged to two Toastmaster clubs which met in the evening, and he started Sunrise Toastmasters for the members of those two clubs who found evening meetings inconvenient. Sunrise Toastmasters was one of seven Toastmaster clubs founded by Mr. Meek, and he was awarded the title of Honorary Past District Governor for his work.

From 1954 until 1958 the club held its meetings in the old Multnomah Hotel. From 1958 until 1969 the club met at the Hoyt Hotel, and experimented with other places in the vicinity. In January 1969, the club moved to Imperial Hotel where it met for almost 30 years.

Prior to the mid-'70s men and women belonged to separate international organizations, Toastmasters and Toastmistresses. These were combined under Toastmasters International, and in December 1976 Sunrise Toastmasters admitted its first female member. A current member, Lois Watson, joined Sunrise in early 1978, and became the first female president of Sunrise, serving in 1981.

Some outstanding speakers have belonged to Sunrise Toastmasters, and have competed in Toastmaster speech contests. One of the most notable was Dick Lane, still a member of Sunrise. In 1977 Dick won the club's serious speech contest, then progressed upward in the International Speech Contest with successive wins at the Area, Division, and District levels. In his competition at the regional level Dick placed second - just short of a chance to compete the national level. In more recent years two of our current members - Joan Cameron and Mike Smith - have competed at the district level which is a major accomplishment for any Toastmaster.

Sunrise's 30th anniversary meeting was held on March 30th, 1984, and the 35th anniversary was held March 30th, 1989. These breakfast celebrations were attended by founder Glen Meek and charter member Tom Baggs, along with other early members of the club. The 40th anniversary celebration of Sunrise Toastmasters was held the evening of March 31st, 1994 at the Imperial. It coincidentally marked the 26th anniversary of Dick Vaughn's membership in the club, now the longest reigning member of Sunrise. The occasion also was the 15th anniversary of the marriage of Dick and Ruby Lane who met through Sunrise Toastmasters - a reminder that there are benefits of Toastmasters that extend beyond just learning to give speeches!

In its 40-year history Sunrise Toastmasters has established many memories and traditions. During the 1960s club secretaries will remember wrestling with the duplicating machine donated to the club by Tom Baggs. During the late 60s and early 70s the club was perpetually short of money, so would periodically hold auctions in place of Table Topics in order to bolster the treasury. (It later found the answer to the money problem - just raise the dues). In the early "all-male" days the club held periodic awards banquets, which included wives. Later years saw the institution of summer picnics with spouses, and the annual holiday party.

In 1999 the club moved its meeting place from the Imperial Hotel to the Standard Building cafeteria located at SW 4th and Salmon.

BEGINNING YOUR MEMBERSHIP WITH SUNRISE TOASTMASTERS

The primary objective of Sunrise Toastmasters is for members to achieve personal and professional growth through the improvement of their communication and leadership skills. A secondary objective is to provide a friendly and supportive community that embraces all levels of background, experience and ability. To make this work, we ask that members be willing to make a commitment of attendance and responsibility to the club and to other members, seeking to help as well as to learn for themselves.

After you have joined the club, you will be assigned weekly meeting responsibilities through the weekly bulletin. Initially these duties will be the minor meeting duties such as timer, ballot counter, joker, etc. Three to four weeks after joining, you will be assigned your first major responsibility, the “Icebreaker” speech -- and your training as a public speaker begins. At this time you will also receive your Toastmaster lapel pin, signifying that you are a full-fledged member of Toastmasters International.

You are strongly encouraged to follow the manual assignments in the Communication and Leadership Manual, taking them on in sequence as you continue to receive speaking assignments. They are designed by experts to help you focus on key elements of the art of public speaking and thereby achieve improvement in your skills a step at a time. By the time you have completed the manual’s 10 speeches we promise you will be a confident and polished public speaker!

While you are progressing through the speaking assignments in the Toastmaster s manual you will also be developing other skills through your participation in Sunrise meetings. Table Topics will help you to learn to speak extemporaneously on virtually any topic, and being an evaluator will hone your listening skills as well as help you in your own speaking development. And the difficult and critical task of managing a meeting will be learned through your assignments as Toastmaster of the day.

As a club member, you also will be invited to serve as a club officer. These responsibilities are considered a part of the educational value of Toastmasters and will contribute to your leadership skills. Terms of office are six months, and responsibilities require only a relatively small additional commitment of time.

The club meets are every Thursday morning at 6:45 at the Standard Building cafeteria, located in downtown Portland at SW 4th and Salmon. Members come early enough to stop by the cafeteria to get something for breakfast if they wish. The meetings end promptly at 8:00 am so that members need not be concerned about having to put money in parking meters during the meeting.

WEEKLY MEETINGS

Sunrise Toastmasters has always been known for its disciplined and fast-paced meetings that seek to maximize opportunities for training in a relatively short time span of one hour and 15 minutes. This requires cooperation and discipline by all members to insure that an appropriate time schedule is followed.

The meeting begins at exactly 6:45 a.m. and adjourns by 8:00 a.m. Participants should plan to arrive 5-10 minutes before the meeting starts to insure that last minute coordination details are worked out.

Most meetings feature the following elements:

- Introductory remarks by the president and toastmaster of the day
- Table Topics
- Three prepared speeches
- Evaluations and other reports
- Closing Remarks and business items by president

An outline of a typical meeting, including timing and sequence of responsibilities is shown on the following page of this manual.

Occasionally the club officers may select a special theme or event for a weekly meeting. The club officers are responsible for determining the content and agenda for the meeting which is generally announced several weeks in advance. Typical special meetings are:

- Education Meeting - The purpose of an education meeting is to provide an organized training opportunity for members. These meetings highlight methods, techniques, and strategies on the conduct and decorum of a typical meeting, speech development and delivery, evaluation, or other skills to improve the ability of a Toastmaster. An education meeting generally is presented by the more experienced members of the club.
- Speech Contest - When an International or District speech contest is in progress the club will hold its own contest to determine the participant for the higher-level competition. This meeting will generally follow the outline of a contest that has been established by Toastmasters International.
- Election Meeting - This meeting is scheduled twice a year - see page 18 of this manual.
- Joint Meeting - This is a meeting with another Toastmaster club in the area or district.

Our meetings are documented by a weekly bulletin, which also contains club business and the assignment schedule for future meetings. In 2001 we began providing this bulletin by email in order eliminate postage costs and speed delivery. If you happen to not have an email address, the bulletin can be provide by regular mail.

OUTLINE OF A TYPICAL MEETING

TIME	PROGRAM ELEMENT
6:45	PRESIDENT <ul style="list-style-type: none">- Call meeting to order- Introduce Invocator for invocation and pledge to flag- Introduction of guests- Introduction of club members present- Club business (optional)- Introduce Toastmaster
6:53	TOASTMASTER <ul style="list-style-type: none">- Warm up audience and introduce theme of day- Introduce Table Topics Master
6:55	TABLE TOPICS MASTER <ul style="list-style-type: none">- Explain Table Topics, theme, and Word of the Day- Conduct Table Topics session- Table Topics evaluations (7:15 “cutoff” if needed)- Return control to Toastmaster
7:15	TOASTMASTER <ul style="list-style-type: none">- Introduce Speaker No. 1 Speaker No. 1- Introduce Speaker No. 2 Speaker No. 2- Introduce Speaker No. 3 Speaker No. 3- Introduce General Evaluator
7:40	GENERAL EVALUATOR <ul style="list-style-type: none">- Explanatory comments- Call for time of speeches and Table Topics- Introduce Evaluators- Speech evaluations- Call for report of Ah Counter, Grammarian, and Timer- Evaluation of meeting- Return control to Toastmaster
7:53	TOASTMASTER <ul style="list-style-type: none">- Closing comments- Return control to President
7:55	PRESIDENT <ul style="list-style-type: none">- Call for Thought of the Day and Joker- Announce voting results- Club business (if any)- Invite guest comments- Closing comments
8:00	ADJOURN

WEEKLY MEETING JOB DESCRIPTIONS

The following represents an overview of the jobs assigned in a typical Sunrise Toastmaster meeting. Detailed explanations of the key tasks follow in succeeding pages.

INSPIRATION AND PLEDGE OF ALLEGIANCE. The Inspiration is the first item of the day's meeting. The Inspiration should be a spiritual, inspirational, or up-lifting message of less than one minute. The Pledge to the Flag follows the Inspiration.

TOASTMASTER. The Toastmaster of the Day organizes and controls the weekly meeting. He/she contacts the meeting participants several days prior to the meeting, makes sure any missing assignments are covered, and sets up any necessary coordination required in the meeting. During the meeting, the Toastmaster introduces participants and generally oversees the flow of the meeting.

TABLE TOPICS MASTER. The Table Topics Master prepares the mini-speech topics that will be used during Table Topics, introduces the Word of the Day to be used, and arranges for Table Topics evaluators. During the meeting she/he leads the Table Topics session.

SPEAKERS. Speakers scheduled for the day present a prepared speech, usually following the guidelines in the Leadership and Communication manual. Their main responsibility is to insure that the speech falls within the allotted time requirement - usually 5 to 7 minutes.

GENERAL EVALUATOR. The General Evaluator contacts the assigned speech evaluators and others assisting with evaluation (timer, grammarian, ah counter, and ballot counter) and insures all responsibilities are covered. During the meeting she/he introduces the evaluation team, and then presents an overall critique of the meeting.

SPEECH EVALUATORS. The Speech Evaluator provides the speaker with a constructive critique of the speech, often following the guidelines contained in the Communication and Leadership Manual. The evaluator should contact the speaker prior to the meeting to discuss the speaker's goals.

AH COUNTER. The Ah Counter's job is to help members overcome the habit of "vocalized pauses" such as, "ah," "er," "uh," and "mmm." A clicker is used during Table Topics to help remind participants when ahs occur. A tally of ahs is reported at the end of the meeting.

BALLOT COUNTER. The Ballot Counter tabulates the votes for best Speaker, Evaluator, and Table Topics speaker, and gives the names of the winners to the President before the meeting is adjourned.

TIMER. The timer accurately records the time of each Table Topic Speaker, Speaker, and Speech Evaluator, operates the timing light, and reports times when called upon by the General Evaluator.

GRAMMARIAN. The grammarian is to note that all meeting participants are using grammar properly. He/she reports misuse of words, in particular the word of the day, incorrect pronunciation, clichés, poor sentence construction - as well as excellent use of the English language.

HOT SEAT. This member may be called upon by the Toastmaster before the meeting to fill in for any member who was assigned a duty and does not attend the meeting. This member should even be prepared for fulfilling a major role as a Speaker or Evaluator.

JOKER. The Joker prepares and delivers a joke or humorous story of less than one minute. The joke or story should be in good taste!

THOUGHT OF THE DAY. The Thought for the Day is an inspiring quotation delivered in less than one minute.

BACKUP SPEAKER. The Backup Speaker can be called upon to deliver a 5 to 7 minute speech if one of the scheduled speakers cannot attend the meeting. Generally the Toastmaster contacts the backup speaker several days in advance of the meeting if he/she is needed, but sometimes the notification may come only a short time before the meeting.

SUBSTITUTION OF DUTIES

Once the weekly schedule has been printed in the club bulletin, all members assigned a duty are expected to be present at the meeting to perform the task. If a member is unable to attend the meeting, it is the member's responsibility to obtain a substitute. It also is necessary for the substitute or the absentee to inform the Toastmaster or the General Evaluator of the change.

WHEN YOU ARE THE TOASTMASTER...

As Toastmaster you face the task of introducing the other members of the program. Program participants should be introduced in such a manner as to prepare the audience to listen with excitement and rapt attention. It is the Toastmaster who creates an atmosphere of interest, expectation and receptivity.

Prior To The Meeting

- Decide on the theme for the meeting and discuss this with the Table Topics Master.
- Call all speakers in advance to remind them they are speaking. Interview them to find out their speech title, manual project number, purpose to be achieved, time requested, and something interesting about themselves (job, family, hobbies, education, why this topic, etc.) which you can use when introducing them to this audience.
- Call the general evaluator to confirm the assignment. Ask the general evaluator to call the other members of the evaluation team (speech evaluators, topics master, timer, grammarian, ah counter, etc.) and remind them of their responsibilities.
- Prepare introductions for each speaker. It is strongly advised that you write them out. Prepare remarks which can be used to bridge the gaps between program segments. You may never use them, but you should be prepared to avoid possibly awkward periods of silence.

At The Meeting

- Arrive early in order to finish any last-minute details.
- Check with Speakers for any last-minute changes.
- Consult with President and Table Topics Master regarding timing. Decide whether a 7:15 “cut-off” of Table Topics is needed, if speeches are long or business meeting will be lengthy.
- Sit at the head of the table with the speakers, preferably next to the lectern.

During The Meeting

- Preside with sincerity, energy and decisiveness.
- Always lead the applause before and after the topics session, each prepared speaker, and the general evaluator.
- Remain standing near the lectern after making an introduction until the speaker has acknowledged you and assumed control of the lectern; then be seated.
- Introduce the Table Topics Master. Introduce each speaker in turn.
- At the conclusion of the speaking program, introduce the General Evaluator; she/he will then introduce the other members of the evaluation team.
- Return control to the President.

WHEN YOU ARE THE SPEAKER...

A major portion of each meeting is centered around the three speakers. The speeches are prepared in advance (usually based on manual project objectives) and should last from five to seven minutes for the basic manual and eight or more minutes, depending on the assignment, for the advanced manuals.

Preparation is essential to success when you are the speaker. Every speech should be well-prepared and rehearsed to ensure quality. This is gift to your listeners!

Prior to the Meeting

- Check the meeting schedule to find out when you are scheduled to speak. In order to derive the most benefits from the program, plan to speak from your manual. Present the speeches in numerical order.
- You should receive a call from the Toastmaster of the Day regarding your speech: its title, time goal, manual project, etc. If there are special requirements for the speech from the manual, or if you would like something special stated in the Toastmaster's introduction of you, let she/he know at this time.

.When you Enter the Room

- Arrive early if possible. Sit at the head table.
- Give your manual to your evaluator before the meeting starts.
- Carefully plan your approach to the lectern or to the opposite end of the room, along with speech opening.
- If there are last minute details to convey to the Toastmaster regarding your speech, do it before the meeting begins.

During the Meeting

- Give your full attention to the speakers. Try to avoid studying your speech notes while someone else is talking.
- When introduced, smoothly leave your chair and move to your speaking position.
- As you begin your speech, always acknowledge the Toastmaster and the audience ("Toastmasters and guests").
- During the evaluation of your speech, listen intently for helpful hints that will assist in building better future talks. Pay attention to the advice of other members on improvement.

After the Meeting

- Get your manual from your evaluator. Discuss any questions you may have concerning your evaluation to clarify any misinterpretations.
- Have the Vice President/Education initial the Record of Assignments in the back of your manual.

WHEN YOU ARE THE TABLE TOPICS MASTER...

The purpose of Table Topics is to have members “think on their feet” and speak for a minute or so. The Topics Master prepares and issues the topics. Each speaker may be given an individual subject or a choice of subjects may be presented from which the members can draw at random.

Prior To The Meeting

- The Toastmaster for the meeting should call you several days before the meeting to make sure you will be available for your assignment and to work out a theme for the day. If possible, prepare topics to help carry out that theme.
- When choosing your topics: select items that will inspire and challenge the participants. Humor is always encouraged. Don't make the topic questions or statements too long or complicated--phrase them in such a way that the speakers will know clearly what you want them to talk about.
- Decide on a Word-of-the-Day that is to be used during the topic speeches. The Word should be one that is not commonly used, so that it will present a challenge for participants. Prepare two-three posters to hang up to display the word and its definition.
- Put topics, questions, subjects etc. in an envelope for participants to draw from.

Upon Entering the Meeting Room

- Check in with the Toastmaster to find out whether evaluators should be excused from Table Topics—this is done when longer speeches are scheduled. It may also be necessary to enforce the 7:15 “cut-off” of table topics evaluators if Toastmaster desires.
- Check with the Table Topics Evaluators who are assigned in the bulletin. If substitutions are needed, make arrangements before the meeting begins.

During The Meeting

- When introduced, briefly state the purpose of Table Topics if guests are present and the Toastmaster has not done so. Set the stage for your Topics program. Keep your remarks brief but enthusiastic.
- Give your envelope of selections to the first participant (to give them some lead time).
- Introduce the Word-of-the-Day and hang up your posters. Encourage speakers to use the “Word of the Day” in their talks.
- Tell guests they may participate if they wish.
- Announce whether speech evaluators are excused, and/or whether the 7:15 “cut-off” of Table Topics or Table Topics evaluators is needed.
- At the conclusion of the Table Topics session, introduce the Table Topics Evaluators and ask for their reports.
- After the evaluations, return control of the meeting to the Toastmaster.

WHEN YOU ARE GENERAL EVALUATOR...

The General Evaluator is just what the name implies...an evaluator of anything and everything that takes place during the meeting. The General Evaluator is introduced by the Toastmaster after speakers have spoken. At that time he/she takes control of the evaluation segment of the meeting, calls on the evaluation team, makes concluding remarks about the meeting, then returns control to the Toastmaster of the Day.

Prior To The Meeting

- You should receive a call from the Toastmaster of the Day several days in advance of the meeting to verify your availability. Check to find out how the program will be conducted and if there are any planned deviations from the usual meeting format.
- Contact all evaluators to make sure they will be in attendance at the meeting. You are also responsible for calling the Timer, Ballot Counter, Grammarian, Ah Counter, Joker and Thought for the Day participants to remind them of their assignments.
- Be prepared to give a brief talk on the purpose of evaluation when guests are present at the meeting.

Upon Arrival At The Meeting

- Greet all evaluators and other evaluation team participants who are present and make sure they are prepared. If participants are missing, ask others present to be a last minute substitute.

During The Meeting

- Take notes on everything that happens (or doesn't but should). For example:
 - ✓ Did the meeting start on time?
 - ✓ Were introductions properly handled?
 - ✓ Were there unnecessary distractions that could have been avoided?
 - ✓ Did the meeting, and each segment of it, begin and end on time?
- Cover each participant on the program-from the opening to the last report by the timer. Look for good and unacceptable examples of preparation, organization, delivery, enthusiasm, observation, and general performance of duties. You do not reevaluate the speakers, though you may wish to add something that the evaluator may have missed.
- Introduce the Timer to give speech timing reports for the benefit of the evaluators. The Timer can also give a summary of Table Topics times at this point.
- Introduce each speech evaluator. After they have completed their evaluations, thank the evaluator for his/her efforts.
- Call upon the Grammarian and Ah Counter for their reports.
- Wrap up by giving your general evaluation of the meeting, using the notes you took as suggested above. This should be no more than about 2 minutes.

WHEN YOU ARE A SPEECH EVALUATOR...

Speech evaluations are a vitally important part of the Toastmasters program in that they provide feed-back to the speaker on how well she/he developed and delivered the speech. Toastmasters relies on this peer evaluation as the basis for critique, rather than calling upon professionals or experts, and the success of the Toastmasters program indicates that this is an effective philosophy. It does mean that the assignment as evaluator is one having significant responsibilities! The speech evaluation is meant to be insightful, encouraging, and up-beat, while at the same time offering some suggestions for improvement. The evaluation follows the evaluation guidelines contained in the Toastmasters manual, if the speaker is making a manual speech.

Prior To The Meeting

- You should receive a call from the General Evaluator checking to see if you are available for your assignment.

When You Enter The Meeting Room

- Look for the speaker and get her/his manual to use in your evaluation. Confer with the speaker to see if he/she has any specific things for you to watch for.
- Before the meeting starts look over the evaluation guidelines in the manual. You may wish to begin some notes about what you are going to say.

During The Meeting

- When your speaker begins, make notes about the speech. You may also want to make written notations in the manual, but these can be completed after the meeting.
- After the speaker is completed, compose your oral presentation, planning both positive comments and areas for improvement.
- When introduced for your evaluation, stand and give your oral report. Begin and end your evaluation with a note of encouragement or praise. Though you may have written lengthy responses to manual evaluation questions, don't read the questions or your responses. Your oral evaluation time is limited (2-3 minutes), so don't try to cover too much in your talk-possibly one point on organization, one on delivery, and one on attainment of purpose with a statement about the greatest asset and a suggestion for future improvement. Praise a successful speech and specifically tell why it was successful. Don't allow the speaker to remain unaware of a valuable asset such as a smile, a sense of humor, a good voice. Give the speaker deserved praise and tactful suggestions.

After The Meeting

- Finish up the required written report in the manual. Return the manual to the speaker. Add verbal word of encouragement.

WHEN YOU ARE THE TIMER..

The timer is responsible for timing Table Topics, speeches and evaluations, running the timing light, and reporting times to the meeting when called upon by the General Evaluator

Prior To The Meeting

- You should receive a call from the General Evaluator making sure of your availability.

Upon Arrival At The Meeting

- Make sure timing equipment is set up. Ensure you understand how to operate the stopwatch and timing light, and make certain that it is in good working order.

During the Meeting

- For Table Topics, time each presentation. Buzz the buzzer at one minute (unless an alternative time has been established by the Topicsmaster). Record the times.
- For speeches, time each speech and operate the timing light. If a speech is 5 to 7 minutes, the green light comes on at on at 5 minutes, the yellow light comes 6 minutes and the red light comes on at 7 minutes. Longer speeches are timed similarly with the green light turned on 2 minutes before the scheduled length of the speech.
- When called to report by the General Evaluator, stand by your chair, announce the speaker's name and the time taken. For Table Topics, often just the long and short presentations are reported.
- Speech evaluators should also be timed, and buzzed if they are too long. You may or may not be called upon to give the evaluator's times.

CLUB OFFICER JOB DESCRIPTIONS

Club business is carried out by the club Executive Committee with major decisions being taken to the club membership for vote. The Executive Committee is made up of the following positions which are established by Toastmasters International:

President
Vice President/Education
Vice President/Membership
Vice President/Public Relations
Treasurer
Bulletin Editor/Secretary
Sergeant at Arms

In Sunrise Toastmasters we have sometimes combined the VP/Membership and VP/Public Relations into one position, and then utilized an additional position, the Assistant to the President. All positions are filled by one member of the club except for the Sergeant of Arms, which is at least two members. The Executive Committee usually meets once a month to discuss and act on the business of the club.

Officer responsibilities are generally outlined in the *Guide to Effective Club Leadership* published by Toastmasters International, as well as specific requirements established by the club. The duties of each position, listed below, reflect some minor adaptations of the international guidelines to better fit the needs of Sunrise Toastmasters.

President

- Is chair of the Club Executive Committee, and has overall responsibility for carrying out club business.
- Insures that weekly meetings are satisfactorily set up and that the Toastmaster of the week is assuming his/her responsibilities.
- Presides /delegates over weekly club meetings and assures that all meetings begin on time.
- Schedules and presides over Executive Committee meetings during the term and appoints special committees as appropriate to carry out club business.
- Is informed of Area and District functions and shares information on these matters with the club members.
- Sees that names and addresses of new officers to World Headquarters within 10 days after elections.

Vice President/Education

- Presides in the absence of the President.
- Prepares the weekly meeting assignments at least three weeks in advance and forward to the Secretary/Bulletin Editor for inclusion in the bulletin.
- Orients new members to the Toastmasters program, including the club mentors.
- Attends Executive Committee Meetings as well as Area and District Council meetings.

- Schedules and plans a club educational meetings.
- Signs Communication and Leadership manuals and updates Member Program Progress charts after each meeting.
- Reports manual and award completions promptly to World Headquarters.

Vice President/Membership

- Is responsible for building club membership, keeping members in the club, and encouraging attendance at weekly meetings.
- Contacts inactive members encourage participation and to clarify the member's club standing.
- Is responsible for leadership in special membership drives.

Vice President/Public Relations

- Is responsible for maintaining public awareness of Sunrise Toastmasters meetings, through various means including newspapers, signs, and special PR events.
- Participates in the leadership of special membership drives.
- Maintains/updates the club membership brochure when needed.

Treasurer

- Receives and disburses funds to appropriate persons as requested by club officers.
- Provides the bank with new signature card, as needed.
- Notifies club members of dues payable, collects dues, and makes club submittal to Toastmasters International headquarters.
- Prepares and publishes a financial report/statement and presents a verbal financial report as requested by the Executive Committee.
- Pays all bills promptly and keeps accurate and complete records of all financial transactions. Submits club accounts for audit near the end of the term.
- Provides paid member list to Educational Vice President.

Secretary/Bulletin Editor

- Prepares and mails/emails weekly newsletter to all club members. The newsletter is to include attendance, summaries of formal speeches, and assignment schedules.
- Records minutes of Executive Committee meetings.
- Prepares and mails orders for Toastmaster supplies (Other officers may also do this.)
- Maintains general club correspondence.

Sergeants at Arms

- The Sergeants at Arms are the “master hosts” and are responsible for setting up and closing the meeting room each Thursday.
- Before the meeting set up the room for the meeting. Blank ballots are placed at each setting.

The gavel, timing equipment, basket for breakfast payments, guest book, and name cards should be placed in the designated locations. The trophies are placed adjacent to the lectern. Assure the hotel staff has brought in the lectern, the flag, and the Toastmaster banner prior to the meeting convening.

- Take the lead in welcoming guests and seeing that they sign the guest register.
- After the Meeting put away club equipment, locked inside the lectern.

ELECTION OF OFFICERS

The term of office for each officer is six months. The terms begin on January 1 and July 1.

Nominations

The immediate past club president develops a slate of candidates for each office, and presents the list to the club at least one meeting prior to the elections. The slate is also printed in the weekly newsletter.

Election Meeting

- A date for the election meeting is set by the club Executive Committee. This meeting occurs in June and December, and replaces a regular club meeting.
- Each person nominated for officer position selects a campaign manager who will present a two-minute campaign speech at the election meeting. (humor is encouraged)
- Each candidate presents a two-minute acceptance speech at the election meeting.

MEMBERSHIP DUES

Membership dues consist of semi-annual payments made to both Toastmasters International and to Sunrise. The dues for current members are payable each six months and are to be given to the club Treasurer By April 1 and October 1. The current semi-annual amount is \$40. Of this amount \$27 is sent to Toastmasters International and the balance, \$13, is for Sunrise use.

Toastmaster International dues support the national headquarters operations and the pay for the cost of the *Toastmaster* monthly magazine. Club dues pay for supplies of various kinds (awards, TI materials, etc.) and help cover the cost of periodic club social events. The dues are determined by the Executive Committee upon a recommendation by the club Treasurer and are voted upon by the membership of the club.

New member dues include a one-time new member fee that is paid to Toastmasters International and to Sunrise. Annual dues to TI and Sunrise are also included, but the amount is prorated according to the date joined. The current dues structure for new members is as follows:

SUNRISE TOASTMASTERS NEW MEMBER DUES SCHEDULE

MONTH JOINED	TI DUES		SUNRISE DUES		TOTAL
	New Member Fee	Semi-Annual Dues – Prorated	New Member Fee	Semi-Annual Dues – Prorated	
October or April	\$20	\$27	\$5	\$13	\$65.00
November or May	\$20	\$22.50	\$5	\$10.50	\$58.00
December or June	\$20	\$18	\$5	\$9	\$52.00
January or July	\$20	\$13.50	\$5	\$6.50	\$45.00
February or August	\$20	\$9	\$5	\$4.50	\$38.50
March or September	\$20	\$4.50	\$5	\$2	\$31.50

The new member needs to write a check to “Sunrise Toastmasters” covering both the Toastmasters International (TI) and Sunrise new member fees and dues. The treasurer then writes a check to TI for their portion, and sends it along with the membership application form.

Examples:

For October or April,

New member’s check is for $\$20+\$27+\$5+\$13 = \$65$

Treasurer’s check to TI is for $\$20+27 = \47

For January or July,

New member’s check is for $\$20+\$13.50+\$5+\$6.50 = \$45$

Treasurer’s check to TI is for $\$20+\$13.50 = \$33.50$

MENTOR PROGRAM

The purpose of the Mentor Program is to assign veteran club members to new members in order to assist them in learning about Sunrise Toastmasters as well as helping them prepare their manual speeches. Mentors are club members who have completed their first ten speech projects and have held at least one office in the Club. They are expected to work with the new member until, at least, the first four manual projects have been completed. Mentors are assigned by the Educational Vice President and a list will be published every three months.

TOASTMASTERS INTERNATIONAL ORGANIZATION

www.toastmasters.org

Toastmasters International has more than 7,300 clubs in the United States and 70 other countries. In most parts of the world, clubs are grouped into administrative units known as Districts to provide stronger lines of communication and to further enhance leadership opportunities. Districts are in turn subdivided into Divisions which are in turn divided into Areas. There are usually four to seven clubs in an Area jurisdiction.

Sunrise Toastmasters is one of six clubs in Area 71. There are four Area groups within the Downtown Division in District 7 of Toastmasters International. District 7 comprises all of western Oregon and the southernmost cities in western Washington.

The most frequent contact that we have with the Toastmasters organization outside of the club is when speech contests are held. Sunrise conducts its own speech contest in accordance with the TI guidelines, and the winner of the contest competes at the area level against the winners from the other clubs in Area 71. The winner of that contest in turn competes at the Downtown Division level, and so forth. An International Speech Contest is conducted once a year, and a District 7 humorous speech contest is also held.

