



TOASTMASTERS INTERNATIONAL

NEWSLETTER

Club News And Events

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NEWSLETTER TEAM

Team Leader:
Nurul Bahirah

Editor:
Hanna Azulay

Art and Design:
Nurul Fajry Maulida

Article List (PIC):
How To Choose A Topic
(Yeni Salma Barlinti)
Educational Material
(Sofia Sintia Wardani)
Club Leadership Roles
(Nurul Bahirah)



How To Choose A Topic

Are you a new member of Toastmaster Club? And confuse with what topic you should present on your first prepared speech? You don't need to be worried with this confusion. Actually, it happens not only to you as a new member, but also to your seniors. And it happens to me as well!

We often become panic when we have to show our ability in front of people. Why? Because we are afraid to make mistakes and people will laugh at our mistakes. What kind of mistakes? I can say that the mistakes are being wrong grammar, missing english vocabulary, wrong pronunciation, and not having good skill in speaking in english. These all fears cover our idea to find a good topic, actually. So, we have to ignore these. I will discuss how to deal with these all fears on next article.

Now, I will share to you how to choose topic for prepared speech.

1. Prepare yourself five days before the presentation day. Having long time to prepare is better because you will have time to do next steps below.
2. Read your project in your manual book. Every manual book of toastmaster guides you what you should present for each project. It is much more better if you read it until you really understand.
3. Find simple and light idea of topic by reading funny stories, newspaper, browsing internet, observing on your work, study, or home, etc. Remember, the topic must be related to your project! You don't need to be too serious since the presentation is only for 5-7 minutes.
4. Talk to others, such as mentor, others members, friends, or you family. When you can not think anymore, others people will show you the right path. Ask them to give you idea about your presentation.
5. Choose more than one topic. When you have two or more topics, you will have stockpile just in case you stuck on your first topic.
6. Write your presentation based on topic you have chosen. By writing, you will be more confidence that your topic is the right one to be presented.

These steps will help you to find a good topic.



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Atma Dewita, ACS, ALB.

The champion for these categories:

a. Club-Contest:

UI-Library, August 8, 2015

1. The 1st winner of Humorous Contest
2. The 1st winner of Evaluation Contest

b. Area-Contest:

Shell, Talavera-Jakarta, September 16, 2015

"The first-winner of Evaluation Contest"

Educational Material

Be the member in TMC is absolutely interesting! Beside enjoyable, TMC also have other moments. One of them is: "Join the contest!"

Contest is a valuable-changer to try-out their speaking-ability. Even though they do not perform as contestant, they can still enjoy contest's moment to explore many new things. TMC has --at least-- four time contests every year. There are some categories of contests: The Evaluation Contest and Humorous Contest in odd-term, and International Speech Contest and Table-Topic Contest in complete-term.

Beside internal-club contest, members can also follow the next-level contest in area and division contest.

It is amazing that UI-TMC can have some of the contest's awards in this term. The awards were accomplished by Atma Dewita, ACS, ALB.

We bet that you want to know how was the situation of the contests. Here are Atma's wonderful experiences:

"Join the contests is just a wonderful thing. It is a cool-way to expand our relationship because we can meet new friends. It also enrich our experiences, too. People in the contest especially the contestants are all amazing. It can burn the spirit to learn more knowledge from Toastmaster." Atma thought that she is still "nothing", but it will not break her spirit. It even make her realize that she has to learn more and more. She became more eager to learn the TM's manuals intensively and other books/references as well.

Thus, it increase her desire for visiting other TM's club to absorb and explore their positive-things. Then, Atma wishes that all UI-TMC members would try to join the contest, too. She hopes that everyone tries hard to do the best, so they can improve themselves. Even brighter than she is, better than she has done. She would like to share her experience in following the contest, in order to make UI-TMC family grow-up together.

* TMC : Toastmaster Club

* UI-TMC : Universitas Indonesia Toastmaster Club

* ACS : Advanced Communication Silver

* ALB : Advanced Leader Bronze



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Club Leadership Role

Whether you are a new member or a long time executive committee, it is very essential to understand our club leadership roles in order to build our club amazingly. There are several roles within a toastmasters club : president, Vice president of education, vice president of membership, vice president of public relation, secretary, treasurer, and sergeant at arms.

President

As the person who sets the tone for the club, President is expected to provide helpful, supportive leadership for all of the club's activities.

these are the responsibilities of president:

1. **Preside over Meetings** : The club president opens and presides over every club, business and executive committee meeting. This means the president takes charge of the proceedings and keeps the agenda moving forward.
2. **Earn Distinguished Club Recognition** : A president works together with all of the club's leaders to achieve success in the Distinguished Club Program by encouraging education achievements, building and maintaining membership, attending club officer training and submitting membership dues, officer lists and other documents on time.
3. **Lead and Guide** : The president serves as the club's representative at the district and international levels. As president, it's your responsibility to provide leadership for the club whenever it's required. This includes creating a nurturing learning environment and enhancing club quality by conducting well-run, energetic, interesting meetings; actively seeking and connecting with club members and officers; listening patiently and offering assistance; and resolving conflicts as they arise.

Vice President Education

A vice president education schedules members' speeches and projects and serve as a resource for questions about education awards, speech contests and the mentor program. A VPE is an important source of Toastmasters knowledge for club members. these are the responsibilities of a vice president of education:

1. **Coordinate Club Schedule**: Oversee the creation of the club schedule at least three weeks in advance. Ensuring that all meeting roles are properly fulfilled. Publish, email or otherwise distribute the meeting schedule regularly so that all members know what's expected and can adjust accordingly if necessary.
2. **Assist with Education Awards**: Explain the Toastmasters education program to members. Orient new members to the Toastmasters education program within two meetings of their joining the club. Educate continuing members about the various education awards they can earn, and how they can stay on track to earn them in the least possible time.
3. **Plan Speech Contests**: Find out which speech contests the district is scheduled to host during your term of office and plan your club contests accordingly.
4. **Manage Mentor Program**: Assign every new member a mentor and keep track of who is mentoring whom. Give mentors the credit they deserve by signing the appropriate project in their Competent Leadership (Item 265) manual.

Vice President Membership

A VPM promote the club and manage the process of bringing in guests and transforming them into members. By initiating contact with guests, making them feel welcome and providing them with the information they need to join, you help maintain a constant influx of new people into your club. These are the responsibilities of a vice president of membership:

1. **Recruit New Members**: You lead the club's efforts to continually increase membership. Promote the goal of one new member per month and if the club has fewer than 20 members, achieving 20 members by year-end or sooner.
2. **Conduct Membership-building Programs**: Organize and promote the club's participation in the Smedley Award, Talk Up Toastmasters! and Beat the Clock membership programs. Encourage club members to gain recognition in the form of a Sponsor Award by sponsoring five, 10 or 15 new members.
3. **Assist Guests**: Make contact with guests and encourage fellow club members to always make guests feel welcome. Have each guest fill out a Guest Information Card and Badge. Distribute Guest Packets (Item 387) with fliers that include your club information.
Answer emails, phone calls and other inquiries from prospective members and encourage them to visit the next club meeting. Arrange a vote and induction ceremony for any joining member.
4. **Process Membership Applications**: You manage the paperwork involved in the application process. Collect initial dues payments and applications from members and submit them to the treasurer.



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Vice President Public Relations

A VPPR promote the club to the local community and notify the media about the club's existence and benefits it provides. You promote the club, update web content and safe-guard the Toastmasters brand identity. It's your job to notify the media whenever your club does something newsworthy. As vice president public relations, you'll find yourself writing news releases, creating and distributing fliers and maintaining the club's presence on the web and in the community. These are the responsibilities of VPPR:

1. **Publicize the Club** : You publicize your club's activities both internally to members and externally to various audiences through media outlets. Publish club meeting times and location. Write and distribute news releases about club activities, member achievements and special events such as open houses. Maintain club presence in the local newspaper's events calendar. Create and update the club's social media sites.
2. **Keep Club Website Current** : You ensure that the club's contact information is current and easy to find. Update the site as necessary to include upcoming events, membership program results, speech contests and so on.
3. **Safeguard the Toastmasters Brand, Trademarks and Copyrights** : Your role is to safeguard the Toastmasters brand, trademarks and copy- rights by ensuring that all Toastmasters materials used or created by your club comply with appropriate copyright and trademark laws as well as the guidelines contained in the Logos, Images and Templates section of the website which can be accessed from Leadership Central.

Secretary

You maintain all club records, manage club files, handle club correspondence and take the minutes at each club and executive committee meeting. You are also in charge of updating and distributing a roster of the current paid membership and keeping the club officer list current for Toastmasters International. these are the responsibilities of secretary:

1. **Take Notes**: You take the minutes at club meeting and executive committee meeting.
2. **Report New Officers**: You report new officers to Toastmasters International World Headquarters. After new officers are elected or appointed.

Treasurer

You prepare and oversee the club budget. Create the budget at the beginning of the Toastmasters year in conjunction with the executive committee.

1. **Oversee Accounts**: Report on the club budget as needed at club and executive committee meetings. Manage the club bank account. Reconcile deposits, expenditures and cash on hand each month.
2. **Collect Membership Dues**: You collect and pay membership and club dues to Toastmasters International World Headquarters.
3. **Pay Bills**: You write checks to disburse funds as necessary for club activities.

Sergeant At Arms

You keep track of the club's physical property, such as the banner, lectern, timing device and other meeting materials. You arrive early to prepare the meeting place for members and you stay late to stow all of the club equipment.

1. **Tend to Club Property**: You keep the club's banner, gavel, lectern, award ribbons, supplies and other equipment safe and secure. Arrive early to set up the meeting space. Stay late to dismantle and clear the meeting space. Stow all club property. Leave the meeting room the way you found it. Track the status of supplies ordered by secretary.
2. **Coordinate Club Meetings**: You act as a liaison between the club and the management of the meeting place. Notify the management at least three weeks in advance if there are changes in your meeting schedule.

Each role has a very important part in making sure that your club run smoothly and amazingly. Now you already know your responsibilities, also make sure remind your fellow toastmasters about their responsibilities. Because your club in not a one man show. It needs team work. Team work makes common people receive uncommon result! Go go Team!

[MoM December, 2nd] Toastmasters Club is the best place to make mistakes " TM Johan, DTM said. Yes, UI Toastmasters Club was visited by TM Johan, DTM. He motivated us, especially the executive committees to learn more and more, to never give up, and to put in mind that making mistakes is also the part of learning. We're really happy... (read more at: <https://toastmasters.ui.ac.id/?p=2309798>)