

RULES & RESPONSIBILITIES

for Park Central Toastmasters Members



As a new member, we know there is a lot to learn. Don't worry!

Your mentor, and all other members, are here to support you. In the meantime, this collection of tips should be useful to get you started and refer back to from time to time.

GENERAL RULES:

- Be sure to arrive on time (in fact, early is considered on time) so there is minimum interruption during the meetings.
- Unless they are directly related to Toastmasters, products, services, charities, special causes and events are not to be promoted during Park Central Meetings nor by sending out a group e-mail.
- Avoid using offensive language and divisive or inappropriate references.
- The member roster is not to be used as a commercial mailing list.
- If you can not fulfill an assigned function, it is your responsibility to find a replacement and notify the Toastmaster. If you know well in advance you will not be available for a particular meeting, notify the Club Scheduler to avoid being scheduled.
- Feel free to invite guests; we are always happy to welcome new members.

FOR SPEAKING ASSIGNMENTS:

- For speakers, evaluators, and table topic participants, it is expected that you shake the hand of the person before and after giving a presentation.
- Through the Pathways program, each assigned speech is given some guidelines including type of speech and time limits. Your mentor will help get you started on Pathways, which will serve as a roadmap for achieving your goals.
- Fellow Toastmasters provide feedback for speeches. When doing this for others, be sure to provide your name so members know who provided the comments.
- Avoid personal criticism when evaluating a speaker. Constructive feedback is accepted and expected.
- When you are assigned as a speaker, provide an introduction (title of speech, the Pathway level and project number, speech objective, and time allotment) to the Toastmaster no later than the Monday before your speaking slot and bring a hard copy the day of.
- You have a 30-second grace period before and after your allotted speech time. For example, for a 5- to 7-minute speech, you qualify when you reach 4:30; the green light will display at 5 mins; yellow at 6 mins; red at 7 mins; you will be disqualified from voting if you reach 7:31

PHRASES TO AVOID:

There are unwritten rules pertaining to certain phrases used during a PARK CENTRAL Toastmasters meeting. As a new member, you may be unaware of these phrases and may be puzzled by the response of the audience. Some of the phrases that may provoke a response or reaction are:

- **“All in all”**: the audience may respond by repeating the phrase back to you.
- **“I would like to...”**: the audience may respond with “then, go ahead.”
- **“I will now turn the meeting over to...”**: the preferred phrasing is, “I will relinquish control of the meeting to...”
However, it is often not necessary to say what you are going to do before you do it.
- **“Podium” vs. “Lectern”**: a podium is a raised platform on which you stand. A lectern is a “reading desk” upon which notes or a written speech is placed. Park Central is crazy about only using “lectern” - go with it.
- **“Needs no introduction”**: it is not necessary to make this statement.
- **“As you know”**: if we know, then it is not necessary to make the statement that follows.
- **“Hark” or “Hark back to...”**: when one uses this word or phrase, some in the audience will yell back, “Hark!” It doesn't have much meaning, except it is fun!