



UC Oracles Toastmasters Club 4292

Toastmasters New Member Guide 2021

WHERE LEADERS ARE MADE



WELCOME!

We are excited and honored to have you as a member of UC Oracles Toastmasters. Whether you are preparing for a speech, wanting to develop your leadership skills, working towards becoming an effective public speaker, fine-tuning your presentation skills, or simply seeking a friendly environment to mingle with colleagues, UC Oracles is the place for you.

In 2001, a group of UCSF staff, faculty, and students created UC Oracles to expand professional development opportunities at the Parnassus campus. We realize and appreciate that each of our members has a unique story and incentive for joining Toastmasters. To meet the needs of each member, UC Oracles Toastmasters operates under the premise of fostering a supportive environment for members to cultivate their professional development, public speaking, and leadership skills.

We invite you to be as actively engaged in the group and club activities as you desire. We are always seeking volunteers for one of many weekly meeting roles so watch out for volunteer requests. Our officers are also here to help you navigate the Toastmasters educational program called Pathways.

Feel free to contact any of us with questions or comments.

Thank you again for joining UC Oracles Toastmasters. We look forward to seeing you at our meetings!

All the best –

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Sean Rowland, *Secretary/Web Master*
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*UC Oracles Officers, July 2020-June 2021

<https://ucoracles.ucsf.edu/>

<https://www.toastmasters.org/>

Start Your Journey with UC Oracles

1. Attend Meetings

- Attend meetings as regularly as possible. You will learn how to participate in meetings and learn from others in a supportive environment.

2. Connect with the VP of Education (VPE)

- Receive information about being assigned a mentor and how to get started in the Toastmasters Educational program called Pathways.

3. Prepare your first speech

- The Icebreaker speech is the first project in Pathways and it's never too soon to give your first speech!
- Review your speech with your mentor and ensure that you are enrolled in the Pathways Program for credit.
- Contact the VPE to schedule your first speech if you joined between the meeting role call out email sent in late June, Aug, Oct, Dec, Feb, and April.

4. Respond to the call for roles every 2 months

- The VPE will send a call for meeting participation and roles; meeting roles that are great to begin with are: Timer, Ah Counter, Word of the Day, and Thought of the Day.

5. Participate in Table Topics

- Practicing impromptu speaking allows you to effectively think on your feet and to articulately speak with composure and confidence.

6. Just do it!

- Get involved and have fun with Toastmasters!

Do not hesitate to reach out to any of the Club Officers at any time if you have questions. We are here to help!

— Toastmaster's Promise —

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

- To attend club meetings regularly (*as possible*);
- To prepare all of my speeches to the best of my ability, basing them on projects in the Pathways 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 (*if you are interested*);
- To treat my fellow club members and our guests with respect and courtesy; and
- To maintain honest and ethical standards during the conduct of all Toastmasters activities.

**The goal is not to
be perfect by the end.
The goal is to be
better tomorrow.**

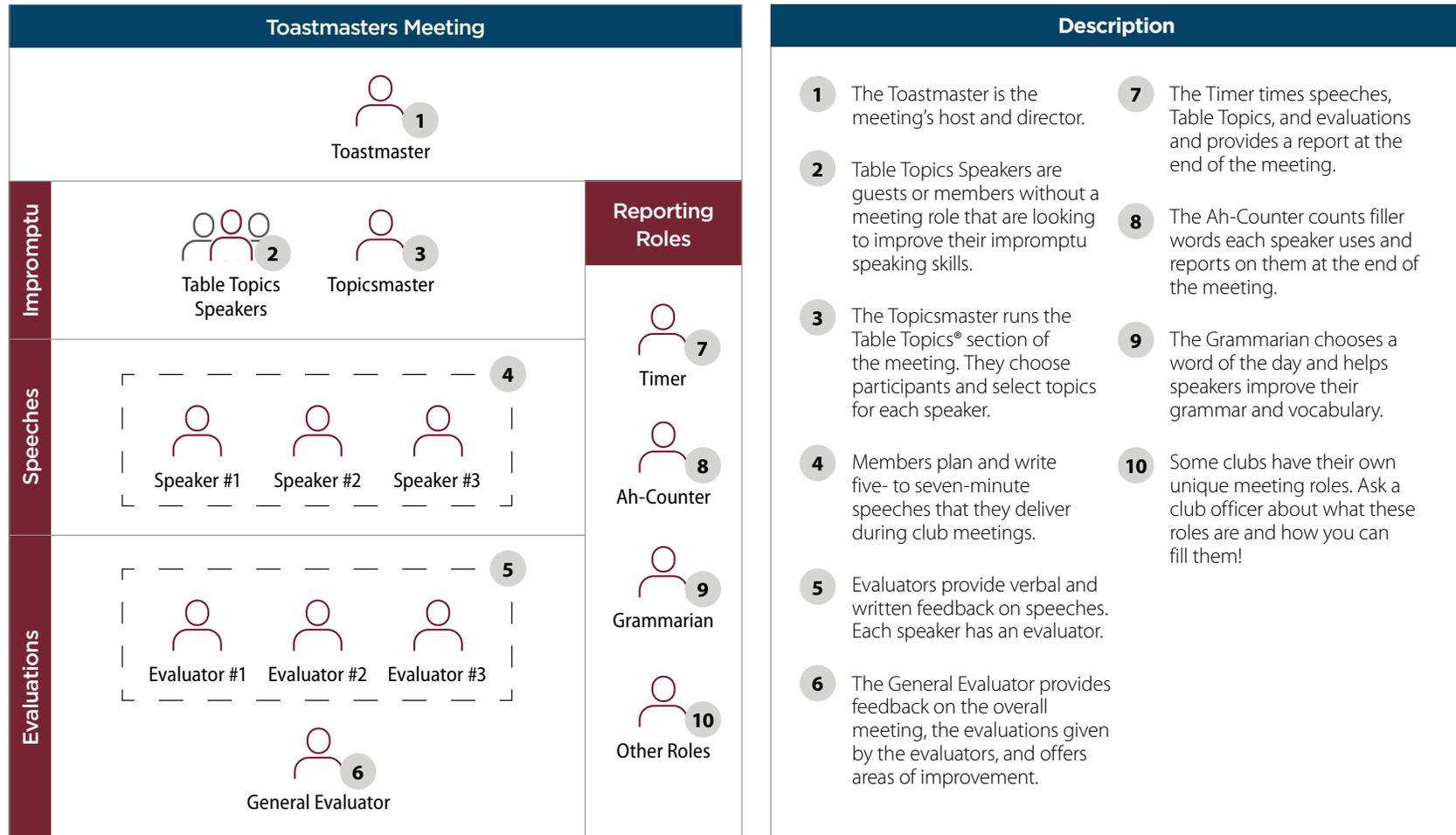
— *Simon Sinek,*
author and marketing expert

TOASTMASTERS
INTERNATIONAL

Goal-setting Quotes



Anatomy of a Toastmasters Meeting



Participating in Meeting Roles

As a member, you may volunteer or be assigned to fulfill any of these roles at the meeting.

Each of the roles are valuable to your learning experience and provide you with an opportunity to hone your communication and leadership skills. Read through the descriptions of roles at UC Oracles below to familiarize yourself with the meeting structure:



Feel free to reach out to the VP of Education for more information or to be paired with a mentor to help you prepare for roles. Great roles to start with are indicated by an asterisk, more details on the roles can be found at the UC Oracles website:

ucoracles.ucsf.edu

Sample Meeting Agenda



- 12:05 Calls Meeting to Order (Sergeant at Arms)**
- 12:06 Welcome and Introductions (President)**
- 12:08 Toastmaster begins the meeting**
 - Toastmaster of the Day (2 minutes or less)
- 12:10 Toastmaster Introduces the functionaries:**
 - Word of the Day (1 minute or less)
 - Thought of the Day (1 minute or less)
- 12:13 Toastmaster Introduces the Speaker**
 - Speaker 1: Speech Title, Pathway, Ice Breaker, (4-6 minutes)**
- 12:20 Speech Evaluation (1 minute)**
- 12:22 Toastmaster Introduces the Table Topics Master**
- 12:42 Toastmaster Introduces the General Evaluator**
 - General Evaluator calls for reports:
 - Speech Evaluator for Speaker 1 (2-3 minutes)
 - Ah Counter (2 minutes or less)
 - Grammarian (2 minutes or less)
 - Timer (2 minutes or less)
 - GE provides meeting evaluation (3 minutes or less)
- 12:57 GE Returns Control to the Toastmaster**
- 12:58 Toastmaster Returns Control to the President**
- 12:59 Presidents' Closing Remarks**

Participating in Leadership

Membership in UC Oracles Toastmasters Club gives you the opportunity to strengthen and improve your speaking skills and to hone your leadership abilities. Every fiscal year (July 1 – June 30) new officers are elected for the Club. Participating in leadership is purely voluntary. Here are the following elective positions with a general description of their responsibilities:



Note: Apart from the elective positions, a Webmaster is appointed to manage and maintain the Club's website.
 Ref: https://soctm.toastmastersclubs.org/Toastmaster_Club_Officers_Roles_and_Responsibilities.html



Member Quick Start Guide

Access Pathways

1. Start Page: <https://www.toastmasters.org/start-pathways>
2. Username: your toastmasters.org email
3. Password: your toastmasters.org password
 - a. If first time or can't remember, click "Forgot password?"

Choose Your Path

1. Click *Continue to Path Selection*.
2. Click *Take Your Assessment* from the *Base Camp* box.
3. Select your language, then click *Start*.
4. Complete the assessment and order your path.

Note: You'll be able to access your path within 1 hour of placing your order.

Access Your Path

1. Click *Log in as a Member* in the *Access my path through Base Camp* box.
2. Click *My Education Transcript*.
3. Click *Open Curriculum* next to your Path.
4. Click *View Details* next to Level 1.

Launch Your 1st Project: The Ice Breaker

1. Access your path.
2. Click *Activate* next to Icebreaker, then *Launch*. (It will open in a new window.)
3. Follow the on-screen instructions to review the material and prepare your speech.
4. Schedule your speech with your club's VP of Education
5. Print the project evaluation resource and bring to the meeting for your evaluator.

Complete Your Ice Breaker to Unlock Other Projects

1. *Launch* your Icebreaker.
2. From the menu at the bottom, select *Assess Your Skills - After*
3. Complete the self-assessment.
4. You will now see *Activate* next to the other projects in your level.

For more pathways information, visit [d4tm.org/pathways](https://www.toastmasters.org/pathways)

[Getting Started on Pathways in 5 Minutes](#) (video)
https://www.youtube.com/watch?v=4TwtweIQ_WA&feature=youtu.be