



DISTRICT  
**105**



**New Member**

# **HANDBOOK**

**2024-25**

***“It’s never too late for a new  
beginning in your life.”***

***—Joyce Meyer***



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# WELCOME LETTER

It gives all of us, the members of District 105, immense pleasure to officially welcome you to your Club, and the District 105 Toastmasters Family. We are very excited to have you amidst us and it would be our privilege to support you in your journey towards becoming an effective communicator and a leader par excellence. One of the cornerstones of Toastmasters International is the concept of “Learning by Doing.” Whether you are embarking on your journey as a communicator or a leader, this principle ensures that growth comes through active participation and practice. Every learning element is thoughtfully designed and seamlessly interwoven to provide you with a continuous, enriching experience that not only enhances your skills but also contributes to the development of your fellow Toastmasters. Toastmasters' learning program is a self-paced one. We would like to draw your attention to an important aspect of this journey. The definition of your learning goals. Please discuss your learning requirements with your Club's Vice President of Education (a fellow Toastmaster who has volunteered to assist the Toastmasters at the club in their learning journey) and chart out a learning plan.

Your active participation in every club meeting is the cornerstone of your personal growth and development. We encourage you to take up the learning opportunities available by volunteering for various roles within the club. These roles serve as the primary catalyst for your progress, helping you enhance your skills while contributing meaningfully to the success of the meetings. By stepping forward, you not only gain valuable experience but also play a vital role in elevating the overall quality of our Toastmasters sessions.

We invite you to visit the website of Toastmasters International ([www.toastmasters.org](http://www.toastmasters.org)), and our District 105 website ([www.district105.org](http://www.district105.org)) for more information and details. We request that you read this handbook at the earliest opportunity. The purpose of this handbook is to acquaint you with the various aspects and nuances of being a member of Toastmasters and how you could go about your learning journey.

We would also like to take a moment to acknowledge the incredible efforts of the team who worked diligently behind the scenes to prepare this new member kit. A special thank you goes to DTM Andie Petrides, DTM Chetlur Prasad, DTM Shameema Ahmed and DTM Manikandan Rajagopal and entire CGD Team members for their time, attention to detail, and commitment to ensuring you have everything you need as you get started. Their hard work truly reflects the spirit of collaboration and support that makes our community so special.

Once again, a hearty welcome to District 105 Toastmasters we sincerely hope that you have a great learning journey.

**Ramanujam Raghavan, DTM**

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# KNOW YOUR TOASTMASTERS CLUB

A Toastmasters club is made up of members like you. It's a supportive and structured community where members develop and enhance their communication, public speaking, and leadership skills. The affairs of the club are managed by a group of members called "Office Bearers". These are voluntary roles taken up by the Toastmasters at the club. Let's learn in brief each of the roles of the office bearers.

<b>Office Bearer role</b>	<b>Description</b>
<b>President</b>	As a leader, your role is to guide and support the club's activities in a positive and motivating way. You help maintain harmony, make decisions when needed (after consulting with members and officers), and ensure everyone feels respected, even when opinions differ. Lead with inclusiveness and fairness, and stay informed about updates through the Leader Letter and the Toastmasters website. This approach will help you set the right tone for the club and its members
<b>Vice President Education</b>	As Vice President-Education, you schedule members' speeches and projects and serve as a resource for questions about education awards, speech contests, and the mentor program. You are an important source of Toastmasters knowledge for club members, and it is your job to become familiar with all aspects of the Toastmasters education program.
<b>Vice President Membership</b>	You promote the club and manage the process of bringing in guests and transforming them into members. By initiating contact with guests, making them feel welcome, and providing them with the information they need to join, you help maintain a constant influx of new people into your club. You also attentively monitor membership levels and strategize with the rest of the executive committee about how to overcome membership challenges when they occur.
<b>Vice President Public Relations</b>	You promote the club in the local community and notify the media about the club's existence and the benefits it provides. You promote the club, update web content, and safeguard the Toastmasters brand identity. It's your job to notify the media whenever your club does something newsworthy. As Vice President-Public Relations, you'll find yourself writing news releases, creating and distributing fliers, and maintaining the club's presence at various key places on the Web and in the community. Stay current on all new developments via Toastmasters magazine, and the announcements published on the Toastmasters website and social media sites.

<b>Office Bearer role</b>	<b>Description</b>
<b>Treasurer</b>	<p>You are the club's accountant. You manage the club's bank account, writing checks as approved by the executive committee and depositing dues and other club revenues. You are also in charge of submitting membership renewals due to World Headquarters (accompanied by the names of renewing members), filing necessary tax documents, and keeping timely, accurate, up-to-date financial records for the club. Though the treasurer's duties are usually not the most demanding of all the club leadership positions, the consequences for members can be serious when they're not completed accurately and on time. Stay current on all new developments via The Leader Letter and the announcements published on the Toastmasters website.</p>
<b>Secretary</b>	<p>As the secretary, you maintain all club records, manage club files, handle club correspondence, and take the minutes at each club and executive committee meeting. You are also in charge of updating and distributing a roster of the current paid membership details and keeping the club officer list up-to-date at World Headquarters. Though some clubs combine the secretary role with the treasurer's, it's best to have a dedicated secretary who can help reduce the workload of the treasurer and occasionally assist the Vice President-Education as well.</p>
<b>Sergeant at Arms</b>	<p>As the Sergeant at Arms, you keep track of the club's physical property, such as the banner, lectern, timing device, and other meeting materials. You arrive early to prepare the meeting place for members, and you stay late to stow away all of the club's equipment. You are also in charge of the meeting place itself, obtaining a new space when necessary, and maintaining contact with the people who allow you to use the space for your club meetings. The Sergeant at Arms also has a role to play during business meetings, speech contests, and other special club events. For example, the Sergeant at Arms escorts potential new members outside of the club's meeting place while the members vote on admitting them to the club. The Sergeant at Arms stands at the door while contestants compete in speech contests to ensure that the speaker is not interrupted by latecomers.</p>
<b>Immediate Past President</b>	<p>As the Immediate Past President (IPP), you will provide advice and counsel as requested by the Club President. You are expected to provide helpful, supportive leadership for all the club's activities.</p>

# KNOW YOUR TOASTMASTERS MEETING

A typical Toastmasters meeting is conducted periodically (either once a week or bi-monthly) as decided by the club members. A Toastmasters meeting is a structured gathering where members practice public speaking, communication, and leadership skills in a supportive environment. The meeting typically includes prepared speeches, impromptu speaking (Table Topics), and constructive evaluations, offering members a hands-on approach to personal and professional growth.

In a Toastmasters meeting, various roles are assigned to ensure a smooth and productive session. These roles help members develop diverse skills like time management, feedback delivery, and impromptu speaking. Each role contributes to the learning experience and the overall success of the meeting. The roles are:

## Toastmaster of the day (TMOD)

### Role Summary

The Toastmaster acts as the host of the meeting ensuring it runs smoothly and time efficiently. They introduce speakers, manage transitions, and maintain an engaging atmosphere throughout the meeting.

### Area of skill development

Develops leadership, planning, preparation, organization, time management, facilitation, motivation, and team-building skills by managing the meeting flow, introducing speakers, and maintaining an engaging atmosphere

Remember: Toastmaster of the Day role is one of the most valuable experiences in your club work. The assignment requires careful preparation to facilitate a well-run meeting.

### Prior to the meeting

The Toastmaster of the Day (TMOD) is responsible for ensuring that all meeting roles, such as speakers, evaluators, and the Table Topics Master, are assigned. Additionally, the TMOD must communicate all necessary details to the Vice President-Education (VPE) to finalize and prepare the meeting agenda.

The Toastmaster of the Day (TMOD) may also choose and prepare a theme for the meeting, such as "Overcoming Challenges." A compelling and engaging opening can set the tone for the session, and the TMOD should skillfully incorporate the theme into their introduction. Throughout the meeting, they can connect the theme to the speeches and activities, creating a cohesive and inspiring experience for all participants.

After selecting the theme, promptly inform the Vice President Public Relations (VPPR) to ensure flyers and posters are prepared. Provide adequate notice to allow the VPPR sufficient time to design and promote the session effectively.

The Toastmaster of the Day (TMOD) contacts all confirmed speakers, evaluators, and role players before the meeting to ensure they are aware of their responsibilities and adequately prepared. This proactive approach helps ensure a smooth and well-organized session

As the Toastmaster of the Day (TMOD), you are responsible for introducing each speaker. Ensure you confirm their speech title, project details, allotted time, and any interesting points they would like included in their introduction. Additionally, consider asking for their thoughts on the meeting theme to make the introduction more engaging and personalized.

Reach out to the scheduled speakers in advance to remind them to connect with their evaluators and share their evaluation sheets. Additionally, confirm if they require any special arrangements in the meeting hall or assistance with handling props, ensuring they are fully prepared for their speech.

Work closely with VPE to prepare the agenda and review the published agenda.

### **Arrival at the meeting**

- Arrive early to complete any final details and ensure all role-players are present.
- Identify and assign replacement role-players promptly if there are last-minute cancellations. Ensure the agenda is updated to reflect any changes and confirm the final program details before the meeting begins.
- Check with the speakers to address any last-minute changes to the speech title.
- Introduce the Sergeant-at-Arms (SAA) to the speaker so they can ensure the prop or any specific need of speakers is taken care of.
- With the help of SAA, the meeting room is professionally set up with club banners and other necessary equipment and log books.

### **During the meeting**

- Preside with full of energy and enthusiasm.
- Ensure the meeting stays on schedule by managing the timing effectively. If necessary, adjust the agenda during the meeting to maintain punctuality. If the session is running late, coordinate with the Table Topics Master to shorten the Table Topics segment as needed.
- Lead the applause for each speaker to maintain enthusiasm and energy throughout the meeting. Never leave the lectern unattended; wait for the next role-player to arrive on stage, exchange a handshake, and then return to your seat.



- You may need to explain the different segments of the meeting as there will be guests attending the meeting.
- As per the custom of your club, introduce each role-player.
- Request the timer to read out the qualified speaker's names after each segment in case your club conducts votes.
- After the closing remarks, hand over the session as mentioned in the agenda.



An article to read

## **Are You Ready to Take On Toastmaster of the Day?**

## Timer

### **Role Summary**

The Timer monitors the duration of speeches and meeting segments to ensure they stay within allotted time limits. This role helps keep the meeting organized and on schedule.

### **Area of skill development**

Enhances time management and attention to detail skills by keeping track of the timing for each segment and ensuring the meeting stays on schedule

Review the meeting agenda thoroughly to understand the structure and the time allocated for each role. This will help the Timer effectively prepare for showing the timing cards. If you have any questions or concerns, reach out to the Toastmaster of the Day or the General Evaluator for clarification.

Obtain the timing and signaling equipment from the Sergeant-at-Arms and ensure you are familiar with its operation. Request a copy of the Timer's log from the Sergeant-at-Arms; if it is unavailable, be prepared to take notes manually. After the meeting concludes, return the timing equipment and the log to the Sergeant-at-Arms.

Ensure you are familiar with the operation of the timer device and verify that it is functioning properly, including checking for charged batteries or power. Additionally, have backup timer cards readily available in case the electronic timer equipment malfunctions.

Choose a seat that allows the speaker to easily see the timer's flags or lights. Arrive at the venue well in advance to ensure you are prepared for your role.

When introduced during the club meeting, explain the role of the Timer clearly and the importance of time management in ensuring a smooth and efficient session. Demonstrate the signaling device as part of your explanation to help everyone understand how it will be used during the meeting.

Throughout the meeting, listen attentively to each participant and signal them appropriately according to their allocated time. Display the timing cards or signals for all role-players and notify the Toastmaster of the Day if the meeting is running behind schedule. When called to report, clearly announce each speaker's name along with the time they took.



An article to read

## The Timer's Toolkit

### Ah-Counter

#### Role Summary

The Ah-Counter tracks filler words such as "ah," "um," or "you know," and helps members become more aware of their speaking habits to improve clarity and fluency.

#### Area of skill development

Improves active listening and awareness of speech habits by identifying filler words and unnecessary pauses during speeches.

Request a copy of the Ah-Counter's log from the Sergeant-at-Arms. If a log is unavailable, be prepared to take your notes. After the meeting, ensure the log is returned to the Sergeant-at-Arms.

When introduced during the club meeting, clearly explain the role of the Ah-Counter, emphasizing its importance in helping members identify and reduce filler words and unnecessary pauses to improve their speaking skills.

In the Ah-Counter's log, track, and record instances of overlong pauses, overused words, and filler sounds frequently used by speakers. Examples include words and sounds such as "and," "but," "so," "you know," "ah," and "um."

During the evaluation segment of the meeting, present your observations clearly and concisely when called upon, highlighting areas where speakers used filler words or pauses, and offering constructive feedback to help them improve.

Do share the report with club members by email or WhatsApp.



An article to read

## **"Tracking Filler Words with the Ah-Counter"**

## **Grammarian**

### **Role Summary**

The Grammarian encourages proper language use by highlighting excellent word usage and suggesting corrections. They also introduce and monitor the use of the Word of the Day.

### **Area of skill development**

Builds language proficiency, attention to detail, and public speaking skills by monitoring grammar, and vocabulary usage, and encouraging creative language.

The grammarian plays an important role in helping all club members improve their grammar and vocabulary. As a grammarian you:

Choose and introduce the "Word of the Day," ensuring it is relevant, simple, and practical for speakers to use in their speeches. Prepare a brief definition and an example sentence to explain its usage clearly. Additionally, ensure the word is prominently displayed at the meeting venue, such as on a printed poster, so all attendees can easily see and refer to it.

Request a copy of the Grammarian's log from the Sergeant-at-Arms. If the log is unavailable, be ready to take notes manually. After the meeting, ensure the log is returned to the Sergeant-at-Arms.

When introduced during the club meeting, explain the role of the Grammarian, emphasizing its importance in improving language usage and communication skills. While introducing the Word of the Day and, if time allows, invite volunteers to create and share a sentence using the word to encourage participation and understanding.

Observe and document the language and grammar usage of all speakers, noting issues such as incomplete sentences, mispronunciations, grammatical errors, non-sequiturs, or malapropisms. For example, a sentence like "One in five children wear glass" should be corrected to "One in five children wears glasses." Provide constructive feedback to help speakers improve their linguistic accuracy.

At the end of the meeting, present your full report when called upon. Highlight positive language choices, such as impactful words or quotes, and acknowledge the speakers by name to give them credit. When addressing grammatical errors or incorrect usage, provide a generalized overview without mentioning individual speakers, ensuring the feedback remains constructive and encouraging

 **The Grammarian's Gift** An article to read

## Topics Master

**Role Summary**

The Table Topics Master introduces impromptu speaking activities by presenting creative topics for participants, encouraging quick thinking and spontaneity.

**Area of skill development**

Strengthens creativity, impromptu speaking, organization skills, time management, facilitation skills, and engagement skills by preparing interesting topics and encouraging members to participate.

Prepare topics in advance for the meeting, ensuring they are open-ended, thought-provoking, and designed to encourage quick thinking and creativity. Choose engaging topics that prompt speakers to deliver clear and insightful responses. It is often helpful to align the topics with the meeting theme selected by the Toastmaster of the Day. Therefore, coordinate with the Toastmaster of the Day beforehand to understand the theme and select topics that complement it.

Check with guests well in advance to confirm their comfort level with participating in the Table Topics activity. Avoid calling on any guest who expresses discomfort. Always begin by inviting a Toastmaster to be the first Table Topics speaker, providing a clear example for guests on how to approach and respond to the given topics.

The Topicsmaster leads the Table Topics portion of the meeting, designed to help members practice organizing and expressing their thoughts quickly in an impromptu setting. As the Topicsmaster, your responsibilities include:

At the start of the Table Topics segment, the Table Topics Master introduces the session, explains the rules, and establishes a positive and engaging tone for the impromptu speaking activity. Be sure to repeat the timing criteria, as some guests may have joined late and need clarification on the time limits.

During the Table Topics session prioritize, giving members without assigned speaking roles the opportunity to participate. Clearly state each topic twice before calling on a speaker, to ensure everyone understands the prompt.

The Table Topics Master should create an inviting and encouraging environment to make the session enjoyable and engaging, avoiding any sense of intimidation. Be mindful of time to ensure that non-role players and guests have the opportunity to participate. Coordinate with the Timer and Toastmaster of the Day in advance to determine the number of topics for the session, ensuring the meeting stays on schedule and runs smoothly.

In clubs that present a Best Table Topics Speaker award, ask members to vote for the best speaker after the Timer provides a list of qualified speakers. For the voters' convenience, read out the names of all Table Topics speakers before the voting begins.



An article to read

## **Creative tips for the Topics Master**

## **Speech Evaluator**

### **Role Summary**

Speakers deliver speeches, focusing on communication and presentation skills. The Speech Evaluator provides constructive feedback, enhancing critical thinking, active listening, and effective communication, fostering growth and encouragement within the club.

### **Area of skill development**

Builds public speaking, confidence, and storytelling abilities, active listening, critical thinking, and positive feedback skills through structured speech delivery and audience engagement.

Evaluation is the heart of the Toastmasters educational program. As a Speech Evaluator you:

Ask the individuals you are assigned to evaluate about their speech content and what they aim to achieve. Review their project or speech objectives before the meeting to fully understand their goals and purpose. This preparation enables you to provide meaningful, relevant, and constructive feedback tailored to their specific objectives.

Request that the speaker shares the complete project download from Base Camp, not just the evaluation resource. If possible, arrange to meet the speaker beforehand to clarify objectives and gain a deeper understanding of the speech content. This discussion allows the evaluator to provide more personalized and insightful feedback tailored to the speaker's goals.

Listen and observe the speaker, focusing on the structure, content, delivery, and audience engagement. Take detailed notes that highlight both the strengths of the speech and areas for improvement. Ensure your feedback is objective and based on specific details, providing constructive insights that help the speaker refine their skills.



## General Evaluator

**Role Summary**

The General Evaluator assesses the overall meeting, offering feedback on its structure, flow, and the performance of role-takers to enhance future sessions.

**Area of skill development**

Develops analytical, critical thinking, organization, time management, motivational, team-building skills, and leadership skills by evaluating the overall meeting, including the roles and flow, and providing comprehensive feedback.

As General Evaluator, you:

Assign evaluators based on the level and objectives of the speeches scheduled for the meeting, ensuring they are suited to provide relevant feedback. Confirm participation and readiness with all team members involved in the general evaluation, including the Timer, Grammarian, Ah-Counter, and Evaluators, to ensure smooth coordination during the session.

Reach out to all role-players to ensure they understand their tasks and responsibilities for the meeting. If any role requires clarification or orientation, provide the necessary guidance to help them perform effectively.

Ensure that all evaluators have connected with their respective speakers or have received the necessary speech details to prepare for their evaluations effectively.

Arrive at the club meeting early to ensure all team members are present and prepared. If any role-players are absent, promptly identify replacements and provide them with a quick orientation if needed. Inform the Toastmaster of the Day about any last-minute changes so they can communicate these updates to the members and guests during the meeting.

Review the meeting agenda thoroughly to understand the structure, the assigned roles (speakers, evaluators, and others), and any special items planned. This preparation ensures you are well-equipped to evaluate the meeting comprehensively and provide valuable feedback on its overall execution.

When introduced during the club meeting, clearly explain the purpose and benefits of evaluations. Highlight how evaluations provide constructive feedback, help speakers improve their skills, and contribute to the growth and development of both the individual and the club as a whole.

During the meeting, take detailed notes on all proceedings, evaluating aspects such as timeliness, enthusiasm, preparation, organization, and the performance of assigned duties. Lead the evaluation session by providing constructive feedback to all role-players, highlighting their strengths, and offering actionable suggestions for improvement.



Download

## General Evaluator Checklist



An article to read

### [Understanding the role of General Evaluator](#)

# MEETING ETIQUETTE

"Meeting etiquette helps ensure that the meeting is respectful, productive, and enjoyable for all participants. By respecting one another's time, ideas, and contributions, proper etiquette encourages active participation, fosters a positive atmosphere, and helps everyone grow as communicators and leaders."

## General meeting etiquette

- Arrive at least 10 minutes before the meeting begins to ensure a smooth start and avoid disrupting the flow of the session. Late arrivals can cause delays and affect the schedule. If you have a role and are unable to attend, notify the Toastmaster of the Day (TMOD) in advance so that a backup role-player can be arranged for any assigned role.
- If you have an assigned role (e.g., Timer, Ah-Counter, Evaluator), ensure you are well-prepared to fulfill your responsibilities effectively. Bring any necessary materials, such as log books and equipment, to perform your duties seamlessly.
- During speeches and evaluations, listen attentively and respectfully without interruptions. This demonstrates appreciation for the speaker's effort and fosters a supportive and encouraging environment. Avoid side conversations and unnecessary moving about, as they can distract both the speaker and the audience.
- Adhere to the allotted time for your speech or role to ensure the meeting stays on schedule. The Timer will provide cues using green, yellow, and red signals: green indicates that you have reached the minimum allowed time, yellow means you're approaching the time limit, and red signifies that time is up. Pay close attention to these cues to maintain the flow of the session.
- While Toastmasters meetings are typically informal, dressing neatly and appropriately demonstrates respect for the event and its participants, contributing to a professional and positive atmosphere.
- Keep your phone on silent mode and avoid distractions during the meeting. This helps maintain silence at the venue and helps to focus on the proceedings.
- Offer positive reinforcement to fellow members and guests, as words of encouragement help build confidence and foster a strong sense of community. If guests are present, make them feel welcome and valued, and encourage their participation if they feel comfortable. Toastmasters is dedicated to creating a supportive and inclusive learning environment for everyone.
- When receiving feedback, listen with an open mind and accept it graciously without becoming defensive. Remember, the purpose of feedback is to support your growth and self-improvement.



- Acknowledge that everyone is at a different stage in their public speaking journey. Show empathy and encourage others' growth, just as you would value support and understanding for your progress.

## Audience etiquette

Respect everyone standing at the lectern and pay attention to them at all times. During the meeting, refrain from talking to other attendees, making extra noise, or doing anything else that could distract them. When someone is called to the lectern, give them a round of applause from the time they get up from their chair until they get to the podium. Take the lead in applause if you are in charge. This makes the stage more inviting to anyone taking the podium. To prevent disturbing the speaker, pay close attention to them. If the speaker is inexperienced or lacking confidence, encourage them. This is the reason Toastmasters exists.

Our goal is to improve our speaking abilities while encouraging one another and growing as a team. Even if you disagree with the speaker's viewpoint, show them respect. Refrain from making aside remarks or remarks that could distract the speaker. If you have to get out of the meeting room or enter the meeting room, do it when there is a break in the speech or the start/beginning of applause. The applause should continue after the speaker has finished until the person leaving the lectern sits down or hands the microphone back to the Toastmaster of the day.

## Stage/Podium/Lectern Etiquette

The speaker stands on a podium/stage or behind the lectern if it is available. For a speech, moving the lectern to the side is permissible. During a speech, it's also permissible to leave the podium/stage to gather participation of the audience or approach them more closely.

**Never leave the Stage/Podium unattended!**

If you are introducing the Speaker/role-players, after your introduction, wait until they arrive at the stage. While the Speaker/role-player is approaching the stage, applaud them all the way to the lectern. Always wait at the stage until the next Speaker arrives.

Simply nodding to the Speaker or walking past them is bad manners. As a sign of acknowledgment, shake their right hand or give a smile. (Understand the country's and the club's culture and implement the best practice needed) Before leaving, you may wish to say a few kind words. Step back to start the transition and prevent a collision as you exit the area. Never move behind or cross the path of the person you are giving up control of the stage when you do so. According to the recommended decorum, you should either back off, move away from the stage, or turn around and go in the other direction of the person who is now in charge of the stage.

# Speaker Etiquette

Here are some important points to keep in mind anytime you are speaking from the stage:

- The preferred method for introducing fellow members is as follows: Toastmaster/Distinguished Toastmasters “(First name) (Last name).”
- Shake hands with TMOD or anyone from whom you take control of the stage
- Proper etiquette requires that you wait until the Toastmaster, Table Topics Master, or General Evaluator is seated before speaking, or has moved to the far right or left. If they follow proper etiquette procedures, they will not be seated until addressed by the Speaker.

**An example of this transition, this scenario would follow:**

**The Toastmaster of the Day, John, introduces the prepared Speaker, Harry. John initiates the applause and waits at the stage until Harry arrives, shakes Harry’s right hand, and wishes him well. John walks to his seat or waits off to the side. He does not sit down until Harry acknowledges her by saying, “Thank you, Toastmaster.” Only then should he take his seat.**

**When you begin speaking, address the person who gave you control, for example:**

**Accepting the Toastmaster role from the Club President**

**- Thank you, President (or their specific office), Toastmaster, (First name, Last name)**

**Accepting the stage for a speech**

**- Thank you, Toastmaster/Distinguished Toastmasters (name of introducer), Fellow Toastmasters, Honored Guests (if any).**

## Things to remember when you are speaking

- Do not apologize for nervousness or lack of preparation. It will only serve to draw unnecessary attention and negatively impact your speech/presentation.
- Be certain to project your voice to those seated at the back of the room.
- Avoid turning your back on the audience.
- Refrain from leaning on the lectern.
- Be flexible, well-prepared, and stay within time limits.
- Pause for audience response.

- Avoid off-color humor or topics.
- Think of your message as a gift to the audience and avoid “thank you” as a conclusion to your speech.

At the end of a speech, it is appropriate to return the control to the Toastmaster who gave control to you. The appropriate conclusion to your presentation is “I return control.” This is particularly important when participating in a meeting via Zoom or some other videotelephony software.

For example

- I return control to you Table Topics Master, Toastmaster , (First name, Last name)
- I return control to you General Evaluator, Toastmaster , (First name, Last name)
- I return control to you President, Toastmaster , (First name, Last name)

Shake hands with the TMOD or anyone to whom you relinquish control of the stage.

## Club Business Meeting Etiquette

If the meeting includes a business session, it should adhere to **\*\*Robert’s Rules of Order\*\*** to ensure proper parliamentary procedure. Members must be recognized by the chair before speaking, promoting orderly discussions and avoiding confusion. Only one person may speak at a time, and only one subject may be considered by the group at any given moment. All members have equal rights to participate, and all motions must be thoroughly discussed and debated before being put to a vote. This structure ensures fairness and efficiency in decision-making.



# THE ORGANIZATION AND ITS STRUCTURE

## About Toastmasters International

Toastmasters International (TMI) is a nonprofit educational organization founded by Ralph C. Smedley in 1924. TMI is headquartered in Englewood, Colorado with approximately 270,000 members in more than 14,000 clubs in 150 countries that build confidence and teach public speaking skills through a worldwide network of clubs that meet online and in person.

## What is a Club, Area, Division and District ?

A Club is the foundational unit of Toastmasters. It consists of a group of members who meet regularly to practice public speaking, leadership skills, and communication. Clubs typically meet weekly or bi-weekly and vary in size. Each club is a supportive environment where members work on speeches, participate in leadership roles, and practice skills such as impromptu speaking.

An Area is a group of several Toastmasters clubs, usually within a specific geographical region. An Area generally consists of 4 to 6 clubs. The area is led by an Area Director, who helps support the clubs, ensuring they meet Toastmasters' standards and goals. Area's provide additional resources and coordination for clubs within the same region

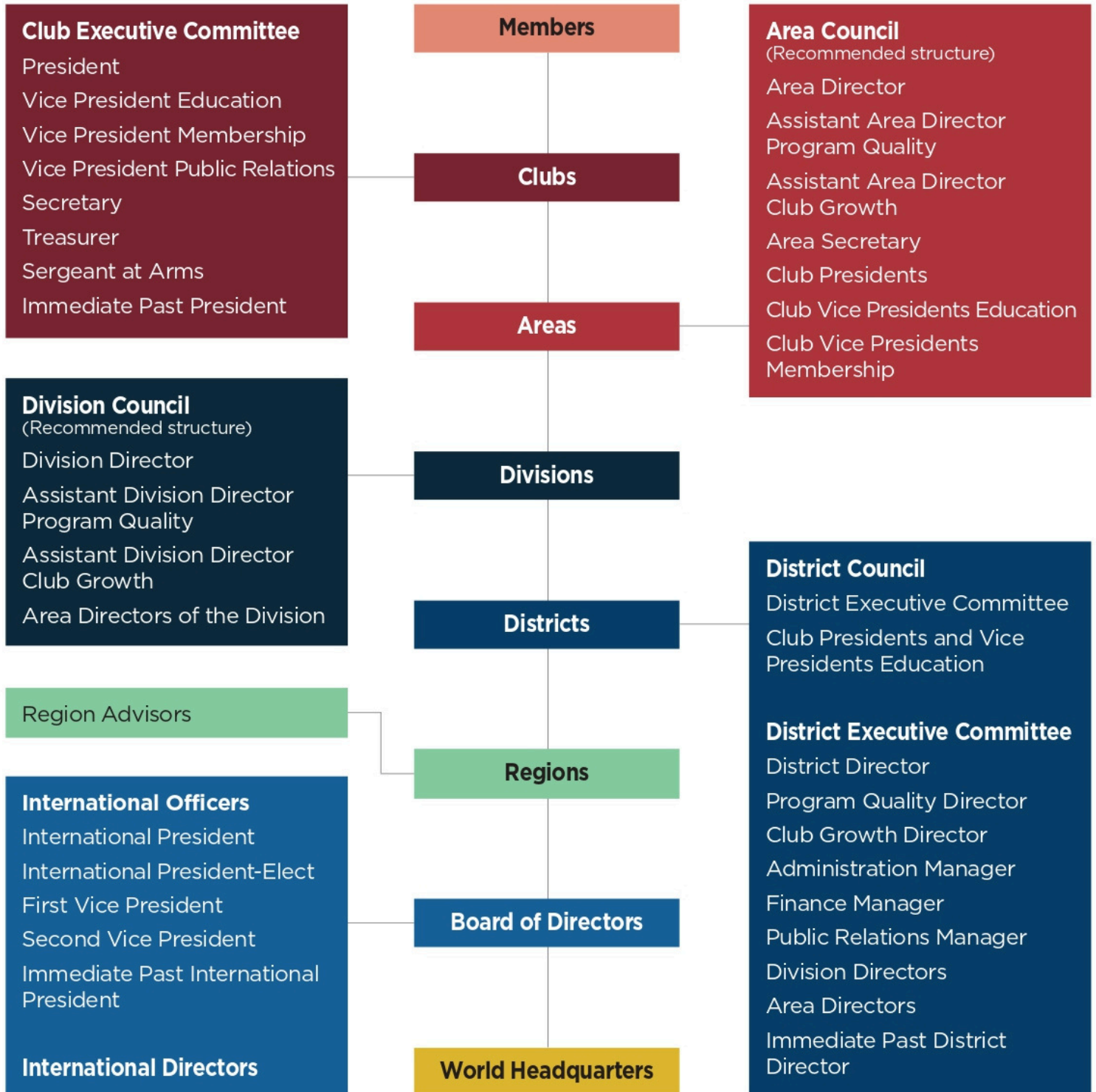
A Division consists of multiple areas within a larger geographical region. It brings together multiple areas (typically 4 to 6 areas) to further consolidate efforts for support, training, and resources. A Division Director oversees the division, ensuring the areas are functioning well and helping with strategic planning and the implementation of Toastmasters programs. Divisions facilitate larger events, like club officer training and speech contests, that involve clubs from multiple areas

A District is the largest organizational unit in Toastmasters. It is a collection of divisions, which in turn consist of areas and clubs. A District Director leads the district, focusing on the overall goals of Toastmasters, including membership growth, education, and the support of clubs across the region and he is ably assisted by the Program Quality Director and the Club Growth Director. The district organizes events on a larger scale, such as regional conferences, and provides resources to the divisions and areas to ensure clubs are thriving.

There are around 130+ districts all over the world and we belong to District 105 which comprises clubs in Jordan, Palestine, Oman and United Arab Emirates (Abu Dhabi).

# MAP OF SERVICE TO MEMBERS

Members are the heart and foundation of Toastmasters International. Below is a representation of each service level in support of the member.



# PATHWAYS: THE TOASTMASTERS EDUCATION PROGRAM

Upon joining Toastmasters, new members receive a Welcome to Toastmasters email to assist them in selecting their personal learning path in our Pathways education program. When you log in to toastmasters.org for the first time and access Pathways you will be encouraged to take a quick Assessment to help determine the three paths that best fit your answers. Once you have done the Assessment, either select a recommended Path, or the one that is of greatest interest to you from the course descriptions. The first Path is included in your New Member fees. Additional learning paths may be purchased through the Toastmasters website at any time.

The Pathways learning experience is an interactive and flexible education program like no other. It was created to help you strengthen your communication and leadership skills as you grow toward personal and professional success—all while having fun with others in the process! Take this journey and partake in:

- The opportunity to build more than 300 unique skillset competencies
- 6 specialized learning paths
- Online content, offering you the opportunity to learn , anywhere
- Real-world, transferable skills
- Content is available in Arabic, English, French, German, Simplified Chinese, and Spanish.



**Dynamic Leadership path** helps you build your skills as a strategic leader. The projects in this path focus on understanding leadership and communication styles, the effect of conflict on a group and the skills needed to defuse, and direct conflict. These projects also emphasize the development of strategies to facilitate change in an organization or group, interpersonal communication and public speaking. This path culminates in a project focused on applying your leadership skills.



**Engaging Humor path** is designed to help you build your skills as a humorous and engaging public speaker. The projects in this path focus on understanding your sense of humor and how that sense of humor translates in engaging audience members. The projects contribute to developing an understanding of how to effectively use humor in a speech, including challenging situations and impromptu speeches. This path culminates in an extended humorous speech that will allow you to apply what you learned.



**Motivational Strategies path** helps you build your skills as a powerful and effective communicator. The projects focus on learning strategies for building connections with the people around you, understanding motivation and successfully leading small groups to accomplish tasks. This path culminates in a comprehensive team-building project that brings all of your skills together—including public speaking.



**Persuasive Influence path** helps you build your skills as an innovative communicator and leader. The projects in this path focus on how to negotiate a positive outcome together with building strong interpersonal communication and public speaking skills. Each project emphasizes developing leadership skills to use in complex situations, as well as creating innovative solutions to challenges. This path culminates in a “High Performance Leadership” project of your design.



**Presentation Mastery path** helps you build your skills as an accomplished public speaker. The projects in this path focus on learning how an audience responds to you, and improving your connection with audience members. The projects contribute to developing an understanding of effective public speaking techniques, including speech writing and speech delivery. This path culminates in an extended speech that will allow you to apply what you learned.



**Visionary Communication path** helps you build your skills as a strategic communicator and leader. The projects in this path focus on developing your skills for sharing information with a group, planning communications and creating innovative solutions. Speech writing and speech delivery are emphasized in each project. This path culminates in the development and launch of a long-term personal or professional vision.

# USING TOASTMASTERS INTERNATIONAL'S WEBSITE

## Logging Into Toastmasters International's website

The very first time you log in, go to [www.toastmasters.org](http://www.toastmasters.org) and select Login. For your first visit, select "Create a Password" and enter the email address you gave when you signed up for your Toastmasters Club. You will be sent a verification code. Log in and create a new password and save the password.

## How to choose a path?

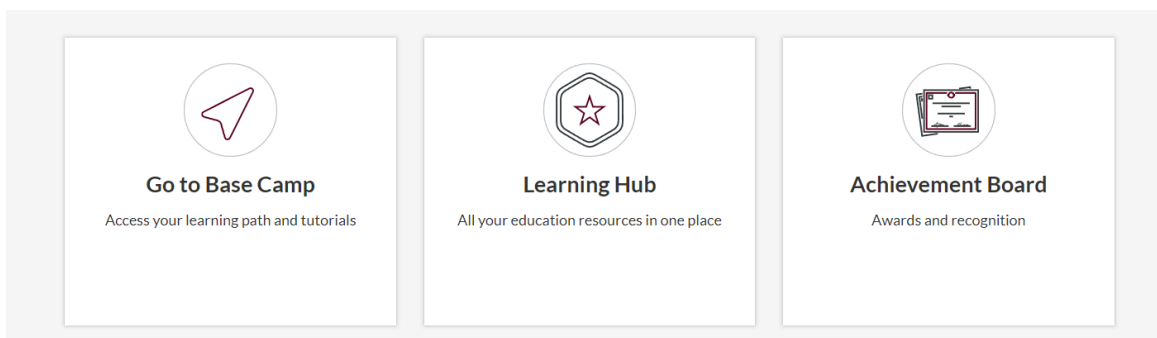
When you arrive at the Home Screen across the top of the page you will see your Toastmaster Profile. It includes your start date, member ID number, and a place for your picture if you so choose. Just below are three large boxes, "Go to Base Camp," "Learning Hub," and "Achievement Board." The "Learning Hub" should be your first stop as a new Toastmaster. Once the "Hub" opens, the first box "Choose Your Path" will display. It is from here that you will select your first Pathway and future Pathways.

Do not worry about the \$20 sign if it appears after "Choose Your Path," your first path is included in your membership. Digital Pathways programs are in Base Camp and include valuable videos from world-class speakers.

Once you select your language, you have the option of "view all path options" or "take an assessment." If this is your first time selecting a Path, it is recommended you choose "Take an Online Assessment." After you complete the assessment of approximately twenty questions, you will be provided with up to three recommended Pathways. You do not have to select one of the recommendations. You may select the Path you want.

## You are ready to get started with a new path

Return to your personal Toastmasters My Home screen and select "Go to Base Camp." Do this every time you log in to go directly to your Pathways curriculum and to launch each learning level. Return to the Base Camp curriculum to mark projects as completed and to submit level completions. You will return to this part of the website often as you move forward in your Toastmasters experience.





# A QUICK GUIDE TO USING PATHWAYS

Once you have selected your learning Path, you are ready to begin working to complete the learning levels within the Path. Following these simple instructions will get you off to a great start. The first couple of visits may seem a bit overwhelming, but you will soon become an expert at navigating your Pathways Base Camp.

## Getting started

- Log in to the Toastmasters International website ([www.toastmasters.org/login](http://www.toastmasters.org/login)).
- Select “Go to Base Camp.”
- You will find your previously chosen path under the default Paths and Learning.
- Select the Pathway you want to work on from your list in Active. If you are registered in more than one path you will find it them. Below your Active Path(s) you will see Paths and Projects you have completed. If you are a new Toastmaster this will be blank until you complete your first Path.

## Navigating each level

- Select your Path.
- Select Overview on the left side of the page if you do not see all five (5) levels. Then Select your Level.
- Read and listen to the learning provided.
- Download or print the needed forms.
- Print the Evaluation Resource for your evaluator, in case you are in a virtual-only, or Hybrid club. Be sure to download the file so an online evaluator can have the file before your speech. You may also return to the beginning page of Base Camp and select **Feedback** from the top line of tabs (**Paths and Learning - Achievements-Feedback - Resources**), then select **Evaluation Feedback**. Here you will find all the evaluation resources for your path. Find the Evaluation for your speech and select the right icon in blue. From here you may email the evaluation to your evaluator if the evaluator is from your own club.
- Download or print the Worksheet for your speech/project and prepare your speech.
- Schedule your speech with the VPE and give the presentation at the meeting.
- At the end of the meeting, verify the VPE knows what project you have completed.
- Save your evaluation in an electronic format such as a .pdf file.
- Return to Pathways and launch the Project.
- From your project, select Complete Your Project. On the second page of this section, you will fill in the details of your speech. When this section is completed, you will be ready for your next speech.
- Be sure to click on Save Log.
- When you have completed all speeches in a level be sure to submit your level for approval by selecting Level "X" Completion on the left-hand side of the screen.

Return to Overview on the left and follow the above steps for starting the next level.

## Level Completion

- Select Level "X" Completion.
- Select the Club you wish to receive credit. If you belong to more than one, they will all be visible here.
- A message is sent to the Base Camp Manager (all club officers) stating that you have completed the level in Pathways.
- Send an email to the VPE (or the Base Camp Manager for your club) to let them know you have a level ready for approval.
- The VPE will then approve your Level completion to the Toastmasters International server.
- You will receive an email from Toastmasters when your Base Camp Manager has approved your level.

The next time you log into Pathways, your next level will be ready for you to proceed. While logged into Pathways you can print your Level Completion Certificate. You will find the certificate under the Achievements tab under the Welcome sentence. Further, there are some badges for each level and path completion which can be shared on social media and LinkedIn. You will find the badges under the Achievements tab.

Paths & Learning **Achievements** Feedback Resources

### Achievements

Learning Badges

— Collapse

All

Earned

Available to Earn



Presentation  
Mastery Path  
Completion



Level 1 Presentation  
Mastery



Level 2 Presentation  
Mastery



Level 3 Presentation  
Mastery



Level 4 Presentation  
Mastery



Level 5 Presentation  
Mastery

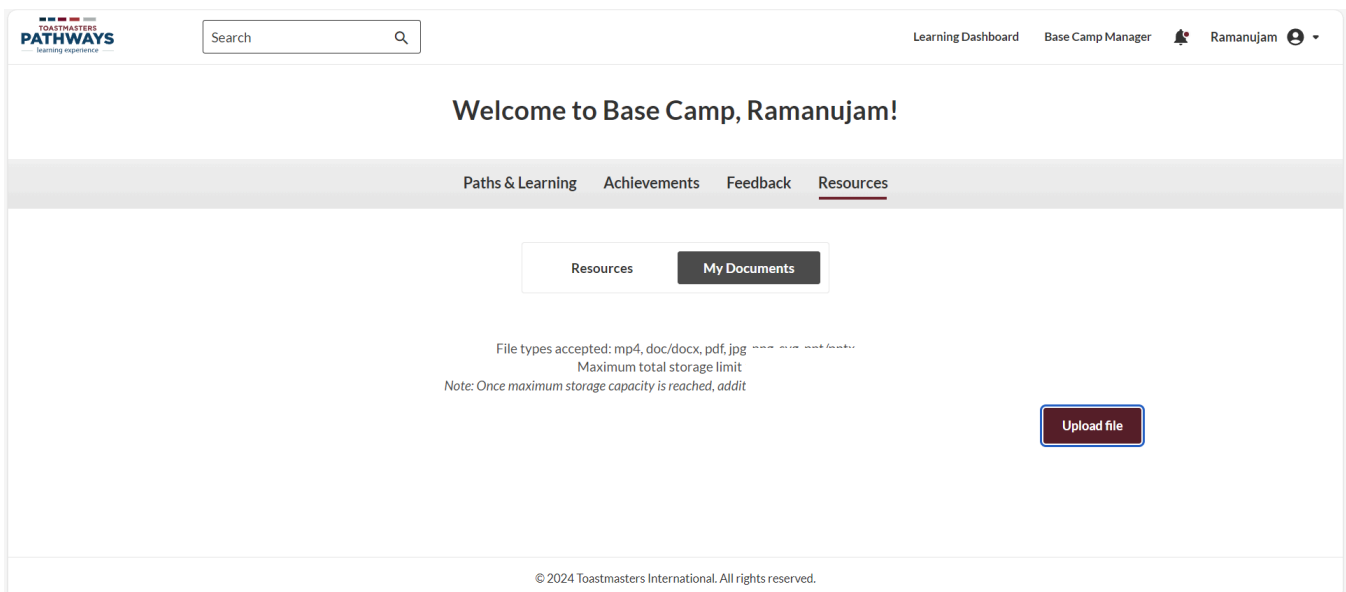
When you are recognized by your club for completing a level, it helps the entire club celebrate a step in becoming a Distinguished Club for the year.

## Uploading Evaluations to Your E-portfolio

You can save your Evaluations in your Base Camp in electronic formats. Most Evaluations can be done by your evaluator electronically; however, you will need to scan written evaluations into a .pdf file for storage. Any files you store here are your personal files, your Base Camp Manager cannot access your personal E-portfolio. After you have given the presentation and have the evaluation form completed, scan the document and follow the steps below to upload your evaluation.

### Saving your evaluation

1. Name your file with a simple short name.
2. Instead of "Motivational Strategies Path - Level 1 Icebreaker Eval-Wanda Olsen 16-12-2024.pdf" use "MS LV 1 Icebreaker 16-12-2024.pdf."
3. Log in to the Toastmasters International website (<https://www.toastmasters.org/login>).
4. Select "Go to Base Camp."
5. Select "Resources" from the bar under the Welcome.
6. Select "My Documents" and upload your Evaluation (The maximum storage capacity is 1 GB and the single upload file cannot be more than 300MB)



### Record your Meeting Roles

Every time you serve in a meeting role (Toastmaster, General Evaluator, Ah-Counter, etc.) you can record your participation in your member profile on the Toastmasters International website. You will find a listing of seven (7) meeting roles. You need to enter the dates for which you performed each role. When done, be sure to click on the Save button. You can return to your account and enter these roles at any time. You need to have completed the seven roles before you complete your path.

## Recording your meeting roles

- Log in to the Toastmasters International website (<https://www.toastmasters.org/login>).
- Select “Go to Base Camp.”
- In the upper right corner, select drop arrow by your name
- Select “Profile.” Scroll down to Meeting Roles, select the edit pencil in the upper right-hand corner. Record the date and your role. If you are repeating the role, you can still select role and the date of performing the role.

About Achievements Feedback

Social Media Handles

Meeting Roles  
A self-added log of all meeting roles

Ah-Counter

General Evaluator

Grammarian

Speech Evaluator

Timer

Toastmaster

Topicsmaster

### Add Meeting Role

Add dates for meeting roles in which you have served below. Your club officers may use the information provided here to confirm you have satisfied meeting role requirements.

Role\*

Select Role

Date\*

Select Date

Cancel Save

## A TOASTMASTER'S PROMISE

As a member of Toastmasters International and my club, I promise

- To attend club meetings regularly
- To prepare all of my projects to the best of my ability, basing them on the Toastmasters education program
- To prepare for and fulfill meeting assignments
- To provide fellow members with helpful, constructive evaluations
- To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- To serve my club as an officer when called upon to do so
- To treat my fellow club members and our guests with respect and courtesy
- To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- To adhere to the guidelines and rules for all Toastmasters' education and recognition programs
- To act within Toastmasters' core values of integrity, respect, service and excellence during the conduct of all Toastmasters activities

# RESOURCES

**Functionary Role Scripts**—Use these scripts to assist you in facilitating your meeting role. Link: [Functionary Role Scripts](#)

**A Toastmaster Wears Many Hats**—An essential booklet for fulfilling club meeting roles. Link: [A Toastmaster Wears Many Hats](#)

**Anatomy of a Toastmasters Meeting**—This document outlines the meeting roles used during a Toastmasters meeting. Share this one-page document with guests and new members to help them understand how a Toastmasters meeting works! Link: [Anatomy of a Toastmasters Meeting](#)

**Achievements and Awards**—This page has information about the awards you can earn in the Pathways learning experience. Link : [Achievements and Awards](#)

**Master Your Meetings**—This handbook provides the information you need to conduct dynamic and effective club meetings. Link: [Master your meetings](#)





“While most of us may have entered Toastmasters to learn to make speeches, that benefit is but the beginning of the good which may come to us and the good which we may do for mankind.”

– Ralph C. Smedley

**TOASTMASTERS**  
INTERNATIONAL

