



TABLE VIEW TOASTMASTERS CLUB

Welcome to the Table View Toastmasters club,

As a guest, you probably have some questions about Toastmasters and how it works. This information pack has been designed to give you some answers.

About our club:

Table View Toastmasters Club was established in July 2007 as an opportunity for people in Cape Town, South Africa, to hone their skills as communicators and leaders.

Now the club is open to anybody who shares these goals. The membership consists largely of professional, dynamic people from a wide range of industries. Our club members work in areas such as:

- Accounting
- Market research
- Teaching
- Publishing marketing
- Human resources consulting
- Information technology
- CRM consulting
- Retail management

What Table View Toastmasters club members have in common is a desire to be great communicators, polished presenters and inspiring leaders and the desire to get together with like minded people in a fun, social and supportive environment.

The club forms part of the 12'500-strong network of Toastmasters International clubs around the world. Belonging to an organization like this means that every members' achievements are recognized internationally. At the same time we have the advantage of access to the powerful and carefully developed manuals and programs that this over 86-year old network makes available to its member-clubs.

If you have any queries, our club officers can be contacted and will be happy to assist you wherever possible.

Committee:

President:	Donna Maclagan	082 463 2320
VP Education:	Brian Super	082 434 4278
VP Membership:	Donna Maclagan	082 463 2320
VP Public Relations:	Heletia Oosthuizen	082 883 2873
Secretary:	Richard Perkins	082 422 5599
Treasurer:	Heletia Oosthuizen	082 883 2873
Sergeant at Arms:	Emile Bruwer	082 372 2829

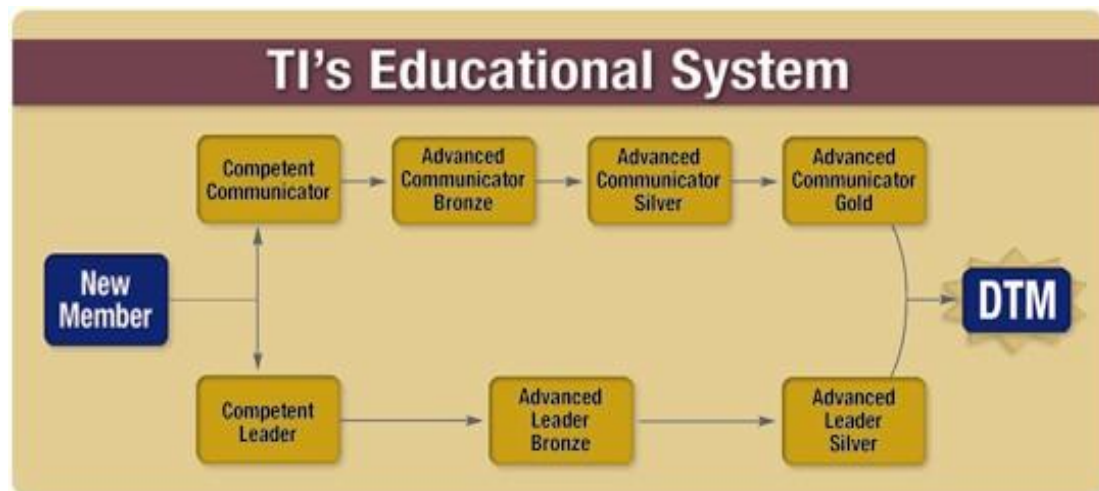
How Toastmasters works:

Toastmasters members learn by studying the manuals, practicing and helping one another. You learn by watching fellow club members. During club meetings, you will build “quick thinking” skills as you give one-to-two minute speeches on general subjects during Table Topics. You’ll introduce speakers, conduct meetings and perform other roles that will give you plenty of practice in a variety of communication experiences, but your greatest learning will come from preparing and presenting speeches based on the projects in the manuals and the verbal and written evaluation you will receive afterwards.

Various roles throughout the evening that you may see are:

- Speech Evaluator
- Table Topics Master
- Thanksgiving
- Toastmaster of the Evening
- Toast of the Evening
- Fines Master
- Timekeeper
- Video Master

Beginning July 1, 2006, members can earn the following communication and leadership awards:



COMMUNICATION TRACK

COMPETENT COMMUNICATOR (CC)

Requirements:

Completed the Competent Communication manual

ADVANCED COMMUNICATOR BRONZE (ACB)

Requirements:

Achieved Competent Communicator award (or achieved Competent Toastmaster award)

Completed two Advanced Communication manuals

ADVANCED COMMUNICATOR SILVER (ACS)

Requirements:

Achieved Advanced Communicator Bronze award (or achieved Able Toastmaster award or Advanced Toastmaster Bronze award)

Completed two additional advanced communication manuals (may not be those completed for any previous award)

Conducted any two programs from The Better Speaker Series and/or The Successful Club Series

ADVANCED COMMUNICATOR GOLD (ACG)

Requirements:

Achieved Advanced Communicator Silver award (or achieved Able Toastmaster Bronze award or Advanced Toastmaster Silver award)

Completed two additional advanced communication manuals (may not be those completed for any previous award)

Conducted a Success/Leadership Program, Success/Communication Program or a Youth Leadership Program

Coached a new member with the first three speech projects

LEADERSHIP TRACK

COMPETENT LEADER (CL)

Requirements:

Completed the Competent Leadership manual

ADVANCED LEADER BRONZE (ALB)

Requirements:

Achieved Competent Leader award

Achieved Competent Communicator award (or achieved Competent Toastmaster award)

Served at least six months as a club officer (president, vice president education, vice president membership, vice president public relations, secretary, treasurer or sergeant at arms) and participated in the preparation of a Club Success Plan while serving in this office

While serving in the above office, participated in a district-sponsored club officer training program

Conducted any two programs from The Successful Club Series and/or The Leadership Excellence Series

ADVANCED LEADER SILVER (ALS)

Requirements:

Achieved Advanced Leader Bronze award (or "old" Competent Leader award)

Served a complete term as a district officer (district governor, lieutenant governor, public relations officer, secretary, treasurer, division governor or area governor)

Completed the High Performance Leadership program

Served successfully as a club sponsor, mentor or coach

DISTINGUISHED TOASTMASTER (DTM)

Requirements:

Achieved Advanced Communicator Gold award (or achieved Advanced Toastmaster Gold award)

Achieved Advanced Leader Silver award (or achieved Advanced Leader award)

Distinguished Toastmaster is the highest recognition a member may receive.

How to get started:

1. Speak to the Vice President Membership to obtain a membership application and break down of costs. Joining costs US\$20, converted into South African Rand, with the addition of a small administration fee. Each half-year then cost US\$27, at the applicable conversion rate. Don't worry about the conversion of this amount as this will be provided to you by our treasurer and Vice President Membership. You can also obtain the membership application form from our website, www.tableviewtoastmasters.org.za, under Join and download the membership form. Your manual will be mailed to you.
2. As soon as you are a paid member, the Vice President Education will ask you about your choice of mentor and assign a mentor accordingly. A mentor is an experienced fellow Toastmaster who will help and guide you through your first few speeches and answer any questions you may have about the program.
3. When you are ready, contact the Vice President Education to schedule your first speech. If you're not ready immediately, the Vice President will probably contact you to start filling other roles in the meeting.

Now that you've seen all that Toastmasters can offer you, sit back, relax and enjoy our meeting. Please do fill in the guest form that was handed to you at the door so that we can contact you again and add you to our mailing list, this will ensure that you get the monthly invite and agenda's to our future meetings.