



TOASTMASTERS INTERNATIONAL®

Tips

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*A bimonthly
publication to club,
area and
district officers
for circulation
to members*

Integrating the New Leadership Manual into Your Club

The new *Competent Leadership* manual strengthens the leadership training available in Toastmasters, giving members the opportunity to learn and practice leadership skills in a structured program, in the same way they learn speaking skills in the *Competent Communication* manual. The manual also adds a new component to your club and its meetings. Now your club will have members working in both the leadership and speech manuals. The following tips will help your club to integrate the leadership manual into its meetings and culture.

1. **Purchase a manual for display during meetings.** Devote time during several meetings to talk about the manual and encourage members to complete it. Make sure the vice president education is familiar with it, too, so he or she can talk about it with new members.
2. **Discuss evaluations.** Members working in the communication track receive a verbal evaluation during the meeting for each speech project they present. Projects in the leadership manual require members to serve as timer, Ah-Counter, evaluator and other meeting roles and they may receive a written and verbal evaluation for each role. If many club members are working in the leadership manual, providing so many verbal evaluations during a club meeting will require much more time. If your club meets for only an hour or so, adding verbal evaluations for those serving in meeting roles may be difficult. Your club should discuss the matter now and make a decision. Possible options are to a) provide verbal evaluations for leadership projects during meetings, b) provide verbal evaluations privately outside of the club meeting, c) provide only written evaluations for leadership projects, and d) provide verbal evaluations during

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Talk up Toastmasters!

FEBRUARY 1 - MARCH 31

Do Toastmasters like to talk? During the new Talk up Toastmasters! membership contest, encourage your club's members to invite as many guests to your club's meetings as possible. Consider conducting a special guest meeting – where you can conduct a regular meeting, but also specifically discuss the benefits Toastmasters members receive as they participate in the program. Add five new members to your roster between February 1 and March 31, and receive a special Talk up Toastmasters! ribbon to display on your club's banner.

New Manual Now Available

Beginning January 1, 2006, all New Member Kits shipped from World Headquarters include the new *Competent Leadership* manual. Other members may purchase the manual (Catalog No. 265) for \$6 (U.S.) plus shipping. The 10-project manual will help members develop leadership skills while serving in various club meeting roles.

The manual is part of the exciting changes TI is making to its educational program. For more information on all of the changes go to www.toastmasters.org and click the TI's Improving Its Educational Program! link in the "News from Toastmasters" section.

Board Meeting at World Headquarters

Toastmasters International's Board Meeting will be held February 18, 2006, at 2 p.m.

All members are invited to attend and see your Board of Directors in action.

Go to Training!

Your district is conducting training for club officers between December 1 and February 28. Are your club's officers planning to attend?

If your club elects officers semiannually, this training allows the newly elected officers to learn their roles and responsibilities, to meet district leaders who can help them during their terms and to get new ideas on how to improve their clubs.

If your club elects annually, this second training gives club officers the opportunity to discuss any problems they may be having, to get advice from district officers and to network with officers of other clubs.

Encourage your officers to attend training soon. Contact your district for training dates and locations.

Competent Leadership Manual

The new *Competent Leadership* manual is now available from Toastmasters International! Participate in the organization's newest educational program and, upon completion, earn the new Competent Leader award! For fastest service order online at www.toastmasters.org/store

- ▶ *Competent Leadership*, Catalog No. 265, \$6.00
- ▶ *Competent Leadership Library Set* (set of four), Catalog No. 155L, \$21.00

Miscellaneous Educational Program Documents.) Be sure all contest officials and contestants follow the rules as your club conducts its contest. Following the rules ensures a fair and enjoyable contest. Pay special attention to eligibility requirements, and double-check contestants' eligibility. Too often contestants are disqualified at the division and district levels because no one checked their eligibility. Don't let this happen to your contestants!

Stock Up on Contest Supplies

Rules for the International Speech Contest are posted on the TI Web site. However, all other contest supplies and rules for other contests must be purchased from TI. Check your club's contest supplies and make sure there are enough rulebooks, speech contest manuals, judges guides and ballots, timing forms, certificates of eligibility and originality and other materials for the upcoming club contests. To order supplies, visit the Online Store at www.toastmasters.org.

Remember, contest materials are copyrighted and may not be photocopied or otherwise reproduced. Nor may they be posted on Web sites.

Check Your DCP Report

How close is your club to achieving its goals in the Distinguished Club Program?

You can review your club's progress on the Toastmasters International Web site, www.toastmasters.org. Updates are posted around the 11th of each month. Pay careful attention to club officer training statistics for the December - February training period. Contact your district officers right away if you believe there are errors in the information on the report. Districts must record club officer training corrections by May 31.

Please share this report with your entire club. If your club has misplaced its Distinguished Club Program/Club Success Plan booklet (Catalog No. 1111). (Visit www.toastmasters.org and click "Get Forms & Docs" in the Member QuickLinks box on the right side of your screen then click Miscellaneous Educational Program Documents to download a copy.)

New Ralph C. Smedley Memorial Fund Brochure

Looking for year-end tax deductions? Think Toastmasters Smedley Memorial Fund! Type the following into your Web browser to see the new brochure and find out how you can contribute to the fund and extend the legacy of Dr. Smedley. <http://www.toastmasters.org/fupload/media/Smed.Mem.Fund%20Brochure.pdf>

For more information about tax deductions for U.S. Toastmasters type the following into your Web browser <http://www.toastmasters.org/fupload/media/2005TaxDeductions.pdf>

QUICK DIRECTORY

- ▶ *Questions about how to start a new club?*
newclubs@toastmasters.org
- ▶ *Need to change your mailing or e-mail address?*
addresschanges@toastmasters.org
- ▶ *Need help related to your club's officers?*
clubofficers@toastmasters.org
- ▶ *Have questions about an award application?*
educationawards@toastmasters.org
- ▶ *Need your password to access the online processes?*
lostpassword@toastmasters.org
- ▶ *Have a membership-related problem or missing your magazine?*
membership@toastmasters.org
- ▶ *Questions about dues renewals?*
renewals@toastmasters.org
- ▶ *Need some help with your club's statement?*
statements@toastmasters.org
- ▶ *Want to submit club bylaw amendments or questions?*
clubbylaws@toastmasters.org
- ▶ *Want to place an order?*
supplyorders@toastmasters.org

Still not sure? Visit the Contact Us section of the TI Web site or e-mail tminfo@toastmasters.org.

Useful tools for your club are available on the TI Web site:

- ✓ Update your club's bylaws
- ✓ Submit education awards online
- ✓ Add/update club officers
- ✓ Pay dues renewals
- ✓ Add new members
- ✓ Update club meeting time/ place info
- ✓ Check DCP progress
- ✓ Order supplies and recognition items via the store

Club officers are encouraged to visit the Web site now to take advantage of these efficient tools to conduct business with WHQ!

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meetings for both speech and leadership projects, but allow less time for each evaluation. Whatever the club decides, you should make it known to those joining your club.

3. **Educate mentors.** Your club should assign every new member a mentor. A mentor is an experienced member who helps the new member prepare the first few speech assignments. Now a mentor's role includes helping new members with the first few projects in the *Competent Leadership* manual. Make sure mentors are familiar with the manual and willing to assist members with its various projects.
4. **Track progress.** World Headquarters will be producing charts and forms that clubs and members can use to monitor progress in the manual. When members complete all 10 projects in the manual, they may apply for the Competent Leader award. They'll receive a certificate and World Headquarters will send a letter to their employer about their accomplishment. Beginning in July 2006, this award will be incorporated into the 2006-07 Distinguished Club Program, so your club will receive credit toward Goals 5 or 6 when members achieve the award.
5. **Include the manual in your "sales pitch."** When guests visit your club, most likely you emphasize how Toastmasters can help them improve their presentation skills. You may even show them the *Competent Communication* manual and discuss some of the projects in it. But many people are interested in improving their leadership skills. Now you can promote the leadership training Toastmasters offers. Show them the *Competent Leadership* manual and explain how the manual will help them learn such valuable leadership skills as listening, critical thinking, planning, implementing and team building. You also can promote the manual in your community or company, emphasizing the leadership training available from your club.

The new Competent Leadership manual is a great opportunity for your club's members and a new marketing tool for your club. Make the most of it!