

Welcome to Gilbert!

A Resource for Transferring Toastmasters:

Differences between what you may be used to and what we do at Gilbert

If you notice any differences between your past experiences and what you see going on at Gilbert that are not covered here, please let the VPE know so that this resource can be updated.

- **Scheduling:** All functionary roles, including speaker slots, are assigned by the VPE four weeks in advance, based upon a rotating schedule, and are not filled on a voluntary basis. The VPE can adjust the rotation based upon dates you know you will be unavailable. Please email the VPE at vpe@gilberttm.com as soon as you know of an unavailable date.
- **Check the schedule each week** at www.gilberttm.com/schedule.html. If you should find your name on a date you are unavailable, please find your own replacement as far in advance as possible by emailing the club membership at GilbertTM@YahooGroups.com and keep the Toastmaster & General Evaluator for the week, as well as the VPE, informed of who you found as your replacement.
- **Standing ovations:** We give standing ovations for reaching milestones (CC, AC, DTM, CL, etc.) and for special events, such as completing an IceBreaker, being voted into membership, etc.
- **Meeting format:** Tabletopics first, followed by all speeches, followed by all evaluations. Additionally, the General Evaluator takes control of the meeting after the speeches have been completed and remains to close out the meeting, rather than returning control to the Toastmaster.
- **Publishing of speech projects and objectives:** Speakers need to provide their objectives to the VPE a week before presenting their speech for inclusion in the meeting program. The reason for this is so that membership can elect the "Speech of the Day" winner based upon the individual who best met speech objectives, rather than simply voting for the "better" speaker, as well as to enable the membership to comment on how well the speaker met their project objectives.
- **Topicmaster also serves as the ballot counter** for the awards. Acquire the certificates for the awards (Best Tabletopics Speech, Speech of the Day, Best Evaluation) from the Sergeant at Arms prior to the start of the meeting. Refer to current roster (from VPE) for the spelling of names.
- **Vicki Treckiak Spirit Award:** May be similar to "Spark Plug" award in other clubs. Vicki was a former member of our club who passed away suddenly and who epitomized the spirit of Toastmasters. Visit <http://www.gilberttm.com/Vicki.html> for more information about Vicki. The recipient of the VTSA is selected by the evening's General Evaluator. Acquire a certificate for this award from the Sergeant at Arms prior to the start of the meeting.
- **Tabletopics:** When answering a Tabletopics question, please stand and go to the front of the room, rather than remaining at your seat. Functionary reports may be given from the seat, but do stand for it.
- **Wordmaster:** We have a separate functionary to introduce the word of the day. We also have two separate grammarian and ah-counter functionary positions.
- **Speeches:** All speeches must be manual speeches or other Toastmasters International module speeches, & must follow timing requirements for the speech project, unless pre-approved by the VPE.
- **Mentoring:** We encourage members who are confident enough in their Toastmasters experience and communication and leadership skills to serve as mentors for new members.
- **Greeting:** Please greet each person at the meetings, especially our guests, and wear your nametag. Try to remember to use titles throughout the meeting, such as Mr./Mme. Toastmaster/Topicmaster/General Evaluator/etc. However, we don't tend to refer to each other by our Toastmaster designations (CC, AC, DTM, etc) on a regular basis, though it should be reflected accurately on our nametags.