



**UC Oracles Toastmasters Club 4292**

# **Toastmasters New Member Guide 2022**

**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 in their quest to be better leaders and speakers.

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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\*UC Oracles Officers, July 2021-June 2022

<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 speak articulately 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 any 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

## 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:

<p><b>Ah-Counter:</b></p> <p>The purpose of the Ah-Counter is to note any word or sound used as a crutch by anyone who speaks during the meeting. Words may be inappropriate interjections (“and”, “well”, “but”, “so” and “you know”). Sounds may be “ah, um or er” or a repeated word or phrase such as “I, I” or “This means, this means” and tongue clicks. These words and sounds can be unpleasant to listeners and distract from your message. The Ah-Counter role is an excellent opportunity to practice your listening skills.</p>	<p><b>Word of the Day/Grammarian:</b></p> <p>The WM introduces a new word to members and encourages them to use the word during the course of the meeting. As the Grammarian throughout the meeting: listen to everyone's word usage, write down any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar or malapropisms) with a note of who erred.</p>	<p><b>Thought of the Day:</b></p> <p>The Quote/Joke Master will provide the club with a quote, joke or both. An inspiring quotation or amusing joke can set the tone for the day's meeting.</p>
<p><b>Timer:</b></p> <p>The Timer is responsible for keeping track of the time for each timed portion of the meeting: table topics, prepared speeches, and evaluations. Gives timing signal to speakers and evaluators: Green=met minimum time required, Yellow=time to start wrapping up, and Red=met maximum time requirement with an extra 30 seconds before the speaker/evaluator is disqualified.</p>	<p><b>Table Topics Master:</b></p> <p>The Table Topics Master prepares topics (based on the theme, if desired) for the attendees to respond to as an exercise in impromptu or extemporaneous speaking. This also gives the members or guests who are not assigned a speaking role the opportunity to speak for 1-2 minutes.</p>	<p><b>General Evaluator:</b></p> <p>The General Evaluator has two roles: the first is to call for the reports from the meeting functionaries: Speech evaluator, Ah counter, Grammarian, and Timer. The second is to give an overall evaluation of what took place in the meeting and give observations and suggestions to help ensure the club is meeting the goals and the needs of each member.</p>
<p><b>Toastmaster:</b></p> <p>The Toastmaster is the meeting's director and host. The TM sets the tone for the meeting and may choose to have a theme for the meeting. The TM also prepares the agenda and ensures that the participants are prepared for the meeting.</p>	<p><b>Speech Evaluator:</b></p> <p>The purpose of evaluation is to help people develop their speaking or leadership skills in various situations. By actively listening, providing reinforcement for their strengths and gently offering useful advice, the speech evaluator motivates members to work to improve on the next speech/es.</p>	<p><b>Speaker:</b></p> <p>The speaker prepares a speech using guidelines from the appropriate Pathway and delivers the speech to meet the speech objectives. Preparation includes writing, reviewing speech with your mentor, and practicing the speech.</p>

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 the roles.

More details on the roles can be found at the UC Oracles website: [ucoracles.ucsf.edu](http://ucoracles.ucsf.edu)

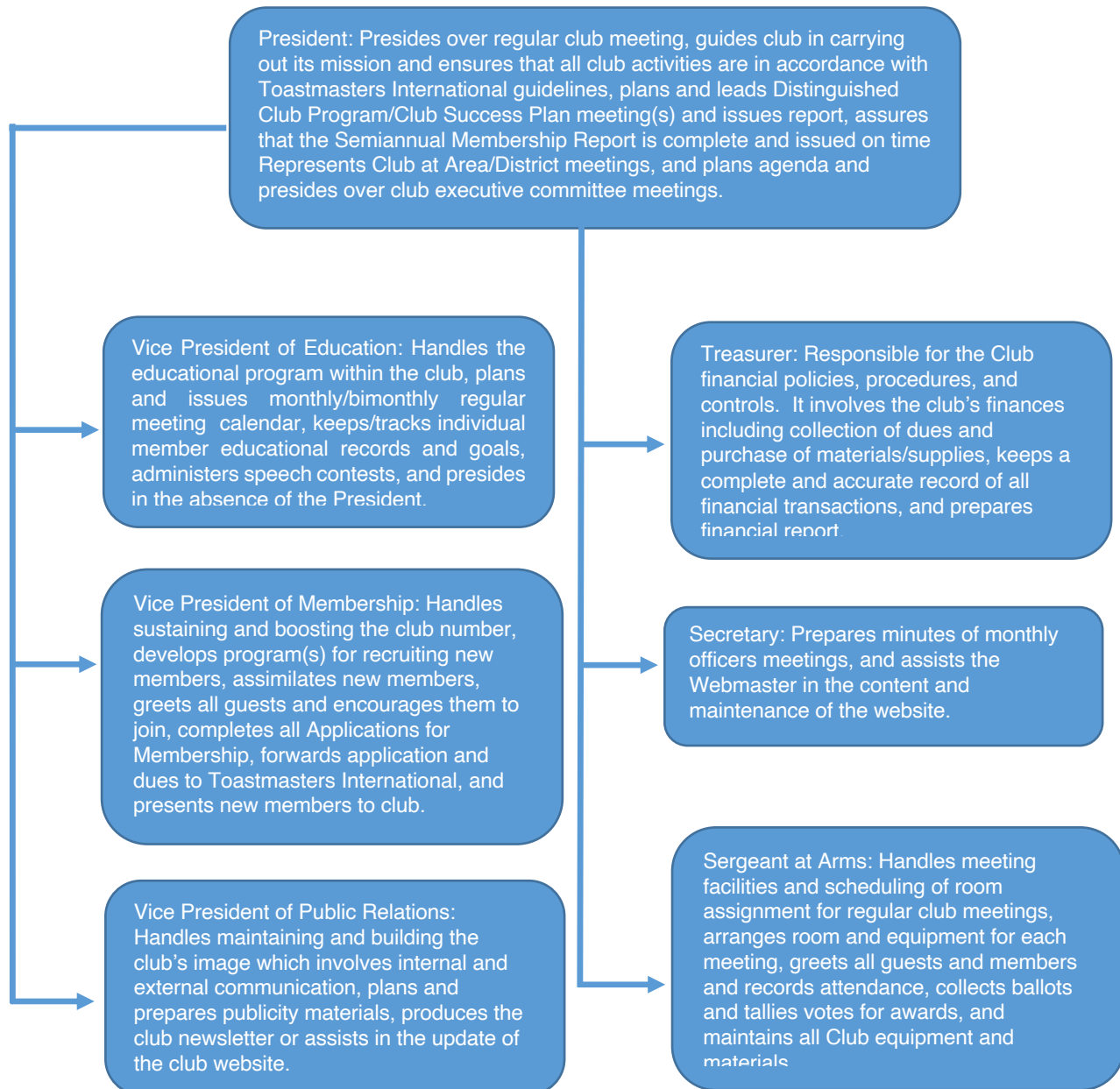
## Sample Meeting Agenda



- 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](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://d4tm.org/pathways)

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