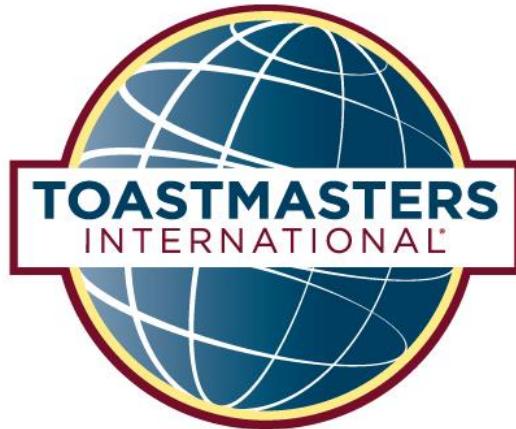


# Athens-Clarke County Toastmasters Club Member Handbook



**WHERE LEADERS ARE MADE**

**ACC Toastmasters**  
***“Classic City Communicators”***  
**Member Handbook**

Welcome to the Athens-Clarke County Toastmasters Club.

The mission of the ACC Toastmasters Club is to 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. The club was chartered on April 1, 2018. Meetings are held every Wednesday (except during holiday weeks) at 12 noon for one hour.

For decades Toastmasters International has helped people across the world conquer their fears of public speaking, improve their communication and leadership skills and build their confidence. You are now part of a global community of members working to reach their personal and professional goals.

Each day, thousands of people go to Toastmasters meetings held in communities and organizations around the globe. A club meeting isn't structured like a classroom with an instructor. Instead, it is a supportive group environment where people with diverse skillsets and backgrounds come together to practice/develop their skills and exchange valuable feedback with each other.

You will learn how to organize, write and deliver presentations with poise and confidence through Toastmasters. You will improve by giving speeches in your club amongst individuals who want to see you succeed. By attending meetings, you strengthen your ability to listen, learn to evaluate others' ideas positively and practice leadership skills. You are embarking on a journey of self-development that will help you to enhance your skills.

**The Toastmaster Journey**

Every Toastmaster's journey begins with a single speech called an Ice Breaker. Now that you're a member, you will prepare and deliver speeches at club meetings based on the Toastmasters Pathways learning experience projects. Members of our club will watch, listen, give you feedback and suggest areas for improvement. After you have given a few speeches and are familiar with the structure of our club, you too will evaluate other members' speeches and help them improve their skills.

Challenge yourself to contribute at every club meeting you attend along your journey. The success of our club meetings depends on our members in attendance. In Toastmasters, you learn by participating. There are many roles to fill and all meeting participants play an essential part in making the club experience educational and enjoyable. Whether you serve in a meeting role, such as Grammarian, Evaluator, Toastmaster, or give an impromptu Table Topics speech, you help to shape every meeting.

As you continue on your journey, you will be presented with many opportunities to learn and grow. Not only will you participate at club meetings, but you may also choose to serve as a mentor, club officer or even a district leader. You may also choose to participate in speech contests and move on to compete with members from around the globe.

You guide your journey. Regardless of the direction you choose, Toastmasters provides the tools you need to make your journey memorable and meaningful.

### **Benefits of Toastmasters**

You joined Toastmasters for a reason or perhaps many reasons. You may want to conquer the nervousness you feel when speaking in front of a group, or perhaps you're working toward a promotion at work and you need help improving a specific communication or leadership skill. You may already be an excellent public speaker but need a place to practice your technique.

Whatever your motivation, you have something in common with all other members: you are working to improve yourself in some way. In Toastmasters, you can expect to practice your public speaking and leadership skills among a group of people who want you to succeed. ACC Toastmasters Club is a safe environment; here, you practice, receive and apply peer feedback, and practice again.

You have speaking and leadership opportunities in our club that you can apply to your personal and professional life outside of Toastmasters. For example, by learning to manage your body language during a speech, you may improve your nonverbal communication when speaking to others. By giving a speech within a specific time limit, you can hone your time management skills in your day-to-day life. Our club is your place to practice and learn.

Toastmasters International is a world leader in communication and leadership development. The organization has helped members practice and strengthen their skills since 1924. Since then membership has grown by hundreds of thousands and expanded to more than 142 countries. Like the millions of people before you, you will have many opportunities to give speeches, gain feedback, lead teams and guide others to achieve their goals in a supportive atmosphere.

This handbook is specific to the ACC Toastmasters Club. It is meant to help you understand and become comfortable with the structure and routine of the club. The Vice President Membership will go through the handbook with you and is always available to assist you and answer any questions you may have.

## **Meeting Structure**

Since November 17, 2021, ACC Toastmasters Club adopted a hybrid style of meeting in response to Covid-19. This involves a mixture of in-person and remote attendees. Remote attendees join the meeting via the WebEx platform. In-person attendees gather in the Conference Room at Bobby Snipes Water Resource Building.

### **Seating for In-Person:**

The preferred table and chair arrangement for ACC Toastmasters Club is an inner and an outer "U" shape. Some presentations will cause this arrangement to be changed. Adjustments to the seating are to be made on a case-by-case basis.

The club president will always sit in the first seat to the right of the lectern. This is because the President is required to get up and speak several times during the meeting.

The Timer will always sit to the right of the President. This is so anyone speaking will be able to view their time.

The Grammarian should sit directly in front of where speakers are standing. This is so that the person speaking can see the word of the day.

All members with a role in the meeting will sit on the inside "U" so everyone knows where to look for that role. The Grammarian will sit in the middle segment of the inside U, facing the speaker with the Word of the Day in front of them so it can be seen.

### **Seating for Hybrid:**

The preferred chair arrangement for ACC Toastmasters Club during hybrid meetings is a combination of the fishbowl and open studio style seating where there are three chairs in an inner semi-circle facing the white board screen at the front of the meeting room and an outer semi-circle. Adjustments to the seating are to be made on a case-by-case basis.

The club president and Toastmaster, when appearing in-person, will sit in the inner circle of chairs. This is because they are required to get up and speak several times during the meeting.

The Timer, when appearing in-person, will always sit in the inner circle of chairs. This is so anyone speaking whether in-person or remote will be able to view their time. The Timer, when appearing remote, is pinned on the screen so those speaking are able to view their time.

The Grammarian, when appearing in-person, will place the word of the day in a place that is directly in front of the circle so that in-person speakers are able to view. The word of the day will be placed in the Chat feature for those attending remote.

All members with a role in the meeting attending in-person will stand and come to the center of the inner circle when speaking. Those attending remote with a role will be pinned to the screen so they can be seen.

### **Time Limits:**

Time limits for table topics and speech evaluators do not change based on circumstances. Members should become familiar enough with these times so that they know the limit for table topics is 1 - 2 *minutes* and evaluations is 2 - 3 *minutes*. When in doubt, speak until the green

card goes up and, likewise, complete your speech within 30 seconds of the red card being raised. If the black card is raised, the Toastmaster of the Day will interrupt the speaker, shake hands, and thank them for their speech. The audience will also begin to clap for the speaker. This ensures all topics and speeches can be included in the day's meeting.

When the Timer is remote, they shall use the designated Toastmaster International virtual timer background cards that signal green, yellow, and red. These virtual cards are available to download on the Toastmaster International website. The VPE will ensure the Timer each week has access to these cards and able to use them.

#### *Meeting Control:*

When you are called to take control of the meeting, in your role, be ready to walk to the lectern and shake hands with the person you are relieving (in-person/hybrid meetings) or verbally give control of the lectern (remote meetings). If you are turning the meeting over to someone else, be sure to always remain by the lectern until control of the meeting has been given to another person through the shaking of hands. For remote meetings, remain unmuted until the person begins to speak.

#### *Speeches:*

Anyone giving an Ice Breaker speech will get a standing ovation (in-person/hybrid meetings) when completed. No other speech requires a standing ovation. Note: the Ah Counter does not ring the bell during the Ice Breaker, nor other Pathways project speeches.

#### *Best Speaker Award:*

The member who is voted the Best Speaker for the day, will have the presentation/remote room named for them at the next club meeting. They will also be presented with a Best Speaker Award at the next meeting, including a photo taken with the presiding officer. There must be a minimum of two speakers to speak and a vote to be casted for this award to be awarded.

#### *Special Meetings:*

At the first meeting of each month, there will be a Creative Meeting scheduled. In an effort to keep the atmosphere of ACC Toastmasters fun and engaging, these meetings allow the Toastmaster the creative liberties to format a meeting once a month that is outside of the traditional Toastmasters agenda. In order to keep the meeting on time, the following roles will be done: Toastmaster, Grammarian, and Ah Counter.

The last meeting of each month is, "Bring a Coworker" day. Every member is asked to try to get a coworker to attend the meeting.

## **Meeting Agenda**

The Toastmaster of the Day will be responsible for putting together the meeting. The process is as follows.

1. Obtain meeting agenda template from the Toastmaster website.
2. Specify the meeting date at the top of the agenda.
3. Fill in the meeting theme.
4. If someone other than the club President will be opening and closing the meeting, adjust the name for the presiding officer role.
5. Using information provided by the VP Education and the role sign-up list, fill in names of those who volunteered for meeting roles.
6. Any vacant roles should be relayed to members via email, asking for volunteers to fill them.
7. By noon, the Friday before the weekly meeting, obtain the following information from each speaker and put on the agenda under the speaker's name.
  - a. Name of project and path
  - b. Title of speech
  - c. Time limit for speech
8. When so requested, add one-time items to the agenda.
9. Review estimated meeting times and adjust, as needed.
10. By noon, the day before the meeting, email the agenda to the Sergeant-at-Arms for printing as well as to all of the club members.

## **Meeting Roles:**

Meeting roles are changed weekly. Members are encouraged to volunteer for all roles throughout the month and do so by signing up on the [\*\*Role Sheet\*\*](#). If you volunteer for a role and find you are not able to attend the meeting, notify the Toastmaster of the Day, Vice President Education and/ club President as soon as possible so a replacement may be found.

### **Toastmaster of the Day**

The main duty of the Toastmaster of the Day is to act as a genial host and conduct the entire program. Toastmaster of the Day is responsible for keeping track of time and organizing the meeting. For obvious reasons this task is not usually assigned to a member until he or she is familiar with the club and its procedures. Program participants should be introduced in a way that excites the audience and motivates each member to listen. The Toastmaster creates an atmosphere of interest, expectation, and receptivity. The Toastmaster also follows the set agenda time table to ensure the meeting is runs on time.

- ✓ Select the theme for the meeting
- ✓ Let the Table Topics Master know the theme by Monday noon, so the Table Topics questions can be based around it.
- ✓ Let the club President know the theme by Monday noon, so her/his opening remarks can be based around it.
- ✓ Collect the speaker's project name, speech title, and length of speech for the agenda.

- ✓ Complete the meeting agenda, including time table, and send it to the President and Sergeant at Arms by noon the day before the meeting.
- ✓ The Toastmaster of the Day is responsible for assuring that all meeting roles are filled. If any meeting roles are open, contact all members to fill the vacant roles.
- ✓ Collect introductions from speakers before the meeting, so you can introduce each person.
- ✓ Accept control of the meeting from the club president after her/his opening remarks, run the meeting, return control to the club president at the end.
- ✓ After last speaker, ask Timer if speakers were within time. Encourage club members to vote for best speaker (only applicable for those who were within time).
- ✓ If the Table Topicsmaster forgets to do so, ask Timer if all the table topic respondents were within time. Encourage members to vote for the best TT respondent.
- ✓ If the Master Evaluator forgets to do so, ask Timer if all the speech evaluators were within time. Encourage members to vote for the best evaluator.
- ✓ If time permits, interject theme related comments throughout the meeting. Keep comments brief and eliminate them entirely, if necessarily, to keep the meeting within time.

### Speaker

During this portion of the meeting, members present speeches based on their Pathways projects. Usually, two to three speakers are scheduled; however, this may vary depending on the meeting program and length of the meeting. Exception is when there is a Creative Meeting once a month.

- ✓ Send the Toastmaster of the Day an email by Monday noon letting her/him know the title of your speech, the length of your speech, and which project you are doing so they can include it on the agenda. Be sure to include an introduction for yourself.
- ✓ Print/email the appropriate evaluation page for your speech project and give it to your speech evaluator before the meeting begins.
- ✓ Collect the evaluation form from your evaluator at the end of the meeting. Store the evaluation in a safe place for future reference.

Know the time limit for your speech. The speech can be 30 seconds shorter or longer than the time limit and still be considered within time. For instance, the Ice Breaker speech is 4 to 6 minutes. This means your speech needs to be at least 3 minutes 30 seconds long but no longer than 6 minutes 30 seconds.

### Table Topicsmaster

The Toastmasters program has a tradition—every member speaks at a meeting. The Table Topics session is that portion of the meeting which helps ensure this tradition. The purpose of this period is to have members think extemporaneously and speak for a minute or so. The Topicsmaster prepares and issues the questions. If possible, questions should pertain to the meeting theme.

In this segment, members not otherwise scheduled as program participants have an opportunity to present one- to two-minute impromptu talks.

- ✓ Prepare 8 - 10 questions, ideally around the theme for the day
- ✓ Ask first question, then call on someone to answer
- ✓ Ask second question, then call on someone to answer
- ✓ Continue until out of time, as indicated by Toastmaster
- ✓ Ask timer if all table topic respondents were within time. Encourage club members to vote for best TT respondent, listing by name those who participated and were within time.

Since the Table Topicsmaster role is not about giving you an opportunity to speak but about you giving others the opportunity to speak, people should be called on in the following order:

- 1) Those with no meeting roles,
- 2) Those with minor meeting roles (Timer, Ah-Counter, Grammarian, etc.),
- 3) Those with major meeting roles (Toastmaster, Speaker, Master Evaluator; only call on Speech Evaluators if there is no one else to call on!)

### Master Evaluator

The Master Evaluator is just what the name implies—an evaluator of anything and everything that takes place throughout the meeting. The Master Evaluator is responsible to the Toastmaster who will introduce you. At the conclusion of the evaluation segment of the meeting, you will return meeting control back to the Toastmaster of the Day. You are responsible for the evaluation team, which consists of the Evaluators, Timer, Grammarian, and Ah-Counter.

- ✓ Call on first Evaluator, who then evaluates speaker one
- ✓ Call on second Evaluator, who then evaluates speaker two
- ✓ Ask Timer if all evaluators were in time.
- ✓ Encourage club members to vote for Best Evaluator, listing by name those evaluators who were within time.
- ✓ Call on Ah-Counter for report
- ✓ Call on Grammarian for report
- ✓ Give a brief review of meeting and any suggestions for improvement. Also comment on the Evaluators' responses.
- ✓ At the end of your meeting section, turn control of the meeting back to the Toastmaster of the Day.

### Evaluator

Your role as an evaluator is an opportunity to practice such leadership skills as listening, critical thinking, feedback, and motivation. When evaluating a speaker, your purpose is to help the speaker become less self-conscious and a better speaker.

You should be aware of the member's skill level, habits, and mannerisms, as well as his or her progress to date. Your overall evaluation should be encouraging and motivate the speaker or leader to improve.

Each prepared speech is verbally evaluated by a fellow member in a helpful, constructive manner using given evaluation criteria. In addition, the Evaluator prepares a written evaluation, and all members are invited to submit written comments, too.

- ✓ Get evaluation form from speaker before meeting begins
- ✓ Take notes as the speaker gives his/her prepared speech
- ✓ Give an oral evaluation of the speech when called upon
- ✓ Fill out the evaluation form and return it to the speaker at the end of meeting

### Timer

The Master Evaluator will call on you to explain the timing rules and ask if all speakers and evaluators were within the given time limits. One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. The Timer is the member responsible for keeping track of time. Each segment of the meeting is timed. You should explain your duties and report to the club clearly and precisely. This exercise is an excellent opportunity to practice communicating instructions—something that we do every day.

When appearing in-person, sit in one of the inner circle chairs in front of the whiteboard, so club members will always know where the Timer is during a meeting. If attending remote, pin your video to the screen so club members will have view of the timer during the meeting.

### Ah-Counter

The purpose of the Ah-Counter is to note words and sounds used as a crutch or filler by anyone who speaks during the meeting. Words may be inappropriate interjections such as; *and, well, but, so, you know*. Sounds may be *ah, um, er*. You should also note when a speaker repeats a word or phrase such as “I, I” or “this means, this means.”

- ✓ Pick up Filler Word spreadsheet and bell from table before meeting
- ✓ Tap bell lightly when members use filler words (DO NOT tap during prepared speeches)
- ✓ Fill out Filler Word spreadsheet during meeting
- ✓ Give spreadsheet to the club Sergeant-At-Arms at the end of the meeting

### Grammarian

Being Grammarian is truly an exercise in expanding your listening skills. You have two basic responsibilities: First, to introduce new words to members, and second, to comment on the use of English during the course of the meeting.

The Word of the day should be a word that will help members increase their vocabulary—a word that can be incorporated easily into everyday conversation but is different from the way people usually express themselves. An adjective or adverb is suggested since each is more adaptable than a noun or verb, but feel free to select your own special word.

- ✓ Choose one word for the “Word of the Day”. Try to equate the word to the theme of the meeting.
- ✓ For hybrid, print in letters large enough to be seen from the back of the room, print one copy of your word, its part of speech (adjective, adverb, noun, etc.), and a brief definition. Prepare a sentence showing how the word is used. Tape the copy to the front of the room where it is visible to the chairs.
- ✓ For remote, pin the word, its part of speech (adjective, adverb, noun, etc.), and a brief definition in the Chat. Prepare a sentence showing how the word is used.

- ✓ Keep track of those who incorporate this word in their responses during the meeting
- ✓ Listen for incorrect grammar usage from members in any role (speaker, table topics, evaluator)

### Vote Counter

The Vote Counter is responsible for accurately counting votes for any area of the meeting that requires a vote from members.

- ✓ Count votes for best speaker, best Table Topics respondent, and best evaluator
- ✓ When called upon, announce the winner in each category
- ✓ At end of meeting, give speakers their feedback slips (in-person/hybrid)
- ✓ If needed, during club officer elections, count the votes for candidates and report to the Executive Committee.

### Thought of the Day

The Thought of the Day is an opportunity to pass along encouragement to all members. The thought should be inspiring and, if possible, related to the theme of the day. Be sure to give credit to the author, when applicable.

### Jokemaster

The Jokemaster provides a little levity through the Joke of the Day. The joke should be appropriate for the meeting setting and not offensive.

## **Club Officer Roles**

Every club has elected officers who ensure the quality and long-term success of the club. These are the members who make your club meetings happen. The ACC Toastmasters Club Officer positions include; the President, Vice President Education, Vice President Membership, Vice President Public Relations, Secretary, Treasurer, Sergeant at Arms, and the Vice President New Member Orientation. *As of the publishing of this handbook, the role of Vice President New Member Orientation is currently not filled.*

The success of a club and its members depends on how well the club officers execute their responsibilities. A positive environment conducive to members' personal and professional growth can be created by providing leadership and support, thereby allowing members to achieve their Toastmasters goals.

The seven elected Officers and the Immediate Past President, make up the club's Executive Committee, which handles the business and administrative affairs of the club. All officers are responsible for attending and participating in the executive committee meetings and attending district-sponsored club-officer training at least once a year.

You may need to communicate with one or more executive committee members to complete learning projects along your journey. For example, you may need to verify with the Vice President Education that you managed an event. Or, if you wish to promote your club as part of an assignment, you'll need approval and guidance from the Vice President Public Relations.

Your club officers are there to help you. Use them as resources and guides. Read the following descriptions of each club executive committee member to help you determine who to reach out

to when you have questions or need assistance. If you aren't sure who to speak with, the President and Vice President Education can help you.

Every second Wednesday of each month the EC will meet at 1:15 pm immediately following the regularly scheduled club meeting. *This scheduled meeting is subject to change.*

### President

The President serves as the club's chief executive officer, managing director, cheerleader and coach. The President sets the tone for the club and is expected to provide helpful, supportive leadership for all of the club activities. The President serves as the club's representative at the district and international levels. The President cannot serve for more than 24 consecutive months.

Specific Duties:

- ✓ Presides at all ACC TM meetings
- ✓ Schedules EC meetings and coordinates meeting space and time with SAA
- ✓ Develop and distribute EC meeting agendas to the club officers
- ✓ Presides at all EC meetings
- ✓ Oversees all club committees
- ✓ Makes revisions to the ACC Toastmasters Club Handbook
- ✓ Establishes plans for club growth and for the Distinguished Club Program, with assistance with the EC.

### Vice President Education (VPE)

The Vice President Education is the clubs chief scheduler and primary expert on education, awards, speech contests, and the mentoring program. The VPE also attends and votes at area and district council meetings. The VPE is the second-ranking club officer.

Specific Duties:

- ✓ Distributes meeting roles and responsibilities to the Toastmaster of the Day, when needed, and other club members for each weekly meeting
- ✓ Assist with the completion of the meeting agenda with weekly Toastmaster of the Day, including reminder to distribute to President and SAA by noon on day before club meeting
- ✓ Keep track of members who have signed up to fill a meeting role.
- ✓ Explain Toastmasters Pathways Program to members
- ✓ Administer speech contests
- ✓ Presides at meetings in the absence of the President

### Vice President Membership (VPM)

The Vice President Membership is the primary club recruiter and manages the process of bringing in guests and transforming them into members. By initiating a welcome to guests and providing the information they need to join, the VPM maintains a constant influx of new people into the club. The VPM is the third-ranking club officer.

Specific Duties:

- ✓ Conduct presentation at ACC new employee orientations
- ✓ Work with ACC departments and leaders to inform employees about TM club
- ✓ Initiate or take advantage of opportunities to present at large employee gatherings
- ✓ Greet members and guests at the door prior to club meeting
- ✓ Manage the paperwork related to processing applications
- ✓ Monitors the membership levels and overcomes membership challenges when they occur

*Vice President Public Relations (VPPR)*

The Vice President Public Relations is the club's cheerleader and link to the outside world, notifying the public about the club's existence. The VPPR oversees the website, social media, and brand management for the club. The VPPR notifies the media whenever the club does anything newsworthy and stays current on the publicity material available from Toastmasters International. The VPPR is the fourth-ranking club officer.

Specific Duties:

- ✓ Place advertising posters in ACC buildings
- ✓ Conduct presentation at ACC new employee orientations
- ✓ Develop, implement, and administer a publicity program that maintains a positive image of ACC Toastmasters for all members, guests, and the general public
- ✓ Take advantage of all avenues and technology to encourage ACC employees to visit
- ✓ Maintain the club website
- ✓ Protect the Toastmasters brand, ensuring that the club uses the logos, emblems and trademarks appropriately.

*Secretary*

The Secretary is responsible for all club records, all club correspondence, and meeting minutes. The Secretary maintains all club files and documents all executive committee meetings. The Secretary is the fifth-ranking club officer.

Specific Duties:

- ✓ Keep a copy of the Club Constitution and the Standard Bylaws on file
- ✓ Maintain minutes of EC meetings and distributes to EC members prior to next scheduled EC meeting.
- ✓ Initiates revisions and updates to ACC Club Handbook
- ✓ If needed, serves as backup to the Toastmaster of the Day for club meeting agenda preparation

*Treasurer*

The Treasurer is the club's chief accountant, ensuring members are notified of dues cycle dates, handling the processing of membership applications, and maintain the membership roster. The accurate and timely performance of Treasurer duties has a profound effect on the

health of the club. The Treasurer is the sixth-ranking club officer. *ACC Toastmasters does not operate a budget or bank account.*

Specific Duties:

- ✓ Notifies members of dues cycles
- ✓ Submits all dues to World Headquarters
- ✓ Updates and distributes the current roster of paid members and keeps it current in World Headquarters files

### *Sergeant at Arms (SAA)*

The Sergeant at Arms is the logistics officer for the club. The SAA is the seventh-ranking club officer.

Specific Duties:

- ✓ Prepares the facility for meetings
- ✓ Prints the meeting agenda
- ✓ Keeps track of all the club's physical properties (i.e., the club banner, lectern, and other meeting materials)
- ✓ Schedule a location for the meeting, when needed
- ✓ Maintains all "Ah Counter" and "Timer" logs
- ✓ Works with EC members and ACC finance to obtain club materials annually

### *Vice President New Member Orientation (VPNMO)-currently a vacant position*

This club officer position is unique to the ACC Toastmasters Club. The VPNMO is responsible for helping new members understand how the club operates and making them feel comfortable. The VPNMO is the eighth-ranking club officer.

Specific Duties:

- ✓ Welcome new members to the meeting
- ✓ Greet members and guests at the door prior to club meeting in the absence of the VPM
- ✓ Conduct new member inductions
- ✓ Orient new members to the club
- ✓ Coordinate club mentor assignments
- ✓ Provide club handbook to new member
- ✓ Explain the meeting format
- ✓ Introduce the new member to the club officers before/after weekly meetings, as needed
- ✓ Assist VPM and VPPR with new hire orientation presentations as necessary

### *Immediate Past President*

The Immediate Past President provides guidance and serves as a resource to the President, club officers, and members.

Specific Duties:

- ✓ Chairs the nominating committee

- ✓ Assists in the preparation of the Club Success Plan
- ✓ Promotes the club's efforts to become a Distinguished Club.

### Event Committee Chairperson

While this is not considered a club officer position, however, it is a part of the hierarchy of the club. This position does not have a time limit for holding the position.

This position is responsible for:

- ✓ Asking members to assist in planning of events
- ✓ Coordinating special events for the club
- ✓ Advising the Executive Committee of plans for events via email or at beginning of EC meetings
- ✓ Present budget and logistical information for events to EC via email or at the beginning of EC meetings
- ✓ Presenting assistance requests to the Executive Committee
- ✓ Coordinating annual club "Charter Day Party"

### New Member Induction

New member inductions will occur quarterly for any member(s) who have completed all required club paperwork and paid membership dues during the quarter. The meeting agenda times will be adjusted to account for the new member inductions during a club meeting.

The President conducts the ceremony as follows:

**PRESIDENT:** Tell the members the new members name and the department where they work.

*"Membership in this club and in Toastmasters International is a privilege that carries with it many rewards. Yet it also places certain obligations upon you. We are a group of people brought together to do things we could not accomplish alone. Our collective obligation is to grow and improve ourselves and to share our knowledge and experience with fellow members in a spirit of enjoyment. This means you must work diligently toward your own self-development, evaluate others' speeches in a spirit of support and sharing, assist the club in reaching its goals, remain positive, and keep a smile on your face.*

*We ask you, our new members, to dedicate yourselves to personal growth, to share this great gift with your fellow members, and to help keep this Toastmasters club strong and dynamic."*

New Member(s): Please face your fellow members and affirm your membership by repeating the following words:

*"I, (state your name), in the presence of my fellow members of the Athens-Clarke County Toastmasters Club, make this firm obligation:*

- *to attend meetings regularly and prepare fully for each assignment;*
- *to apply myself to the projects outlined in the Toastmasters Education Program;*
- *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 other new members into the club so that they can also gain the benefits of Toastmasters.”*

Club Members: Would all club members please stand and repeat your club's pledge to its new members.

*“We, the members of the Athens-Clarke County Toastmasters Club, pledge:*

- *to support you in your quest for self-development;*
- *to provide you with positive, helpful evaluations;*
- *to maintain a friendly, supportive atmosphere;*
- *to give you opportunities to help others;*
- *and to make your Toastmasters membership a rewarding and fulfilling experience.”*