



St. Alexius Toastmasters Club

Mentorship Checklist

Our 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 communication and leadership skills, which in turn foster self-confidence and personal growth.

First Meeting With New Member

New member profile and objectives:

- Establish the objectives the new member hopes to accomplish in this club
- Is public speaking part of the new member's job?
- What is the current skill level of the new member?
- Any specific fears of public speaking.
- Why did you choose to join a Toastmasters Club
- What can this club do to help you accomplish your goals?

Meeting Structure

- Discuss the different kinds of meetings and what occurs during each.
Business Meeting / Speechfest / General Meeting

- An overview of what happens in a meeting
 - Prayer or Invocation
 - An overview of the structure of a meeting
 - How we show encouragement (ex: applause)

- Forms : Discuss the following in detail
 - The voting and comment form.
 - * How do we vote?
 - * Who do we vote for? (speaker,evaluator, table topics toastmaster,evaluator)
 - * Who is eligible to receive a vote?
 - * How do you send a comment to a speaker or other member?
 - The general evaluator form
 - The form (grid) with assignments for each role of the upcoming meetings
 - The toastmaster form or meeting layout for the meeting
 - The business meeting agenda
 - The form used by the timer

- Roles of each meeting (please discuss the duties of each role in detail)
 - Ah Counter/Joke Master
 - WordMaster/Grammarians
 - Timer
 - Speech Evaluators
 - General Evaluator
 - Table Topics Master and Speakers
 - Parliamentarian
 - Toastmaster

- How to address the podium. Discuss how we formally address the member at the podium.
 - We say ‘Madam/Mister Toastmaster and fellow Toastmasters’
 - ‘Madam/Mister General Evaluator and fellow Toastmasters’
 - And guest’

Second Meeting With New Member

Club Details

- Club goals for the year.
 - Reference the Distinguished Club Program Goals
- State the Club Mission
- Two paths to take to achieve awards.
 - Communication Path / Leadership Path
- Toastmasters International. Describe what that is and explain how there are different levels.
 - Clubs here in Bismarck.
 - Clubs in the district
- Briefly talk about the levels that Toastmasters can take ie Governor
- Briefly talk about the Toastmasters Magazine
- Discuss the different types of Manuals
 - Competent Communicator / Competent Leadership / Advanced
- Discuss how the speeches in the manual build upon each other to enhance speaker’s abilities
- Toastmasters events outside our club. Example: Speech contests.

- What can our Toastmasters club offer to their members
- What are the different officer positions in the club and what do they do?

When you are a speaker for the day

- The responsibilities of the speaker
 - Information the Toastmaster for the day and Your Speech Evaluator for the day needs to know
 - * Your Introduction
 - * The time requirements
 - * The title of your speech
 - * The number of your speech
 - * The purpose of your speech
 - * Your objective including anything you want your evaluator to look for in your speech. Especially if you are working on a particular skill or trying to improve a certain area.
- How to approach and leave the lectern or podium.
 - Discuss how to not leave the podium unattended.
- The number and purpose of your speech

When you are Toastmaster for the day

- Go over a checklist for the Toastmaster
 - Prepare an invocation
 - Have introductions ready
 - Be prepared to talk while votes are being counted
 - Know the order of the meeting and how to call upon
 - Know the Theme for the meeting which is chosen by the Table Topics Master

How to use your Mentor

- Call upon your Mentor when assigned a newer or bigger role
- Whenever you have a question about Toastmasters as an organization
- Get ideas for upcoming speeches
- Use Your Mentor !