



*Welcome to Exchange Park Toastmasters!* The following is a brief guide to some basic information that every new member needs to know.

**DUES** include a one-time \$20 new-member fee, plus \$9.5 per month dues, prorated based on the month you join. Membership is renewed every six months for \$57. The one-time new member fee covers a New Member Kit, which includes manuals and other materials to help you get started and provide guidance as you work toward your goal of becoming an accomplished and confident public speaker.

**WEBSITE** – [www.ExchangeParkTM.org](http://www.ExchangeParkTM.org)

The Home Page is our major tool for providing information about our Club. There you'll find:

❖ ***SPEAKING SCHEDULE***

The Schedule indicates who will perform each role at each meeting. The Vice President for Education prepares the schedule every six weeks and will contact every member to get input before finalizing the schedule. The bottom of the schedule explains all of the abbreviations used (TM, GE, GR, E1, etc.)

❖ ***MEMBER CONTACT LIST***

❖ ***OFFICER LIST***

You can phone or email any officer, and they will be happy to answer your questions.

❖ ***OFFICER AND MENTOR DUTIES***

These are great opportunities to serve others while honing your own leadership skills.

❖ ***MEMBER PROGRESS & CLUB PROGRESS***

Click on "Member Progress" to see your progress toward awards. Click on "Club Progress" to see where the club is in our quest to be a President's Distinguished Club, the highest possible award a club can achieve, which is our goal every year.

***EMAIL COMMUNICATION*** – [ExParkTM@googlegroups.com](mailto:ExParkTM@googlegroups.com)

When you join Exchange Park Toastmasters, our webmaster will add your name to our email list on Google Groups (ExParkTM). You will then be able to send messages to all members and receive all emails any other member sends to the entire group. Using this group address makes it easy to contact everyone if you are the next meeting's Toastmaster and want to send out the agenda to all, or if you are looking for a replacement for a role you can't fulfill.

If you have additional questions, just call any of the officers or one of the following experienced members who will be happy to assist you.

Richard Small, President  
Tina Balderama Kubicek, VP Membership

[richardsmall@att.net](mailto:richardsmall@att.net)  
[ebKubicek@gmail.com](mailto:ebKubicek@gmail.com)

## EFFECTIVE SPEAKING TIPS

- It's a Toastmasters convention to begin your speech with "Mr./Madam Toastmaster, Fellow Toastmasters, and Guests (if any are present)."
- For a more powerful opening, begin with a one or two sentence "grabber" which states your main point before saying, "Mr/Madam Toastmaster" etc.
- Even if you feel you have not had enough time to prepare for your speech, do not apologize and set low expectations. Just do your speech. It will be fine.
- Some advanced speakers move away from the lectern during the speech or deliver the entire speech from in front of the lectern. You can experiment with this.
- At the end of your speech, take a step back, look at the Toastmaster and say "Mr. (or Madam) Toastmaster." This signals that your speech has ended.
- Never conclude a speech by saying "Thank you." (The audience should thank you!)
- Wait for the Toastmaster to walk to the lectern and shake hands before returning to your seat.

## MEMBERSHIP RESPONSIBILITIES

- Attend meetings as often as possible, even if you don't have an assigned role. Every speaker needs an audience, and you can gain a lot from being a Table Topics speaker when you don't have an assigned role.
- Make every effort to arrive on time. Late arrivals can distract the speaker.
- Turn off or mute electronic devices such as beepers, cell phones, and watch alarms before the meeting.
- Listen attentively to fellow members and provide honest evaluations and suggestions for improvement when called upon.
- Fulfill all assigned roles or find a replacement as quickly as possible when you're unable to fulfill them.
- Inform the VP of Education about your availability when he or she is compiling the schedule.
- Prepare fully for all assignments and observe prescribed time limits when giving presentations at meetings.
- New members: Ask the VP of Education or the VP of Membership to assign a mentor who can coach you and help you reach your speaking goals.
- Uphold the club's reputation for hospitality and diversity.
- Invite and welcome guests and recruit new members.
- Serve as a club officer when possible.
- Have fun and get to know your club members!

## CLUB ETIQUETTE

- Successful meetings are a result of planning and coordination among the meeting participants.
- Someone should always be in control of the meeting. Don't leave the lectern unattended.
- The member in control of the meeting leads the applause for the next speaker.