

May 1999

Volume 1, Issue 1



# The Oracle

## Preparing for a New Toastmasters Year

By Jeff Bolognese, ATMB

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For most of us New year's day is in January. But for Goddard Toastmasters, it's time to start thinking about the upcoming Toastmasters new year, which begins July 1.

Over the next few months we'll be voting for new officers, preparing a new quarterly schedule, attending Toastmaster's Leadership Institute as well as our district and regional conferences. We'll also have opportunities to help in other Toastmasters educational activities over the summer such as Youth Leadership.

Quite a lot to look forward to.

We have a number of new members in our club which means new faces, fresh ideas, and new speeches. The overall theme of this newsletter is to acquaint new mem-

bers and reacquaint more experienced members with the structure of our club and meetings. Inside you'll find articles describing the duties of the various meeting assignments and tips on fulfilling those assignments. And since elections are coming up, the roles of club officers in Goddard Toastmasters are also described.

As you go through this issue you'll see that taking on new responsibilities at a meeting, or in the club aren't nearly as intimidating as you may think. You'll also see the opportunities for personal growth that Goddard Toastmasters can offer you.

### In This Issue

- You're the TMOD...now what?
- Duties of Goddard TM officers.
- The Importance of Time Management
- Helping SHARP Students

## So You Want to be Club President...

By Bill Pullen, ATMB

The office of president is the most important office in a Toastmasters Club. As president you provide the leadership and guidance the club needs to be a Distinguished Club.

You have overall responsibility for seeing that the club provides the positive, supportive environment its members need to fulfill their self-development goals. You see that the members participate in and

benefit from the Toastmasters educational program. When you are the club president you must set the standards for the member. You lead your club by promoting excellence. You preside over club meeting, Executive Committee meeting and conduct club business.

The President uses the Distinguish Club Program/Club Success Plan as a man-

*(Continued on page 2)*

## Club President

(Continued from page 1)

agement tool. He or she also attends the TLI training sessions for club officers. The president attends the Area and District Council meeting.

One of the key and most challenging duties requires preparing and submitting the semi-annual report to World Headquarters by April 10 and October 10. The president also exercises the club vote at Regional Conference and International convention, or tender proxy to the

district.

During the meeting the president conducts the business meeting. At the end of the meeting he or she thanks the guest for attending and invites them to come again.

The president recognizes those members who have earned CTM, ATM, or DTM awards or who have other recent accomplishments. He or she also inducts new members into the club.

## Thoughts on Time Management

By Paul McCeney, ATM

One thing to which I have become sensitive is the amount of time people use saying there isn't much time. At club meetings, at staff meetings, at reviews, and in listening to people generally, I never cease to marvel at the amount of time that is used to say that time is in short supply. To me the situation is analogous to the apocryphal story of the government agency that issued a memorandum on 8-1/2 by 11-inch paper to all employees announcing that there was a shortage of 8-1/2 by 11-inch paper for memoranda. If you are conducting a meeting that is extremely tight on time, why not keep the events of the meeting moving instead of periodically taking the time to say that there is not much time. You may be amazed at how much time this will give you for the productive events of your meeting.

I am reminded of the woman at one place where I worked who was always telling me how very busy she was. Whenever we met at work, it would be five or more minutes before I could diplomatically escape from her. If I

needed help or information from her for my own work, I knew I was in trouble before I started. It occurred to me that she probably went through her litany with everyone she met.

I checked with others who knew her, and my assumption was correct. No wonder she was so busy!! She spent so much time saying how busy she was that she didn't have time to do what she had to do. It is my opinion that, if you are truly busy and working effectively, you won't take time to say how busy you are; because, if you do, you know that that's not using your time effectively. And if you take time to tell *me* how busy you are, you're making ineffective use of *my* time, also. In fact, if someone has time to tell me how busy they are, I make a note that this person doesn't have much to do; and the next time I have a task to delegate (the more unpleasant the task, the better), I know exactly to whom I can give it.

Question: How much time did *you* spend today telling others how busy you are??



**“I never cease to marvel at the amount of time that is used to say that time is in short supply”**



## When You're Toastmaster of the Day...

*Adapted from the Toastmasters Club Management Handbook*

The TMOD of the meeting has the key role in the success of the meeting. Only through proper advance planning can this assignment be carried out effectively.

The primary duty of the TMOD is to insure a well-run meeting and act as a genial host to smooth the transition between program participants.

*This role should be assigned to a club member who has completed three manual projects.*

### Before the Meeting

Beginning a bout a week before the meeting, contact the program participants and remind them of their assignments. These include:

- Scheduled speakers
- Table topic master
- General evaluator (responsible for speech evaluators, timers, grammarian, and "ah" counter).
- Word of the Day
- Thought of the Day

If any participant is unable to fulfill an assignment, work with the education vice-president to arrange substitute speakers in advance, *not* at the meeting.

Obtain the necessary information to properly introduce each speaker (see "How to Introduce a Speaker" in the C&L manual). This

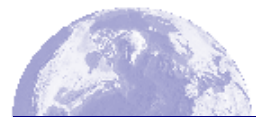
includes biographical data, speech title and theme, manual project number, and speaking time. Plan your introductions carefully, and schedule the program so it does not run overtime.

The TMOD is also responsible for writing and printing out the agenda. All participants and their roles should be listed. For the speakers, the speech title, the manual and speech number, and the speech objectives and time limits should also be listed on the agenda.

### At the Meeting

- Make sure all program participants are in attendance.
- Encourage speakers to talk with their evaluators before the program begins.
- Keep the meeting running *on schedule*. You have the authority to ask participants who have exhausted their allotted time to immediately conclude their portion of the program.
- Follow the procedure outlined below:
- Offer a word of thanks to the president and accept the gavel when you are presented as TMOD.
- Say a few words about the nature of the forthcoming program to warm up the audience. Discuss the theme of the meeting.

*(Continued on page 4)*



**“The primary duty of the TMOD is to insure a well-run meeting and act as a genial host“**

## The Grammarian

*Adapted from the Toastmasters Club Management Handbook*

The grammarian is present to point out obvious and no-so-obvious mistakes in word usage, grammar, and pronunciation. This applies to all meeting participants except guest. Obviously, someone should be appointed to this function that has reasonable competence with language. Your club should have a current dictionary on hand as a final authority.

### At the Meeting

Listen carefully and report on the following:

- Misuse of words
- Incorrect pronunciation
- Cliches (overworked phrases or words)
- Poor sentence construction
- Excellent use of language.

## TMOD

(Continued from page 3)

- Explain the duties of the timer, grammarian, Table Topic Master, and evaluator (or let them explain), and introduce them at the proper time.
- Announce each speech by title and speaker. Identify which Communication and Leadership project the speaker is presenting, and briefly describe the purpose of that project. Introduce the speaker.
- Remain standing until the speaker has taken position and recognized you, and then take your seat. A nod or gesture of acknowledgement is sufficient to indicate a transfer of control.

At the end of each presentation, lead the applause and offer a brief word of appreciation. Your function in this step is to bridge the

gap between presentations, maintaining the interest of the audience. Repeat steps 4, 4, and 6 for each speaker.

At the conclusion of the program, briefly thank all speakers and return control of the meeting to the club president.

### Further Information

More information on the duties of the Toastmaster of the day can be found in these Toastmasters documents:

- *Chairman (2000)*
- *Toastmasters checklist (1114)*
- *Introducing the Speaker (111) and When You're The introducer (116-E)*
- *Relevant sections of the Communication and Leadership manual ("Toastmaster of the Meeting" and "Introducing a Speaker")*



**“point with enthusiasm to the good in the meeting and show by example and helpful suggestion how weak areas could be improved.”**

## When You're General Evaluator...

*Adapted from the Toastmasters Club Management Handbook*

The general evaluator of a club meeting should be seen as a teacher-by-example. His or her guidance of the speech evaluators and fair summation of the meeting will have a great influence on members' attitudes. The general evaluator should point with enthusiasm to the good in the meeting and show by example and helpful suggestion how weak areas could be improved.

This role should be assigned to a more experienced club member who has demonstrated and ability for constructive evaluation.

### Before the Meeting

- Read *Effective Speech Evaluation (202)*. Decide which evaluation format you would like to use.
- Contact the speech evaluators, timer, “ah” counter, and grammarian as early as possible to confirm their ability to attend the meeting.
- Discuss with the speech evaluators the manual project they will be working from. Make sure the evaluator reads at least the evaluation information in that project and

clearly understands its purpose.

### At The Meeting

- Briefly explain any special evaluation guidelines you are using
- Call on individual speech evaluators
- Call for timer's report
- Call for the grammarian's report
- Call for the “ah” counter's report
- Give an overall evaluation of the meeting, include the business meeting, general quality of speeches and evaluations, the president, TMOD, and Table Topic master, and the general conduct of the meeting. Suggest improvements, and end on a positive note.

### Further Information

Take a look at these Toastmasters publications for more information about General Evaluator:

- Chairman (200)*
- Effective Speech Evaluation (202)*
- Relevant sections of the C & L manual*

# SHARP and Goddard Toastmasters

By Angela M. Upshur, DTM

The SHARP (Summer High School Apprenticeship Program) program is designed to stimulate broader career interest in science and engineering for students who are interested in the fields of science, mathematics, technology, and engineering. Each year, SHARP offers a select group of high school students the opportunity to participate in an intensive science and engineering apprenticeship program. Approximately 200 students participate in the program each year.

Approximately 3 years ago, the Goddard Toastmasters were approached by the SHARP Coordinator, Mrs. Joy Claud, to provide a six-week Youth Leadership Program for the SHARP students. The Toastmasters Youth Leadership Program is designed to teach students leadership, communication, and organizational skills. Each meeting is formatted to provide an opportunity for a group of students to give an icebreaker speech, and to be evaluated by their peers.

Toastmasters International specifies that only qualified Toastmasters may administer the Youth Leadership Program, which is designed after our club meeting format. The format adds another dimension to the educational process which is not offered in most high school curriculums: oral and written communication. This becomes critical to the students when they are required to give oral presentations at the



end of the SHARP program.

As Youth Leadership Coordinator, I have personally witnessed some of the best speech content from listening to the participants give their icebreakers. The subject matter covers everything from "my hero - my father", morals, unusual prom night occurrences, religion, peer cruelty, and the awful consequences of driving while drunk. At times, I have even wanted to cry because these young adults speak so passionately about their life experiences. The Goddard Toastmasters will benefit greatly from just being involved in a program of this magnitude. Subject matter presenters are needed to address the

components of public speaking - gestures, voice modulation, audience analysis, eye contact, controlling nervousness, and many other topics. A Toastmaster usually gives a 5 - 7 minute speech on the subject matter. In addition to subject matter speakers, we also need coaches to work with those students who may need additional help preparing their speeches.

Finally, the Goddard Toastmasters get to see the "fruits" of their labor, when the final apprenticeship presentations are given to Goddard mentors, principle investigators, family and friends of the SHARP student at the end of the summer program.



**“The Toastmasters Youth Leadership Program is designed to teach students leadership, communication, and organizational skills.”**

## Table Topic Master

*Adapted from the Toastmasters Club Management Handbook*

The Table Topic Master leads the table topic portion of the meeting, which can be the liveliest and the most enjoyable part of the meeting if it is handled right. Table Topics should involve all those not scheduled to participate in other parts of the program.

This role may be assigned to any club member who has attended three or four meetings and has completed the *Ice Breaker*.

### Before the Meeting

Prepare interesting Table Topics. Preferably on a single theme. If you need help of suggestions, contact your educational vice president.

Ask guest in advance of the meeting (if possible) if they would like to participate in Table Topics, explaining that their participa-

*(Continued on page 6)*

## Welcome Newest Goddard Toastmasters!

Welcome to these members who have joined Goddard Toastmasters in the past few months:

**Bigyani Das**  
**Sherry Fowler**  
**Mike Heney**

**Eloise Rubincam**  
**Jackie Scully**  
**Kathi Thomas**

## Table Topics Master

*(Continued from page 5)*

tion is optional. Never embarrass them.

Check with the Toastmaster of the Day for a list of program participants. They will normally be excluded from the Table Topic unless meeting attendance is small.

### AT THE MEETING

- Announce the time limit (normally one to two minutes maximum).
- Keep topic assignment short and to the point
- Close with a discussion or summary. Some clubs appoint a Table Topic evalua-

tor for this role.

- End the session on time.

### FURTHER INFORMATION

For Further Information, see the following Toastmasters documents:

- *Chairman (200)*
- *Think Fast! Table Topic manual (1315)*
- *“Stand Up and Speak” Table Topic game (1316)*
- *“Topicmaster” section of the Communication and Leadership manual.*

## When You're Time Keeper

*Adapted from the Toastmasters Club Management Handbook*

One of the skills learned in Toastmasters is how to conduct a program or deliver a speech within strict time limits. The meeting timer is a necessary aid to developing this skill.

### Before the Meeting

Your club may wish to create a timing sheet for use by the timer. Such a chart might include the various parts of the meeting, with space for timed allowed, start time, stop time, and time used for each part of the meeting.

Times of speeches should be listed on the agenda. If you have any questions on the timing for the lights, ask the general evaluator. For

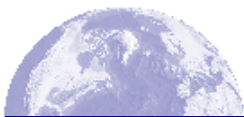
a 5-7 minute speech, lighting is as follows: green light – 5:00, yellow light 6:00, red light 7:00. The red light will remain on until the speaker is finished.

Generally, table topics responses should be 1-2 minutes (green light-1:00, yellow 1:30, and red 2:00).

Evaluations are usually given 2-3 minutes (green-2:00, yellow- 2:30, red- 3:00).

### At the Meeting

When called upon, the timer should present a report, not exceeding one minute.



**“If you have any questions on the timing for the lights, ask the general evaluator”**



## Duties of the Educational Vice President

By Ashok Ambardekar, CTM

In Toastmasters, the Educational Vice President plays a key role in making sure that the club and its members achieve their educational goals. Keeping track of these accomplishments is achieved in a couple of ways: First, is the success and satisfaction of individual club members in meeting their goals. Second, is through a point system in which TM assigns various club milestones a point value. For example, points are given for the percentage of members that renew or the number that join, the number of CTM's received, or the number of officers trained.

Goddard Toastmasters Club does not emphasize a competitive attitude for points. We do not go after winning points for accomplishments of our members. Therefore the role of Ed V-P is simplified. The following list summarizes the expected duties:

- Set up quarterly schedule, encourage members to volunteer for different assignments
- Prepare and circulate assignments of upcoming weekly meeting
- Prior to each meeting, about a week in advance, start working with TMOD and GE for the meeting to assure that the agenda is in place and toastmasters who have volunteered for various duties know what is expected of them.

- At regular Club meetings, welcome guests and give them TM brochures and other Club information. At the end of meetings get the guests' feedback and explain membership application process to interested guests.
- At regular club meetings, observe that all protocols are observed and make suggestions for any required improvements
- Conduct and /or arrange for educational seminars for members.
- Keep track of individual member's progress of speech assignments
- Help any members who want to work on a fast-track goal of completing a Manual.
- Hold discussions to improve the Club in specific areas.

The E-VP is the second in command of the club and fills in for the president as needed. He or she is expected to attend all club executive meetings and is also encouraged to attend Area meetings with the area governor.

Educational Vice President is one of the most demanding of club officer positions, but is also one of the most rewarding. Toastmasters is, above all, an educational organization, and the E-VP is the cornerstone to all the educational goals set forth by the club.



**“Educational Vice President is one of the most demanding of club officer positions, but is also one of the most rewarding”**

## Sergeant-at-Arms

By Carl Taylor

The duties of the Sergeant-at-Arms for Goddard Toastmasters predominantly are to make sure the meeting places are prepared, guests and members are at ease and comfortable, the administrative details of the meetings are performed, club equipment and materials are maintained, and to attend executive meetings to coordinate these activities with other Goddard Toastmasters officers.

Most of the Sergeant-at-Arms duties center around the meetings which involve preparation before the meetings, arrival at the meetings

(before attendees), during the meetings, and after the meetings. A few example highlights are:

### Before the meeting

- Confirm meeting room reservations
- Check to see that ample numbers of blank forms-such as ballots are provided

### Upon Arrival

Arrange meeting room and equipment

*(Continued on page 8)*

## Vice President of Public Relations

By Jeff Bolognese, ATMB

The Vice President for Public Relations is the part of the club leadership team that is responsible for making a connection between the club and the rest of the community that we serve. The VP-PR acts as an ambassador between the club and the rest of the world.

Because Goddard is a “corporate” club, in that all its members are drawn from the Goddard community, the needs for public relations are a bit different than for a club that may serve the general population. Since our focus is serving the Goddard community, our public relations efforts center on informing Goddard of the benefits and accomplishments of Toastmasters, and how enhance the center as a whole.

To this end, the Vice President of Public Relations advertises Toastmaster meetings via Center resources such as Dateline Goddard, the GEWA newsletter, and other electronic media. As VP-PR, I developed and maintain the Goddard Toastmasters web site. The site is designed to keep current members informed as well as providing an information source for potential new members.

The VP-PR is closely involved with the VP of Membership. The VP-PR helps that officer by providing promotion for membership drives, as well supplying brochures and other TM information to potential new members.

The VP-PR also helps to organize a Toastmasters presence at Goddard events such as “Celebrate Goddard Day”. This capacity may also extend to helping organize internal club functions such as the club summer picnic and winter holiday party.

The VP-PR is also part of promoting educational activities such as SHARP Youth Leadership, or our involvement with NASA Academy. All educational activities need promoting and, in effect, to be bragged about.

The VP-PR is responsible for the club newsletter (a duty which I’ve neglected until now!). The VP-PR may either be the newsletter editor, or assist another club member with that duty. The newsletter serves the purpose of not only keeping Goddard club members informed of club activities and goals, but is a tool for attracting new members and communicating club successes to other Toastmasters clubs.

And finally, as with all TM officers, the VP-PR must attend Toastmasters Institute training twice a year and also attend executive council meetings.

The Vice President for Public Relations is an important part of the club’s leadership team. It’s an information source to club members and the voice the club uses to speak to the rest of our community.



“The VP-PR acts as an ambassador between the club and the rest of the world”

## SAA

(Continued from page 7)

- Set out lectern, gavel, Club banner, etc.
- Check room temperature for comfort of members and guests
- Have guests sign guest book

### During the meeting

- Sit near the door to greet and welcome late arrival guests
- Open and call the meeting to order as well as present the President
- and/or Speaker of the Day

- Adjourn the meeting

### After the meeting

- Return facilities to original condition
- Assemble, organize and store club materials and equipment for next meeting
- Pick up and dispose of any stray items or refuse

SAA is the perfect starting place to get involved in Toastmasters leadership. For more information, see the TM pamphlet, “**Your Role as a Club Officer**”.



## Toastmaster Secretary

By Oracle Staff

“Communication” is the word that best describes the job of Secretary. The position of Secretary in Toastmasters is responsible for all correspondences between the club and Toastmasters International. The secretary is also responsible for communications within the club to keep members apprised of club meetings and executive council meetings.

Within the club, the secretary is responsible for taking meeting minutes at all meetings. This included the regularly scheduled general membership sessions as well as the executive council meetings. The secretary then makes

sure these minutes are available to all members.

Beyond the club, the secretary is the primary conduit for communications with Toastmasters International Headquarters. The secretary helps prepare the semi-annual membership lists for TI and also processes all new membership applications and renewals.

If Toastmasters is about communication, then the secretary is the member of the executive committee the best symbolizes that goal.

## Toastmaster's Leadership Institute

By Jeff Bolognese, ATMB

TLI: It's not just for officers anymore...

Twice a year, our club district, 36, offers something called Toastmasters Leadership Institute. It's usually held on a Saturday or Sunday morning, and offers a variety of TM classes and discussions. You may have heard of it before, but if you've never been a club officer, odds are that you've never been to it. Too bad for you!

While the main goal of TLI is to train club officers in the skills they'll need to fulfill their

duties, TLI is a resource that any Toastmaster can utilize.

While the primary focus of TLI is officer's training, the breadth of topics covered by classes can benefit any member. Past TLI offerings have included classes on table topics, running exciting meetings, Toastmasters on the internet, humorous speaking, and awards.

The next TLI will be held on June 6th with a repeat on June 12th. There's something for everyone, so come and take advantage of a great resource



**The next TLI will be held on June 6th with a repeat on June 12th**

## Whisker Counter

Adapted from the *Toastmasters Club Management Handbook*

The whisker, or “ah”, counter helps cure the annoying habit of “vocalized pauses “. These can include “ah, “er,”uh,”“mmm,” repeated words and other verbal fillers and flubs that can disrupt the flow of a speech.

You'll find that some clubs use a horn or buzzer to signify “ahs”; while we at Goddard Toastmasters merely keep score by member's name.

The “ah” counter should use tact and good judgement. It's not necessary to tell a speaker that he or she had 159 “ums”, particularly if it's a new speaker still struggling to get over the speaking jitters. You may want to say merely that the speaker had “more than 10” ums and that that should be something they consider working to reduce next time.

## Vice President of Membership

By Pat McHale

The Vice President of Membership is in charge of encouraging new members to join Toastmasters as well as seeing to the satisfaction of the current membership.

Some of the duties of the VP-M are:

- Meet with every guest after meetings to answer questions and explain the benefits of Toastmasters.
- Invite guests to join our club or attend another meeting
- Induct members into the club at which time new members affirm their membership and current members pledge to support that new member in achieving their goals.

- Attend regularly scheduled Executive Committee meetings.
- Attend TLI training twice a year

All guests are given handouts before leaving the meeting. The VP-M is responsible for putting together these packets and updating them as necessary. The current new member packets contain information on Toastmasters in general, our club in particular, a membership application, and also copies of the first speech assignment in the Basic Communication and Leadership manual.

The VP-M plays a key part in keeping the club membership happy, strong, and enthusiastic about achieving their goals through Toastmasters.



### Some Famous Toastmasters:

**Tim Allen**  
**Billy Jean King**  
**Sam Nunn**  
**Walter Schirra**  
**John Young**

## TI Website is Better Than Ever

By Jeff Bolognese, ATMB

Many of you may know that Toastmasters International has a web site, but have you visited it recently?

When it was first introduced, the TI web site was fairly limited, but in recent months the site has become a valuable resource both to potential TM members as well as current members. In their pages new members can get informa-

tion on area clubs and contacts, but now, current members can find press releases, on-line forms and brochures, Toastmaster history, and, eventually, an on-line version of their catalog. Take a look at:

**[www.toastmasters.org](http://www.toastmasters.org)**

## Club Treasurer

By Oracle Staff

Most people know what a treasure does, and for Toastmasters, the concept is pretty much the same. The club treasurer is in charge of maintaining and tracking club finances.

Goddard Toastmasters maintains a savings and checking account with the NASA Federal Credit Union, and the treasurer, along with the President, has signing authority for all transactions. This means that the treasurer holds the checkbook and writes checks for club supplies

and payments to Toastmasters International.

The treasurer is also the officer who makes sure that members have paid both their dues to TI as well as to Goddard Toastmasters.

Like all other officers, the treasurer attends executive committee meetings and is required to attend Toastmasters Leadership Institute training twice a year.

## Improving Club Effectiveness

By Pat McHale

Several months ago we had a Success Leadership educational module on “Building Your Thinking Power.” One of the exercises dealt with brainstorming. We were to brainstorm ideas to improve our club’s effectiveness, and came up with several ideas that should be implemented. Here is the list of the top six ideas to come from that session.

- 1 Create a new position to replace Herb Blodget who did an outstanding job persuading club members to volunteer for various assignments on the TM schedule.
- 2 Create a new buddy system that would allow fellow members to support and encourage each other to achieve their goals.
- 3 Get a formal endorsement of Toastmasters from the center director recognizing the contributions that TM has made to the Goddard community.
- 4 Have members identify goals and document them in a development plan which would help them chart their growth in TM.
- 5 Video tape speeches and evaluations to give speakers an additional perspective on their presentations.
- 6 Create a list of concrete examples of how TM has improved the lives of members and helped them to achieve their personal goals.

All of these ideas can help to create a more vibrant club that is focused on supporting members in achieving their goals. If you would like to help implement any of these proposals, please contact the Vice President of Education.



**Become more involved in Toastmasters: Consider running for office or serving on an officer’s committee!**

## “\_\_\_\_\_ of the Day”

By Oracle Staff

Toastmasters like “of the day’s” quite a bit. What do I mean by that? Well, at Goddard Toastmasters meetings we try to have a Word of the Day, and a Thought of the Day.

The “Thought of the Day” is usually an inspirational or thought provoking quote or insight that causes us to reflect on ourselves and our goals. It can be serious or funny and it can be an original thought or idea, or an appropriate thought gathered from another source.

The “Word of the Day” is meant to both help us expand our vocabulary, as well as cause us to think a bit on our feet. When a word of the day is presented, part of the fun is trying to work that word back into the meeting.

It can be tricky, but also a lot of fun.

At other clubs you may also encounter variations to this theme. Some clubs may have a joke of the day, an invocation, or other short presentations that warm up the crowd and get those Toastmasters brain cells revved up and ready for another exciting meeting.

The \_\_\_\_\_ of the day is a great way to ease into more formal presentations during a meeting. If you find you’re a bit nervous when you think about putting together a 5 minute speech, consider presenting a thought or word of the day. You never know where it may lead you!

# Goddard Toastmasters 1999 Spring Schedule

				28-Apr	12-May	26-May	9-Jun	23-Jun
MEMBER'S NAME	Offices	Phone #	Code	B28	B28	B28	B28	B28
	1 Jul 98-30 Jun 99			E-210	S-210	E-210	E-210	E-210
Ambardekar, Ashok CTM	VP-Education	6-9624		E	SP	TT	E	SP
Armbruster, Maureen CTM		6-8457	733.3	WOD	TMOD	E		
Bolognese, Jeff ATMB	VP-Public Rela-	6-4252	721.1	SP	TT	GE		
Brown-Conwell, Evette		6-0561	702.0		SP		SP	
Cockey, Joe		6-8806	453.7					
Cody, Regina CTM		6-3782	691.0					TT
Das, Bigyani		6-8090	931.0	BC	TOD	WOD	SP	W
Denis, Jean Marie		6-2093	562.0					
Findlay, Oswin CTM		301-464-	440.7	SP	E	SP	GE	TMOD
Fowler, Sherry		6-6533	114.0		G			
Gallardo, Herman	Treasurer	6-4372	750.5					
Gervin, Janette		6-4911	421.0					
Greco, Pat CTM	Secretary	6-6118	114.2					
Grigsby, Bob CTM		301-262-	Re-					
Heney, Mike		6-4044	922.0	TK	W			
Hong, Ye		6-1495	912.0					
Huffman, Lenora		6-0099		E				
Ku, Jentung		6-3130	742.2					
Liu, Jane CTM	VP-Education	6-2468	480.0		SP			
Maltagliati, Kelly		6-3360	190.0					
Mandl, Dan		6-4323	511.2					
McCeney, Paul ATM		6-6499	450.0					
McHale, Pat	VP-Membership	410-362-	HP					
Moore, Don		6-9195	932.0		SP			
Ng, Carolyn CTM		6-1359	633.0					
O'Bryan, Martha CTM		6-1412	691.0	TT				
Papadimitris, Charlie		6-9361	205.2					
Parrish, Michael CTM		202-606-	NA					
Pavlinic, Margaret		6-0031	421.0		E	BC	E	GE
Pham, Karen CTM		6-7525	733.1					
Pullen, Bill ATMB	President	6-6337	453.7	TOD			SP	
Rubincam, Eloise		6-4381	213.0					
Ryan, Jeane, CTM		6-2958	440.8					
Scherer, Chris CTM		6-8677	531.0	GE		E	TK	W
Scully, Jackie		6-3331	114.0		TK			
Sherman, Barry DTM		6-6649	424.0		GE			
Taylor, Carl	Sergeant-At-Arms	6-8833	313.0			SP		
Thomas, Kathi		6-2058	584.0					
Thomas, Louis CTM		6-0969	300.0					
Upshur, Angela.DTM		301-552-	NA	BC	E	W	TT	G
Wang, Alex		6-9024	931.0		SP			

TMOD=Toastmaster of the Day  
 GE=General Evaluator  
 SP=Speaker

TT=Table Topics  
 BC=Ballot Counter  
 T=Timer

W=Whisker Counter  
 G=Grammarian

WOD=Word of the Day  
 TOD=Thought of the Day