

FREQUENTLY ASKED QUESTIONS

What is Toastmasters?

Toastmasters International is a worldwide organization that helps its members improve communication and leadership skills

When/Where does the club meet?

For Prescott, Prescott Valley, and Chino Valley campuses/centers, the local Toastmasters meet at the Northern Arizona VA Health Center every Thursday from 12 to 1 p.m. at 500 N. State Route 89, Building 161, Room 245A in Prescott.

For Sedona and Verde Valley centers, the local Toastmasters meet at the Cottonwood Village Retirement Center every Monday from 12 to 1 p.m. at 201 E. Mingus Ave. in Cottonwood.

Sedona Center employees can also participate in Toastmasters at the Sedona Community Center every Tuesday from 7 to 8 a.m. at 2615 Melody Ln. in Sedona.

Do I need to register to attend?

No, this is not a class or formal training. Just get supervisor approval and attend any club meeting.

Do I need to bring anything?

Just your enthusiasm! And your lunch if you want to eat.

How many times can I attend as a guest?

As many times as you would like. Being a guest and observing with limited active participation is free and unlimited, although if you want to really improve becoming a member is best.

Is this a training with an instructor?

There is no instructor in a Toastmasters meeting. The club will have elected club officers present and a Toastmaster who facilitates the meeting. You learn by practice and pushing yourself to try new roles. There are no formal lectures, tests or grades.

How do I become a member?

Step one, get supervisor approval if attending during work hours. Step two, attend a meeting and collect paperwork. Step three, pay dues and attend regularly.

How much does it cost?

The cost will be incurred by Yavapai College with the approval of your supervisor to participate as a member. Every six months (September and March), it is \$45.00 international dues and \$10.00 club dues = \$55.00 total. If you are brand new to Toastmasters, the first payment will include a \$20.00 one-time new membership fee.

Can I attend during my work hours?

You will need to work with your supervisor to flex your hours or take time off to attend a Toastmaster's Group that meets during your work hours. The college is investing in your development by funding the membership dues. You will need to invest by giving your own time for meeting attendance and for preparation for meetings.

What if I can't attend every single week?

If you are unable to attend every meeting, that is okay. Attend as much as you are able but we recommend at least every other week (twice a month) to see growth.

How do I improve my speaking skills?

Practice. As a member, you will prepare on your own time and deliver during a scheduled meeting a speech of your choosing. You will then be formally evaluated on your progress toward meeting your speech objectives. You also can improve your spontaneous speaking abilities through participation in table topics.

What is Table Topics?

Table Topics is the portion of the meeting where the Topicsmaster provides members the opportunity to improve their spur-of-the-moment speaking abilities.

How do I improve my leadership skills?

By performing functionary roles (timer, vote counter, general evaluator, toastmaster, grammarian, Topicsmasters, Ah counter, prepared speaker, prepared speaker evaluator), taking an officer position (President, Vice President of Education, Membership Coordinator, Public Relations Officer, Secretary, Treasurer, or Sergeant at Arms), and/or attend/participate in district level trainings and events.

What is the function of the Timer?

The timer is responsible for monitoring time and emphasizing the importance of time to everyone. The timer times each speech and evaluation, and reports when called upon. The timer operates the timing device, which indicates to the speaker how long he or she has been talking.

What is the function of the Vote Counter?

At each meeting the club members will vote on the individual they feel best met their speaking objective(s). The vote counter will then tally the results at the end of the meeting and provide the results to the Toastmaster.

What is the function of the General Evaluator?

The General Evaluator evaluates everything that takes place during the meeting so that the club meetings can continually improve. In addition, the General Evaluator is responsible for the speech evaluators, making sure they know their responsibilities as evaluators, and for the timer, grammarian, and Ah-Counter. Normally an evaluator is assigned to each speaker. The General Evaluator must make sure each evaluation is brief yet complete.

What is the function of the Toastmaster?

The Toastmaster of the meeting acts as a friendly host and leads the meeting. He or she enthusiastically introduces the speakers and other participants, creates a pleasant atmosphere, and tactfully keeps the meeting on time.

What is the function of the Grammarian?

The grammarian introduces a new word to members and encourages its use, and, when called upon to give their final report, cites examples of members' outstanding language use or misuse during the meeting.

What is the function of the Topicsmasters?

To facilitate the Table Topics™ portion of the meeting. During this section the Topicsmaster gives each member a subject, and the member gives a one- to two-minute impromptu response. Table Topics™ requires members to think and speak "on their feet".

What is the function of the prepared speaker?

To improve their speaking ability through practice. Based on the selected projects objectives, the speaker creates a speech of their choosing. This is meant to help the speaker expand themselves, and share their knowledge of various topics with their club members.

What is the function of the prepared speaker evaluator?

The speech evaluator gives a written evaluation based on the form provided with each speech project and gives a verbal evaluation after the speech. The purpose of the evaluation is to make the member less self-conscious and a better speaker. The evaluation should include positive encouraging comments, and helpful suggestions about what could be done more effectively. Constructive evaluations are critical to members' success and helps the evaluator improve active listening and speaking skills themselves.

What is the function of the Ah Counter?

When speaking, some people use "crutch" words or fillers such as "ah," "um," "you know," "so," etc., or they repeat a word or phrase, saying, for example, "I, I said..." or "This means, this means..." These words and sounds can be annoying to listeners. The Ah-Counter notes these words and sounds and politely uses the agreed upon method to help the speaker immediately become aware of them.

Where do the speech projects come from?

As a new club, members currently have two (2) options to progress through the Toastmasters International program. You can follow physical books which walk you through different objectives, such as using body language or vocal variety OR you can follow the newly developed online more tailored approach. For more information please speak with a current member.

What is the role of the President?

To provide direction for the club, be a liaison between district and club leadership, preside over all club and officer meetings, establish a club climate that is supportive, stimulating, and rewarding, and support/provide guidance to other club officers.

What is the role of the Vice President of Education?

Second highest-ranking officer. Coordinator of club mentor program. Generates club agenda. Provides periodic educational speeches. Facilitates members smooth progression through Toastmasters International program and submits completed educational certificates to International for processing.

What is the role of the Membership Coordinator?

Coordinates and monitors membership building initiatives. Help process new member paperwork. Present members with educational awards.

What is the role of the Public Relations Officer?

Widely publicize the club and any events. Network with community members and organizations to generate support and boost interest in the club.

What is the role of the Secretary?

Maintain an accurate membership roster. Help process new member paperwork. Submit required reports to Toastmasters International twice yearly. Provide meeting minutes as requested by the President.

What is the role of the Treasurer?

Keep financial records and prepare the club budget. Manage club dues and work closely with the Secretary to submit required reports/dues at least twice yearly.

What is the role of the Sergeant at Arms?

Arrange the meeting location – set up materials. Ensure club equipment is working and available. Notify the club Secretary or other appropriate officer when club paperwork is getting low.

What is a DTM?

DTM stands for Distinguished Toastmaster. This is the highest level that can be awarded to an individual and requires that member to work through several speeches and leadership projects