

**PROPOSAL**

**FOR**

**NEW TOASTMASTERS CLUB**

## 1. Introduction

Toastmasters International is a non-profit global organization that has helped many people in their community service activities. Millions of men and women of all ages and occupations have benefited from Toastmasters training and the number is growing tremendously day by day, even in Singapore.

This proposal will therefore, serve to focus on the formation of a new Toastmasters Club in **Pioneer Community Club** and bring the benefits of Toastmasters to the residents living in Jurong West extension. In addition, this proposal will outline and explain the objectives and benefits of forming the Toastmasters Club.

## 2. Objectives

The main objectives and goals of this new Toastmasters Club are as follows:

- To bring the benefits of Toastmasters to the residents living, staying and working around **Jurong West Extension**
- To provide the CC with additional and life enriching activities
- To develop and teach interested people the art of public speaking, thereby in the process making them good and effective communicators, leaders and fast thinkers
- To bring benefits for the grassroots and to reach out to them
- To promote and allow the development of one's self
- To promote the mission and goals of continual learning and development to stay competitive
- To allow an individual to develop his/her speaking skills, thinking skills and leadership skills through active participation in Toastmasters activities

## 3. Mission & Vision of Toastmasters International

Toastmasters International is the leading movement devoted to making effective oral communication and leadership skills a worldwide reality.

Through its member clubs, Toastmasters International helps men and women learn the arts of speaking, listening and thinking – vital skills that promote self-actualization, enhance leadership potential, foster human understanding, and contribute to the betterment of mankind. Toastmasters helps and proven to be a platform where leaders are groom and cultivated.

It is basic to this mission that Toastmasters International continually expands its worldwide network of clubs, thereby offering ever greater number of people the opportunity to benefit from its programs.

Toastmasters International empowers people to achieve their full potential and realize their dreams. Through Toastmasters International members clubs, people

through the world can improve their communication, leadership and thinking skills, and find the courage to change.

#### **4. Mission of Toastmasters Club**

The mission of the Toastmasters Club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

#### **5. About Toastmasters**

Toastmasters International is a non-profit organization governed by a Board of Directors elected by the membership. The first Toastmasters club was established on 22<sup>nd</sup> October 1924, in Santa Ana, California, by Dr. Ralph C. Smedley, who conceived and developed the idea of helping others to speak more effectively. More clubs were formed, and Toastmasters International was incorporated under California law on 19<sup>th</sup> December 1932.

Toastmasters International's business and services are administered by its World Headquarters, located in Rancho Santa Margarita, California. It employs no paid promoters or instructors. It has no salaried staff except the Executive Director and World Headquarters staff, who provide services to the clubs and Districts.

Toastmasters provides an actual learning by doing platform for people to develop themselves. A Toastmasters club is a "learn-by-doing" workshop in which people hone their skills in a comfortable, friendly atmosphere. A typical club has regularly chapter meetings, on a weekly, biweekly or monthly basis (it varies from club to club) to learn and practice public speaking skills, listening skills, fast thinking skills and leadership skills. The meetings usually last for about 2 hours.

Since the first club was organized by Dr. Ralph Smedley in October 1924, nearly 4 million people have enjoyed the benefits of Toastmasters membership. The global organization of Toastmasters International has more than 175,000 members in more than 8,800 Toastmasters clubs in approximately 70+ countries.

Toastmasters is not a new in Singapore and neither it is a new concept to form a Toastmasters Club in community clubs. Toastmasters have been around in Singapore for more than 20 years and the rate that Toastmasters Clubs in Singapore is growing is very encouraging and will continue to benefit many Singaporeans.

It is fortunate that Toastmasters Clubs in Singapore are located in the world's No 1 Toastmasters district, i.e. District 51 and District 51 has been consecutively remained at the top spot for 3 years.

#### **6. Benefits of Toastmasters**

Toastmasters provides the tools that enable people to become effective communicators and leaders all at a very low cost. Toastmasters training helps:

- Give better sales presentations

- Hone one's management skills
- Work better with fellow employees and colleagues
- Effectively develop and present ideas
- Offer constructive criticism
- Accept criticism more objectively
- Increase employability of oneself
- Increase self-esteem and confidence in oneself
- Improves one's abilities

Toastmasters has helped many members in their community service activities. Using the speaking and leadership skills developed in Toastmasters, people have become more active in business, churches, and service and charity organizations. Toastmasters members are able to organize activities, conduct meetings, and speak in public as their organization's representative.

Toastmasters produces results and the educational program of Toastmasters International is proven effective. In fact, during the difficult economic situations in 1997s and 2000s, the chances of a retrenched employee whom has the formal training of Toastmasters have much higher chances of getting employed as compared to one that does not. Worldwide, numerous Toastmasters who have been retrenched due to downsizing from MNCs fared better in job interviews, have higher chances of getting the interview, higher chances of getting employed. Many of them in fact have found a better job.

## **7. Benefits of Toastmasters for Community Clubs**

Toastmasters does produce results and its benefits to members and the community are numerous. Not only do members benefit greatly from Toastmasters, many companies, organizations and communities worldwide have also benefited too.

For example, a company's success also depends on communication. Employees face an endless exchange of ideas, messages, and information as they deal with one another and with customers day after day. How well they communicate can determine whether a company quickly grows into an industry leader or joins thousands of other businesses mired in mediocrity.

The **same benefits** can be extended to community clubs and to **Pioneer Community Club** too. The actual benefits of having a Toastmasters Club at Pioneer CC can be broadly summarized to:

- Increase the range of activities provided by the Community Club
- Reach out and benefit the grassroots through the range of educational and beneficial activities organized by the Toastmasters Club
- Allow the residents to enjoy the same educational program and be more competitive in the global economy

- In-line with the government's call to promote leadership and critical thinking skills among Singaporeans
- Additional source of revenue for the CC through membership recruitment and growth of the club
- Help to promote the CC through the network of Toastmasters clubs in Singapore when fellow Toastmasters visit the club

The benefits that Toastmasters bring are enormous and it is impossible to have any form of monetary value attached to the good that Toastmasters do to people.

## **8. Benefits of Toastmasters for Individuals**

As mentioned in the sections above, the benefits of Toastmasters are enormous, which the true value of the training provided cannot be pegged against any monetary valuation. It is a known fact that many people have benefited greatly from the proven program developed by Toastmasters International and the same people who have benefited, continue to benefit from the program and improve themselves.

The educational program and training provided by Toastmasters helps and has the following benefits for the individual:

- Allow oneself to give better and more effective presentations, including sales presentations
- Allow one to hone his/her management skills
- Allow one to hone and practice his/her leadership skills, including motivating and mentoring of fellow club members
- Allow one to develop good relationships and work better with fellow employees and colleagues
- Allow one to effectively develop and present ideas
- Allow one offer constructive criticism and learn to be tactful
- Allow one to accept criticism more objectively and to evaluate the criticism for self improvement
- Allow one to learn from his/her mistakes, including learning from the mistakes made by others
- Increase employability of oneself
- Increase self-esteem and confidence in oneself
- Improves one's abilities

Toastmasters training is proven to be effective and is internationally recognized, even by Human Resource Managers & Directors when recruiting staff for senior positions within the company.

## **9. How Toastmasters Works**

At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. A typical Toastmasters club is made up of 20 to 30 people who meet once a week or biweekly or monthly basis (it varies from club to club) for about 2 hours. Each meeting gives everyone an opportunity to practice:

- Conducting meetings. Meetings usually begin with a short business session which helps members learn basic meeting procedures
- Giving impromptu speeches. Members present one-to two-minute impromptu speeches on assigned topics
- Presenting prepared speeches. Three or more members present speeches based on projects from the Toastmasters International Communication and Leadership Program manuals. Projects cover such topics as speech organization, voice, language, gestures, and persuasion
- Offering constructive evaluation. Every prepared speaker is assigned an evaluator who points out speech strengths and offers suggestions for improvement

Upon joining a Toastmasters Club, members progress through a series of 10 speaking assignments designed to instill a basic foundation in public speaking. (Please refer to Appendix 1 on information about the 10 basic speaking assignments)

When finished with the basic speech manual, members can select from among 15 advanced programs to develop speaking skills that are geared to specific career and job function needs. (Please refer to Appendix 2 on the different advanced manuals)

Members also have the opportunity to develop and practice leadership skills by working on the High Performance Leadership Program and serving as leaders at various organizational levels, such as executive committee member at club level and area governor and division governor at district level. (Please refer to Appendix 3 on the educational progress of Toastmasters)

There is no instructor in Toastmasters. Instead, members evaluate one another's oral presentation. This evaluation process is an integral component of the overall educational program.

## **10. Chapter Meetings Frequency**

As explained in the previous section on how Toastmasters operates and the activities that Toastmasters do during a regular chapter meeting, the actual meeting date and time of the Toastmasters Club at Pioneer CC shall be discussed here.

It is proposed that the Toastmasters Club at Pioneer should meet on a monthly basis, on the second Tuesday of every month. The meeting should commence at 7.30pm, and end by 10pm.

The regular chapter meeting of the new club shall follow according to the guidelines and regulations set by Toastmasters International and in which every member will be given the opportunity to develop himself/herself to their fullest potential. Members would set their own goals and achieve their dreams and thus, reaping in the benefits of the Toastmasters movement.

## **11. Organization Structure of Toastmasters Club**

Toastmasters International is a well-organized global organization with clubs, areas and districts worldwide. The typical organization service chart of Toastmasters International is as attached in Appendix 6.

As it can be seen from the organization chart, the member of any Toastmasters Club is the core of Toastmasters, and this explains why members are on the top of the organization chart denoted by Toastmasters International. Members belong to a Toastmasters Club, which is managed and run by a Club Executive Committee, with appointment holders, responsible for the overall operations and well-being of the club.

The typical structure of a Toastmasters Club is as seen in the diagram below:



The Club Executive Committee changes every term and the appointment holders within the committee are elected at the end of the term by the club members who deem capable to run and manage the club efficiently and effectively.

## **12. Budget & Costs**

A new Toastmasters Club must have a minimum of 20 members.

There is a one-time Charter Fee of US\$95 payable to Toastmasters International for setting up of a new Toastmasters Club. Upon payment of Charter Fees, 2 cartons for Charter Kits will be shipped to the Club, with educational and administrative materials sufficient for 20 new members for the Club's initial setup, some of the contents include:

- 20 copies Communication & Leadership Manual, Toastmasters magazines
- Forms for new members, voting slips, educational manuals
- a videotape on Toastmasters Meetings

In addition to a US\$95.00 Charter Fee, the costs of starting a new Club are as follows: All new members pay a one-time new member fee of US\$16.00, and all members of the new Club pay six months' advance dues of US\$18.00. Each Club may also choose to assess local chapter dues for each member to cover additional costs, i.e., Club banner, awards, refreshments, etc.

In summary, the following payment to TI, USA will be required to start a new Club:

Amount Payable to Toastmasters International, USA:

New Member Joining Fees	US\$16 (one-time payment)
Subscription at US\$3 per month	US\$18 (for 6 months)
	-----
	US\$34 per new member X 20 members
	US\$680 (for 20 members)
Charter Fees	US\$95 (one-time payment)
	-----
	US\$775* (about S\$1380)

\* (assuming Club has 20 new members)

Subsequently, the Club needs to pay to TI, USA every 6 months for subscription at US\$3 per members,

Subscription at US\$3 per month	US\$18 (for 6 months)
Assume 20 members	X 20
	-----
	US\$360

This monthly subscription will entitle the members to receive a free monthly Toastmasters magazine, which provides excellent articles and insights on Communication and Leadership. Members will also be entitled to all recognition awards, completion certificates, as well as educational training and administrative support by District to ensure the quality standard of the Club is maintained.

The cost payable to TI, USA for each new member is US\$16 (joining) + US\$36 (12 months subscription) = US\$52 (about S\$93). We would like to propose a membership fee for the Toastmasters Club shall be S\$120 per member annually, similar to the fees charged by the majority of CC-based Toastmasters Clubs. The balance will cover the Club's awards, refreshment and administrative costs for running the Club. The Club expects to breakeven moving forward.

Please refer to Appendix 5 on the detailed budget.

**13. Recruitment**

As mentioned that the core of a Toastmasters Club is the highly recognized education program developed by Toastmasters International, the other core of the Toastmasters Club is the members. It is the members that are of essential to the success of any Toastmasters Club and it is the members that will make the club special.

Therefore, it is proposed that a recruitment drive should be conducted to promote the awareness of the new Toastmasters Club and to educate people about Toastmasters and the benefits that it can bring to the residents around Jurong West. Publicity materials, such as flyers, brochures and posters will be made available around the CC to let people know about the existence of the Toastmasters Club there.

In additional, an information counter can be set up at the CC General office where interested residents and members of the public can collect more information and materials, explaining what Toastmasters is all about. One person will be appointed,



usually an experienced Toastmaster and his/her contact information will be made available and printed in the publicity materials so that interested parties who are unsure can call up to find out more information.

In order to reach out to as many people as possible, it is also proposed that flyer distribution will be made to the HDB blocks around the area of the CC. This will help to promote the club, and also in the process of promoting the CC too.

Other marketing tools will be used, such as using website and email to allow better communication with potential members. As mentioned, posters and brochures should also be displayed at eye-catching locations and on notice boards around the CC.

#### **14. Schedule**

With the publicity materials in place and the actual publicity has been done, to move forward in recruitment and promoting the club, public seminars and demonstration meetings will be conducted and residents and members of the public are invited to these seminars and demonstration meetings.

It is proposed that about 2-3 demonstration meetings cum seminars will be conducted in order to promote more awareness about Toastmasters and also part of the education process to enriching the public with information and benefits of the Toastmasters movement.

In addition to the demonstration meetings, it is also proposed that educational workshops, such as Speechcraft (part of the educational program of Toastmasters International) will be conducted and made available to all. People who sign up for Speechcraft will be learn the basics of public speaking and how to present themselves effectively and assisting them to conquer the fear of speaking in public. In addition, they can start enjoying the benefits of Toastmasters once they start participating in Speechcraft, as they are expected to make and prepare speeches.

The proposed format and agenda of the demonstrating meetings and the progressive meetings are as attached in Appendix 4.

#### **15. Logistics**

The logistic requirements of the Toastmasters Club is very simple and the facilities of most community clubs are more than adequate to cater to the needs of the Toastmasters Club to conduct a good chapter meeting.

The logistic requirements of the club are summarized as follows:

- Meeting room / classroom / boardroom etc with whiteboard and seating capacity for about 20-30 people
- Power source/point and extension wire
- OHP projectors or LCD Projects for educational seminars, workshops etc.
- Cabinet or cupboard as storage facilities for Toastmasters materials
- Stationary and writing materials

It is important that the meeting location for the Toastmasters Club is conducive that can promote learning and interaction among the members.

**16. Moving Forward**

In moving forward, I would like to propose a meeting where I can explain to you in detail the operations of Toastmasters and share with you the benefits and wonders that Toastmasters has done not only for me, but many of our fellow countrymen. In addition, publicity materials should be prepared and marketing of the new Toastmasters Club should start as soon as possible. Flyer distributions may be part of the marketing activities for the new club in order to reach as many people as possible, as demonstration meetings and public seminars on Toastmasters will be arranged once the CC is comfortable with the idea of the Toastmasters club.

I hoped that this proposal have explained the benefits of Toastmasters and highlighted the win-win situation as proposed. I am confident that the formation of the Toastmasters Club at your community club will be a very sound and wise decision welcome by all residents in Jurong West.

I look forward towards your favorable reply.

Yours Sincerely,

**Goh Wei Koon ATM-S, CL**  
Tiong Bahru Toastmasters Club

**Christopher Teo DTM**  
Advisor of Tiong Bahru Toastmasters Club

## Appendix 1: The Toastmasters Education Program (Basic Communication & Leadership)

The Toastmasters educational program is divided into two tracks -- a communication track and a leadership track. The communication track is the major part of the system -- almost all new members join Toastmasters for the benefits this track offers. Some become involved in the leadership track. The tracks are not mutually exclusive.

The core of the communication track is the *Communication and Leadership Program* manual (also called the "basic manual"), which contains 10 speech projects. Every new member is sent a basic manual after his/her application for Membership (Form 400) is received at World Headquarters. The 10 project speeches are:

1. **Ice Breaker** (3-5min) : getting over nervousness by introducing yourself to the club
2. **Speak With Sincerity** (5-7min): Continue to get over nervousness by speaking about something you deeply believe in
3. **Organize Your Speech** (5-7min): Work on giving a well-organized speech by building an outline that includes an opening, body and conclusion
4. **Show What You Mean** (5-7min): Not a "Show and Tell" speech, this project calls on you to work with gestures and body language during the speech. To develop a sense of timing and natural, smooth body movement, and explore the different ways of using body language.
5. **Vocal Variety** (5-7min): Work on rate of delivery, volume, speed, pitch, emphasis, etc, to explore their use as assets to your speaking.
6. **Work With Words** (5-7min): Work on proper word choice, avoiding jargon and generalizations, etc. To gain an understanding of the functions and uses of the spoken word and avoid common mistakes in word use.
7. **Apply Your Skills** (5-7min): To bring together and apply the communication skills you have learned in the preceding projects, and research the facts needed to support your speech.
8. **Add Impact to Your Speech** (5-7min): To learn to the value of props and how to use them effectively in your presentations.
9. **Persuade with Power** (5-7min): To present a talk that persuades the audience to accept your proposal or viewpoint by appealing to the audience's self-interest, building a logical foundation for agreement, and arousing emotional commitment to your cause.
10. **Inspire Your Audience** (8-10min): The final speech in the manual calls on you to move and inspire your audience in a well-presented and well-prepared speech.

## Appendix 2: Advanced Communication & Leadership Manuals

The Advanced Communication & Leadership educational programs to develop speaking skills that are geared to specific career and job function needs. They are designed to provide one with the necessary skills and experience to meet those challenges.

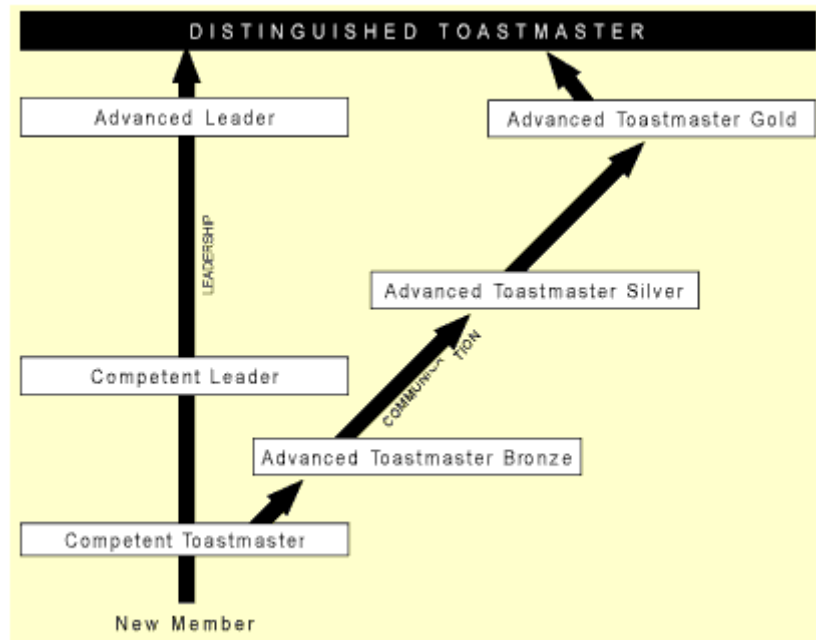
1. ***The Entertaining Speaker:*** This manual includes valuable information on how to give an entertaining or dramatic speech, where to find material, how to make an audience laugh, and what to do when you're asked to speak after dinner.
2. ***Speaking To Inform:*** The projects in this manual will help you give informative and interesting speeches. Topics covered include the demonstration talk, the fact finding report, the abstract concept, and resources for informing.
3. ***Public Relations:*** This complete guide to preparing and delivering the public relations speech will help you develop resources and techniques, "speak under fire," and handle the media talk.
4. ***The Discussion Leader:*** This manual offers guidance in presenting workshop and conference presentations. Role-playing and problem-solving sessions are also covered. This manual is a must for managers, trainers, teachers and administrators.
5. ***Specialty Speeches:*** Speakers must be able to speak in many different situations, and this manual will help. Types of speeches covered include impromptu speeches, sales presentations, introductions, inspirational speeches, and oral interpretations.
6. ***Speeches By Management:*** The lack of effective communication at management level is a major source of problems in business and organizations today. After completing The Briefing, The Technical speech, Manage and Motivate, The Status Report and Confrontation: The Adversary Relationship, you'll be better equipped to encourage and influence others.
7. ***The Professional Speaker:*** This manual is a complete guide to becoming a professional speaker. Subjects covered include speaking as a company representative and speaking for pay.
8. ***Technical Presentations:*** The projects in this manual will help you prepare and present briefings, proposals, technical papers and technical team presentations.
9. ***Persuasive Speaking:*** Learn to speak persuasively
10. ***Communicating on Television:*** Television presentations differ from other presentations, and they require special considerations. With this manual you'll learn to present editorials, appear as a guest on a "talk" show, conduct a press conference, and use television to train.
11. ***Storytelling:*** Everyone loves a good story. Types of stories covered include the folk tale, the personal story, stories with morals, the touching story, and the historical story.
12. ***Interpretive Reading:*** This manual will help you develop your interpretive reading skills. The projects include presenting stories, poetry, monodramas, plays and oratorical speeches.

13. ***Special Occasion Speeches:*** Some day, sometime - whether attending your club, a family event, or a business meeting - you will be expected to make a special speech. This manual will help you prepare for those times when you will be Mastering the Toast, Speaking in Praise, joining in The Roast, Presenting an Award, or Accepting an Award.
14. ***Interpersonal Communications:*** Special skills are needed to successfully handle situations in your daily life as you interact with many people. This manual can help you develop them with projects requiring different interpersonal communication skills, include starting a conversation with strangers, negotiate using win/win strategies, diffuse verbal criticism, coaching someone, and assert yourself effectively. All the projects require you to work with a partner and enacting role plays.
15. ***Humorously Speaking:*** Audiences love to laugh. This manual shows you how to use humorous stories and jokes throughout your speech to grab and keep listeners' attention and illustrate your points. You also learn how to give an entirely humorous speech.

### Appendix 3: Educational Progress In Toastmasters

The educational program is the heart of a Toastmasters Club. It is the means through which one can develop his/her communication, thinking and leadership skills and achieve the goals of becoming a better communicator, thinker and leader.

The educational title (award) in Toastmasters is internationally recognized and accredited. Many MNCs worldwide would recognize their employees the efforts they made in their educational progress in Toastmasters. The progress of oneself in Toastmasters is as shown in the diagram below:



#### ***Competent Toastmaster (CTM) Award***

- to complete the 10 projects in the Basic Communications & Leadership Manual

#### ***Advanced Toastmaster Bronze (ATM-B) Award***

- achieved Competent Toastmaster award
- completed 2 Advanced Communication & Leadership program

#### ***Advanced Toastmaster Silver (ATM-S) Award***

- achieved new Advanced Toastmaster Bronze award
- completed additional 2 Advanced Communication & Leadership program (may not be those completed for previous awards)
- Conducted any 2 programs from The Better Speaker Series and/or The Successful Club Series

#### ***Advanced Toastmaster Gold (ATM-G) Award***

- achieved new Advanced Toastmaster Silver award
- completed additional 2 Advanced Communication & Leadership program (may not be those completed for previous awards)
- conducted a Success/Leadership program, Success/Communication Program or a Youth Leadership program
- coached a new member with the first 3 project speeches

***Competent Leader (CL) Award***

- achieved Competent Toastmaster award
- served at least 6 months (June 1 through December 31, or January 1 through June 30) 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 a Club officer, participated in a District-sponsored Club officer training program
- Conducted any two programs from The Successful Club Series

***Advanced Leader (AL) Award***

- achieved 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)
- Competed the High Performance Leadership program
- Served successfully as a Club Sponsor, Mentor, or Specialist

***Distinguished Toastmaster (DTM) Award***

- achieved Advanced Toastmaster Gold award
- achieved Advanced Leader award

## **Appendix 4: Structure of Demonstration Meetings**

### ***First Demonstration Meeting (Subsequent Demo Meetings also)***

#### Objectives:

- demonstrate the components of a typical Toastmasters meeting
- discuss the charter process
- assign meeting responsibilities and review specific responsibilities with each assignee

#### Topics to Cover:

- charter process
- explanation of key meeting roles

#### Meeting Agenda:

- Welcome of guests
- Introduction/explanation of key meeting roles
- Table Topics session
- Introduction speaker
- General Evaluation
- Questions/Comments

### ***Organization Meeting***

#### Objectives:

- Organize group so that it may begin to function as a Toastmasters Club
- Review specific next meeting responsibilities with each assignee
- assign following meeting responsibilities and roles

#### Meeting Agenda:

- Welcome of guests
- Explain Toastmasters International's dues structure
- Explain Club officers roles and responsibilities and elect club officers
- Table Topics
- Introduction speaker
- General Evaluation
- Questions/Comments



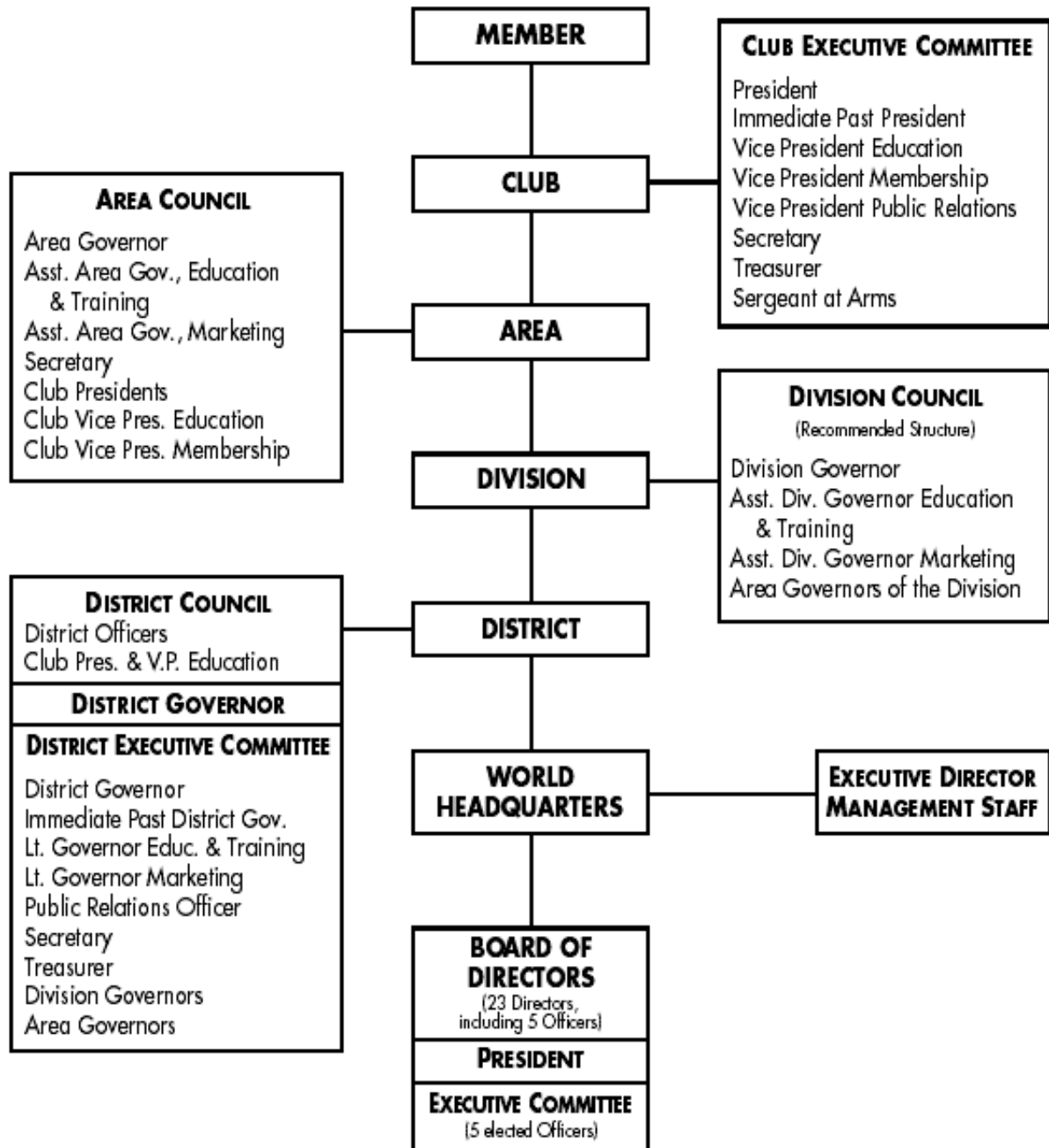
**Appendix 5: Proposed Budget for Formation of Toastmasters Club in Pioneer CC**

<b>Description</b>	<b>Cost (US)</b>	<b>Cost (SG)</b>	<b>Remarks</b>
<b>(A) Initial Cost</b>			
Charter fees (payable to Toastmasters Intl)	\$95.00	\$166.27	based on exchange rate of US\$1 to S\$1.7502
Membership fee (20@US\$16.00)	\$320.00	\$560.06	
6-month Subscription (20@US\$18.00)	\$360.00	\$630.07	
<b>SUB TOTAL :</b>	<b>\$1,135</b>	<b>\$1,356.4</b>	
<b>(B) Subsequent Fees</b>			
6-month Subscription (20@US\$18.00)	\$360.00	\$630.07	US\$1 to S\$1.7502
<b>(C) Materials Required for Effective Meetings (TI)</b>			
Portable Wood Lectern	\$55.00	\$96.26	US\$1 to S\$1.7502
Club Officer Pins Set	\$50.00	\$87.51	
Club Banner	\$75.00	\$131.27	
Effective Speech Evaluation	\$2.25	\$3.94	
Outstanding Toastmaster Guideline (x2)	\$0.50	\$0.88	
C&L Library Set	\$16.50	\$28.88	
Advanced C&L Library Set	\$35.00	\$61.26	
The Better Speaker Series Set	\$29.95	\$52.42	
The Successful Club Series Set	\$39.95	\$69.92	
Speech Contest Rules	\$1.25	\$2.19	
Speech Contest Manual	\$1.25	\$2.19	
Best Speaker Ribbons	\$9.50	\$16.63	
Best Table Topics Speaker Ribbons	\$9.50	\$16.63	
Best Evaluator Ribbons	\$9.50	\$16.63	
Shipping Cost		\$100.00	
<b>SUB TOTAL :</b>		<b>\$686.58</b>	
<b>(D) Items Required for Meetings (Local)</b>			
Timing Device & Stop watch		\$100	
Dictionaries		\$20.00	
Contingencies		\$200	
<b>SUB TOTAL :</b>		<b>\$320.00</b>	
<b>(E) Marketing &amp; Promotional Materials</b>			
2 x External Banners to promote events		\$300	
Printing of flyers to neighborhood HDB flats		\$200	
<b>SUB TOTAL :</b>		<b>\$500.00</b>	
<b>T O T A L</b> (initial startup costs)		<b>\$3,393</b>	
<b>(F) Fees Collection for Membership</b>			
Registration Fee (S\$50 x 20)		\$1,200.00	
Annual Subscription (S\$120 x 20)		\$2,400.00	
<b>T O T A L</b> (Collection from membership)		<b>\$3,400</b>	
Surplus (to be used for refreshments for meetings)		<b>\$7.00</b>	

**\* some of the items may be purchased at a later date as the club progresses**

## Appendix 6: Toastmasters International Organization Service Chart

This chart traces the flow of services, material and programs upward from the Board of Directors through the various echelons of Toastmasters International to the ultimate beneficiary, the individual member.



## **Appendix 7: Typical Roles & Responsibilities of Club Appointment Holders**

### ***A. Club President***

At the Club meeting:

1. Ensure meeting starts and ends on time.
2. Make sure guests are warmly and enthusiastically introduced.
3. Allow time before and after the meeting to speak with guests.
4. Read and/or display the Club Mission at every meeting.
5. Discuss the Distinguished Club Program and the Club's progress and achievements in it.
6. Recognize member achievements in Toastmasters and in their personal lives.
7. Report on the "Moments of Truth" the Club is achieving

Outside of the Club meeting:

1. Ensure Club officers meet Club officer and Club meeting standards.
2. Oversee plan to achieve Distinguished Club Program goals and ensure Club is a Distinguished Club.
3. Encourage communication and leadership development through promoting of CTM, ATM, CL and AL awards.
4. Ensure Club has an ongoing membership-building program.
5. Attend and vote Club's proxy at District council meetings or ensure Club member attends and proxies vote to that member.
6. Attend Regional Conference and International Convention and vote Club's proxy or send proxy to District Governor.
7. Oversee administrative operation of Club in compliance with the Club Constitution and Bylaws.
8. Maintain relationship with the District and with Toastmasters International.
9. Schedule and chair monthly executive committee meeting.
10. Arrange for a replacement if unable to attend a Club or Executive Committee meeting.
11. Search for leaders, ensure all Club offices are filled for the succeeding term, and ensure timely elections are conducted.
12. Prepare your successor for office.
13. Attend District-sponsored Club officer training.

### ***B. Vice President Education***

At the Club meeting:

1. Assign each new member to be a table topics participant at the first meeting after joining, to a meeting role at the third meeting or earlier, and to give the Ice Breaker manual project at the fourth meeting or sooner.
2. Ensure a Club member conducts The Successful Club Series programs "Evaluate to Motivate," "Moments of Truth," "Mentoring," and "Finding New Members for Your Club" at least once per year.
3. Monitor Club performance quarterly in cooperation with the Club President.
4. Initial speakers' Records of Assignments and ensure eligible members fill out their award applications.
5. Preside over the meeting when the President is absent

Outside of the Club meeting:

1. Plan Club meetings, completing schedules and assignments at least three weeks in advance and confirming each schedule five to seven days before the meeting.
2. Promote participation in the educational program. Get commitment from new members to achieve the CTM award within one year or less and schedule them to speak accordingly. Get commitment from CTMs to earn ATM-B awards within one year, and get commitment from ATM-B and ATM-S recipients to earn the next award within one year. Get commitment from members to earn the Competent Leader award. Track all members' progress toward these awards.
3. Orient new members to the Toastmasters program within two meetings after they join.
4. Assign every new member a mentor.
5. Attend Club Executive Committee meetings and preside when the President is absent.
6. Attend District council meetings and vote the Club's proxy.
7. Vote at Regional and International Business Meetings.
8. Attend District-sponsored Club officer training.
9. Arrange for a replacement.
10. Prepare successor for office.

### ***C. Vice President Membership***

At the Club meeting:

1. Greet guests and have each complete a guest card.
2. Report on current membership, promote membership campaigns, and welcome new members.
3. Work with the President and Vice President Education to ensure each new member is formally inducted at the first meeting after being voted in by the Club.

Outside of the Club meeting:

1. Conduct ongoing membership building programs and efforts. Promote the membership goal of one new member per month and, if the Club has fewer than 20 members, achieving 20 members by year-end or sooner. Promote Club and Toastmasters International membership building programs and conduct a minimum of two formal Club membership programs annually.
2. Follow up on and keep track of guests, new members joining, and members not attending meetings. Send follow-up note to guests.
3. For all prospective members, explain the educational program, get their commitment to join, collect membership applications. Bring the applications to the Club for voting and, if the members are accepted, collect dues and fees and give them to the Treasurer with the applications.
4. Attend Club Executive Committee meetings.
5. Attend and vote at Area Council meetings.
6. Arrange for a replacement if unable to attend Club meeting.
7. Attend District-sponsored Club officer training.
8. Prepare your successor for office.

#### **D. Vice President Public Relations**

Outside of the Club meeting:

1. Promote the Club to a local media.
2. Produce and distribute a Club newsletter at least monthly.
3. Promote membership programs.
4. Attend Club Executive Committee meetings.
5. Attend other Toastmasters events.
6. Attend District-sponsored Club officer training.
7. Arrange for a replacement if unable to attend a Club meeting.
8. Prepare your successor for office.

At the Club Meeting:

1. Announce upcoming events and programs.
2. Ask for contributions to the newsletter.
3. Greet members and guests.

#### **E. Secretary**

Outside of the Club meeting:

1. Maintain accurate membership roster and give it to Treasurer to submit with dues.
2. Mail Club officer list to World Headquarters within 10 days after elections.
3. Handle general Club correspondence.
4. Keep Club files, including the Club charter, Constitution and Bylaws, minutes, resolutions, and correspondence.
5. Attend Club Executive Committee meetings.
6. Attend District-sponsored Club officer training.
7. Arrange for a replacement if unable to attend meetings.
8. Prepare your successor for office.

Standards at the Club meeting:

1. Record and read meeting minutes.
2. Greet members and guests.

#### **F. Treasurer**

Outside of the Club meeting:

1. Prepare a budget to be approved by the Executive Committee and membership within one month of taking office.
2. Provide the bank with a new signature card of July 1/January 1.
3. Prepare and send dues statements by August 15/February 15.
4. Collect and send dues to World Headquarters by October 1 and April 1, and work with the Vice Presidents to contact members who have not paid dues.
5. Submit new member applications and dues to World Headquarters within 48 hours after receipt.
6. Pay bills as due.
7. Keep records of all financial transactions.
8. Present verbal and written financial reports quarterly (October 15, January 15, April 15, and July 15).

9. Submit Club accounts for audit.
10. Attend Club Executive Committee meetings.
11. Attend District-sponsored Club officer training
12. Arrange for a replacement if unable to attend meeting.
13. Prepare successor for office.

Standards at the Club meeting:

1. Receive completed new member applications and dues.
2. Announce when dues are due and explain dues structure.
3. Greet members and guests.
4. Collect meeting fees, if any.

#### **G. *Sergeant At Arms***

Outside of the Club meeting:

1. Schedule the meeting location
2. Maintain Club equipment and supplies
3. Attend Club Executive Committee meetings
4. Attend District-sponsored Club officer training
5. Arrange for a replacement if you are unable to attend a Club meeting or for assistance
6. Prepare your successor for office.

At the Club meeting:

1. Arrange the room before the meeting begins
2. Greet members and guests
3. Greet visiting officers
4. Arrange for food service
5. Ensure the meeting starts on time
6. Collect ballots and tally votes for awards

#### **H. *Immediate Past President***

IMMEDIATE PAST PRESIDENT provides guidance and serves as a resource to Club officers and members. The Immediate Past President chairs the Nominating Committee, assists in the preparation of the Club Success Plan, and promotes the Club's efforts to become a Distinguished Club.