



Club No. 5593, Area 19
Monaro Division, District 70

QUEANBEYAN TOASTMASTERS NEWSLETTER

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JULY 2003**

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WHY JOIN TOASTMASTERS

From

Queanbeyan Toastmasters Web Site

<http://www.qtoastmasters.ace-hosting.com.au/>

We all join Toastmasters with different needs.

Greg's wife told him to join a club & get out more now she wants him home!

Margaret wanted to speak well at a family reunion. She made an impression on us, and she really impressed her family.

John was presenting at a Trade Expo. He joined Toastmasters 3 months beforehand to help overcome his nerves. He credits his success at the Expo to his Toastmasters training and his careful preparation of his subject matter.

So why join Queanbeyan Toastmasters?

As Rachael puts it; "I certainly can't deny the fact that the support and encouragement I receive from the many club members has been an important factor in my achievement so far."

"And it's fun!"

IMPORTANT DATES

MONARO DIVISION

Table Topics and Humorous Speech Contest

When Saturday 18th October 2003

Where Southern Cross Club Tuggeranong

Host Tuggeranong Toastmasters Club

AREA 19 COUNCIL MEETING

When Saturday 27th July, 4 to 5pm

Where Seminar Room, Italo-Australian Club

Franklin Street, Forrest

The Seven "C"s of Success

If you have ever listened to a motivational speaker at a seminar or conference you would have noticed that the theme or message is generally constant.

It might be called the seven C's

1/ Clarity. Be clear on who you are, what you believe in and what you want.

2/ Competence. You can't climb to the next rung on the ladder until you are excellent at what you do now.

3/ Constraints. Most obstacles to success come from within. Work out what is holding you back and deal with it NOW !!

5/ Creativity. Tap into your creativity, whatever it is, once you find what you're exceptionally good at, put it to good use in driving you forward.

6/ Courage. Convince yourself that you have the courage to succeed.

7/ Continuous Learning. The day you stop learning is the day you stop breathing.

CLUB MISSION

The mission of a Toastmasters Club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop and practice communication and leadership skills, which in turn foster self-confidence and personal growth.

QUEANBEYAN CLUB MISSION

All of the above, and make it fun!

WELCOME TO QUEANBEYAN TOASTMASTERS CLUB



Wel- **Welcome!** come to all visitors and guests visiting the Queanbeyan Toastmasters Club.

We hope you enjoy the meeting. Please feel welcome to join us again at a future meeting.

Be Proud Stand Tall Dare to Dream
Toastmasters District 70 2003/2004

All About Toastmasters

How Toastmasters works.

At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. A typical Toastmasters club is made up of 15 to 20 people who meet two times a month for about two hours.

Each meeting gives everyone an opportunity to practice:

- Conducting meetings. Meetings usually begin with a short business session which helps members learn basic meeting procedures.
- Giving impromptu speeches. Members present one-to two-minute impromptu speeches on assigned topics.
- Presenting prepared speeches. Three or more members present speeches based on projects from the Toastmasters International Communication and Leadership Program manuals. Projects cover such topics as speech organization, voice, language, gestures, and persuasion.

Offering constructive evaluation

Every speaker is assigned an evaluator who highlights the speakers strengths and offers suggestions for improvement.

- Offering constructive evaluation. Every prepared speaker is assigned an evaluator who points out speech strengths and offers suggestions for improvement.

The Tools You Use.

Upon joining a Toastmasters club, each new member receives a variety of manuals and resources on speaking. Members also have access to other books as well as audio and video cassettes on speaking and leading. They also receive the award-winning The Toastmaster, a monthly magazine that offers the latest insights on speaking and leadership techniques.

Toastmasters and Leadership.

Leadership cannot be learned in a day. It takes practice. In Toastmasters members build leadership skills by organizing and conducting meetings and motivating others to help them. Club leadership roles and a leadership development program also offer opportunities to learn and practice. Just as Toastmasters members learn to speak simply by speaking, they learn leadership by leading.

Toastmasters produces results. Around the world more than three million men and women of all ages and occupations have benefited from Toastmasters training, and more than one thousand corporations, community groups, universities, associations, and government agencies now use Toastmasters training.

About Toastmasters International.

Toastmasters International is a non-profit organization governed by a Board of Directors elected by the membership. The first Toastmasters club was established on October 22, 1924, in Santa Ana, California, by Dr. Ralph C. Smedley, who conceived and developed the idea of helping others to speak more effectively. More clubs were formed, and Toastmasters International was incorporated under California law on December 19, 1932.

Toastmasters International's business and services are administered by its World Headquarters, located in Rancho Santa Margarita, California. It employs no paid promoters or instructors. It has no salaried staff except the Executive Director and World Headquarters staff, who provide services to the clubs and Districts.

SERGEANT AT ARMS ROLE

Grant Keedle CTM

There are several sources of information as to what the Sergeant-at-Arms (SAA) does at each of the meetings. These include the Communication and Leadership

Manual (part of new members kit), the SAA manual presented to each SAA at the start of their term, and talking to people who have completed the role.

Having started my second term as SAA at QBN, I have noticed that some parts of the role are easier than others.

Here are some of the things to be done.....

Club equipment

You are responsible for looking after the club equipment in addition to what ever personal Toastmasters material you have. Like the lectern, timing lights and gavel. And ensuring that they arrive at each meeting.

Opening the venue

Easy to do if you have the key and alarm codes (like at Letchworth Community Centre), or the place is already open with staff around (eg Queanbeyan Kangaroos Club).

Setting up the venue

It depends on how much the room has to be re-arranged. If there are heavy items to be moved, then the SAA needs a hand, otherwise the meeting won't start at the scheduled time.

Opening the meeting

Easy (as long as the attendees aren't too raucous). All you do is bang the gavel on the lectern to grab the attention of everyone, announce the meeting open, and pass across to the Toastmaster for the evening.

Clearing up the venue

Similar comments as for setting up the venue, the ideal is to leave the room as you found it.

Closing the venue

As with opening the venue, it is easy to close up if you have the key and alarm codes.

Changing the venue

Use your favourite euphemism here. While the SAA is supposed to have the primary role of organising the venue, they are like most other members of Toastmasters in having other commitments. So, when we changed venues during the last year, several of the club members approach many organisations (clubs, council, churches, etc) to see what was available. Then all the club members have to be informed of the change.

Where have we met?

Since I joined in mid 1999, we have met at the following venues.....

Royal Hotel Queanbeyan, Marco Polo Club Queanbeyan, with the club executive meeting at the Queanbeyan Leagues Club Queanbeyan Kangaroos Club, Queanbeyan RSL Memorial Bowling Club, Walsh's Hotel (once), Queanbeyan Hotel (once), Cafe on corner of Crest Road and Uriarra Road (once), Joint meetings with Weston Creek Club at the "Irish Club" Letchworth Community Centre

Contests

You often have a special role at contests. An example includes escorting contestants into and out of the competition area for Table Topics and Evaluation contests.

Holidays

You need to ensure that the venue is opened, and the equipment arrives at the meeting if you can't make it. You could try appointing a "deputy" for this period.

Summary

I have found the hardest part of this role to be changing venues.

WHY I CHOSE TO DO VPPR IN 2002/2003

Anna Boots ATMS

To summarise this question briefly I would have to say my only goal as VPPR was to prepare a monthly newsletter for the duration of my term, which I achieved all bar one!

In addition to preparing the newsletter I assisted Judith Dorrell, our immediate past area governor with some promotion in the Queanbeyan Age about our club, such as our information evening presented by Greg Murray (presented not once but twice), and promotion of the Jerra club that our club's sponsoring.

There are many other activities one could do in this role such as preparing club brochures, business cards, promotions at shopping/community centres, encouraging 'bring a friend' nights to assist with membership, doing radio interviews etc etc, but I chose to remain with my main goal of preparing a monthly newsletter.

In preparing the newsletter I aimed to provide:

- information about forthcoming activities, contests, educational events, conferences, seminars
- stories from the members about what people gained from Toastmasters
- information to help prepare speeches, evaluations or perform one of the other roles important at club meetings and
- stories or interesting articles from members relevant to a communication and leadership organisation.

I enjoyed preparing the newsletter and I hope you enjoyed reading the newsletter and found it useful. Congratulations to John as this year's VPPR – enjoy the role.



QUEANBEYANS REPORT CARD

**TOASTMASTERS INTERNATIONAL
DISTINGUISHED CLUB PROGRAM**

July 1, 2002 Through June 15, 2003

Clubs with at least 20 members OR
with net growth of at least five new members at June 30
which also do the following are eligible for TI recognition at year end

GOAL

- Achieve any five of 10 goals
- Achieve any seven of 10 goals
- Achieve any nine of 10 goals

RECOGNITION

- Distinguished Club
- Select Distinguished Club
- President's Distinguished Club

CLUB: 5593

DISTRICT: 70

DIVISION: M

AREA: 19

MEMBERSHIP BASE: 28

MEMBERSHIP TO DATE: 26

(* = Goal has been Achieved)

	GOAL	ACTUAL	ACHIEVED
(1) CTMs	2	2	*
(2) ADDITIONAL CTMs	2	0	
(3) ATMs	1	1	*
(4) ADDITIONAL ATMs	1	3	*
(5) CL, AL, or DTM	1	1	*
(6) ADDITIONAL CLs, ALs, or DTMs	1	1	*
(7) NEW MEMBERS	4	4	*
(8) ADDITIONAL NEW MEMBERS	4	1	
(9) OFFICERS TRAINED (BOTH REQUIRED)			
JUNE-AUGUST	4	6	
and DECEMBER-FEBRUARY	4	5	*
(10) SUBMITTED ON TIME (BOTH REQUIRED)			
OCTOBER or APRIL SEMI	1	2	
and OFFICER LIST	1	1	*

TOTAL GOALS ACHIEVED TO-DATE: 8

Queanbeyan is officially a Select Distinguished Club for 2000/2003

with 8 out of 10 goals achieved.

WELL DONE QUEANBEYAN

EDITOR'S NOTES

Queanbeyan is officially a Select Distinguished Club for 2000/2003 with 8 out of 10 goals achieved. Well done Queanbeyan.

As you are well aware Queanbeyan Toastmasters has always strived to be an extremely successful and enjoyable club, always ready to welcome new toastmasters. 2003/2004 will be another good year.

Ours is an organization dedicated to the individual. We work together to bring out the best in both ourselves and others and I will be following in Anna's footsteps and asking (saying no is not an option), for contributions for your newsletter.

John Graham VPPR

Your Club executive team for 1 July 2003 to 30 June 2004

- President: Rachael Nikolic
rachen@aps.gov.au
- VPE: Anna Boots
bootsa@ozemail.com.au
- Assistant VPE: Angelika Mauch
angelika.mauch@mail.volvo.com.au
- VPPR: John Graham
john@grahams.com.au
- VPM: Margaret Doughty
jwandma@bigpond.com.au
- Treasurer: Barry Wright
Barry220@ozemail.com.au
- Secretary: Malcolm Scott
mandjscott@optusnet.com.au
- Sgt at Arms: Grant Keedle
grant.keedle@abs.gov.au
- Webmaster & Immediate Past President:
Belinda Yates
belinda@graphicark.com.au

QUEANBEYAN TOASTMASTERS CLUB

*meet at the
LETCHWORTH COMMUNITY CENTRE*

Miller St, Queanbeyan

STARTING TIME 7PM

1st, 3rd and 5th Mondays

JERRABOMBERRA TOASTMASTERS

**meet at the
Jerra Community Centre**

**1st and 3rd Wednesdays
starting time – 7.30pm**

***Queanbeyan is the sponsoring club, so
come along and support
this new club "in-formation".***

**USEFUL WEBSITES FOR
YOUR INFORMATION**

District 70 website

www.d70toastmasters.org

**Toastmasters
International website**

www.toastmasters.org

**We now have our own club
website thanks to Belinda!!!**

www.qtoastmasters.ace-hosting.com.au

**MISSION OF
TOASTMASTERS
INTERNATIONAL**

The mission of a Toastmasters Club is to provide a mutually supportive environment in which every member has the opportunity to develop communication and leadership skills, which in turn fosters self-confidence and personal growth.

