



## Hornsby District Toastmasters Guest Kit

### FAST FACTS:

- ▶ Toastmasters International is a not-for-profit volunteer organisation dedicated to helping people to become better communicators and presenters
- ▶ There are almost 12,000 Toastmasters Clubs internationally
- ▶ Toastmasters is present in over 105 countries
- ▶ Global current membership is in excess of 250,000 members
- ▶ Hornsby Toastmasters Club has been meeting since 1980. Meetings are held at **Beatrice Taylor Hall, Willow Park Community Centre, 25 Edgeworth David Avenue, Hornsby** at 7:15pm on the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Tuesdays of every month.

### HORNSBY TOASTMASTERS COMMITTEE MEMBERS 2009/2010

The committee members are experienced Toastmasters who are responsible for ensuring the success and growth of the club and its members. Feel free to ask them for more info on what their roles involve and how they can help you:

- ▶ President: **Brad Smithers**
- ▶ Vice President Education: **Jo Spiegelhauer**
- ▶ Vice President Membership: **Kathleen O'Rourke**
- ▶ Vice President Public Relations: **David McStravick**
- ▶ Secretary: **Andrew Host**
- ▶ Treasurer: **Ella Wu**
- ▶ Sergeant at Arms: **Anthony Birch**
- ▶ Immediate Past President: **Brian Neary**

### TOASTMASTERS ONLINE:

- ▶ Hornsby District Toastmasters: <http://hornsbydistrict.freetoasthost.info/>
- ▶ District 70 Toastmasters: [www.d70toastmasters.org](http://www.d70toastmasters.org)
- ▶ Toastmasters International: [www.toastmasters.org](http://www.toastmasters.org)

Dear Guest,

Congratulations on taking your first step towards becoming a better communicator! Hornsby Toastmasters is all about fostering fun, friendship and personal development and growth. Below we have included some brief explanations for key roles to help you get settled in.

We hope you enjoy our meeting and that we see you back again soon. If you have any further questions, just ask the experienced member sitting next to you!

Regards

Brad Smithers  
**President**

## **AGENDA ROLES:**

Members of our club take it in turns to perform each role on the agenda. That way, everyone has a chance to continually take on new challenges.

**Chairman:** The Chairman's job is to run the meeting from start to finish. They prepare the agenda before the meeting and introduce each role.

**Guest Welcome:** By the time you read this, the person handling this role should have already introduced themselves. It is their responsibility to speak to guests before the meeting and to introduce you to the rest of the group, giving you a chance to speak and tell us all what inspired you to inspect Toastmasters.

**Grammarian:** This position is all about listening to language throughout the meeting and pointing out especially wonderful words or phrases in a report. To get us all thinking about language, the Grammarian also presents a "Word for the Night", which everyone is encouraged to use and in doing so, expand our vocabulary.

**Table Topics:** This part of the meeting gets everyone to "think on their feet". Topics are presented at random and people chosen to speak for one minute without any preparation time.. You never know what might happen in this part of the meeting, but you do know it will be exciting!

**Toastmaster:** In the second half of the meeting, there are a series of prepared speeches. It is the Toastmaster's job to introduce both the speakers and their evaluators.

**Um/Ah Counter:** It is an unfortunate habit to be constantly using words such as um/ah/like/so/really on a frequent basis. The Um/Ah Counter reminds us of the annoyance of using 'filler' words to help us all improve in this area.

**Timer:** The Timer both reminds everyone throughout the meeting to keep to time (notice the lighting system & noise aids) and presents a report on everyone's times so that people can get used to speaking with a limit.

**Evaluators:** There are a number of evaluation roles on the agenda. Everyone who comes to Toastmasters is interested in improving and one of the best ways to do that is to have another member objectively report on the strengths and weaknesses they see in others speaking. All evaluations are positive and recommendations for improvement are always outweighed by encouragement.

**Speakers:** The speakers are members who are working through projects in their communication manuals. For more information on the opportunities available to members, speak to a friendly member of our club.

## FREQUENTLY ASKED QUESTIONS

### **When do I have to join?**

There's no pressure. Visit us anytime as often as you like.

### **How do I join?**

Speak to the Vice President Membership or check out website for more details.

### **How much do I have to pay to join?**

There is a "one-off" payment to Toastmasters International of \$50 upon joining and a semi-annual fee of \$50 payable twice a year in March and September.

### **What do I receive if I join?**

Once you become a member of Hornsby Toastmasters you will receive:

- Two manuals from Toastmasters International:
  - The Competent Communication manual
  - The Competent Leadership manual
- The monthly Toastmasters International magazine, "The Toastmaster"
- Optional mentoring from an experienced member
- A Hornsby Toastmaster name badge

### **What do I have to bring to the meetings?**

You are not required to bring anything as a guest. However, you may want to make some notes so we recommend bringing some notepaper and a pen.

### **Where can I learn more about Toastmasters?**

Learn more about Hornsby Toastmasters Club at <http://hornsbydistrict.freetoasthost.info/> and about Toastmasters International at <http://www.toastmasters.org/>. Alternatively, ask any member of our club.

### **What is in the manuals?**

When you join you will receive two manuals that focus on developing your communication and leadership skills. The Competent Communication manual has 10 speaking projects to work on that focus on everything from vocal variety to body language to inspiring others.

The Competent Leadership manual has 10 components that focus on developing a variety of leadership skills through your service as a toastmaster. Each manual is designed to be completed at your own pace. For a more detailed look at what the manuals involve, ask a member to show you their copies.

## TO JOIN OUR CLUB

When you are ready to join our club you will need to complete the attached Toastmasters Membership Application Form. This is a standard Toastmasters International form so please disregard the US fees calculation and currency shown on the second page. The fees are listed below. When completing this form:

- Our Club Number is 4140 and the District Number is 70
- Complete all details on the front page and sign where required on the second page
- Please note that our club does not accept credit card payments

If you have any questions please contact the Vice President Membership.

## SUMMARY OF FEES

There is a "one-off" joining fee of \$50 and also a six-monthly semi-annual fee of \$50 which is payable every March and September. Your first payment will be the \$50 (joining fee) plus \$10 for every month up to March or September (semi annual fee). Your next payment in either March or September will then be \$50.

The table below summarises the initial payment.

Month of Joining	Toastmasters International Joining Fee	Pro-rata Fees (Club Only)	Total payable on joining	More Club Fees due in
January	\$50	\$10	\$60	March
February	\$50	\$0	\$50	March
March	\$50	\$50	\$100	September
April	\$50	\$40	\$90	September
May	\$50	\$30	\$80	September
June	\$50	\$20	\$70	September
July	\$50	\$10	\$60	September
August	\$50	\$0	\$50	September
September	\$50	\$50	\$100	March
October	\$50	\$40	\$90	March
November	\$50	\$30	\$80	March
December	\$50	\$20	\$70	March

### Preferred Payment

Our preferred payment is by direct debit into our club's bank account. The details are:

Hornsby Toastmasters Club  
BSB 082 309  
Account No. 50 936 6697

Please use your name as the reference; so we know who made the payment. One you have paid, please inform the Vice-President Membership (details below) and the Treasurer.

### NOTES

Your contact for all visitor/member queries is:

#### **Kathleen O'Rourke, CC**

Vice-President Membership  
Mentorship Coordinator  
Speechcraft Officer

**Hornsby District  
Toastmasters Club**  
4140

**Toastmasters International**



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