

# Demonstration Meeting Outline

TOASTMASTERS  
INTERNATIONAL®

**Date:**

## Objectives:

- ☐ Demonstrate the components of a typical Toastmasters meeting.
- ☐ Discuss the charter process.
- ☐ Assign second meeting responsibilities and review specific responsibilities with each assignee.

## Topics To Cover:

- ☐ Charter process.
- ☐ Explanation of key meeting roles (See *A Toastmaster Wears Many Hats*, Item 1167D or the *Competent Communication* (Item 225) and *Competent Leadership* (Item 265) manuals.)

## Meeting Agenda:

**Welcome**

### Introduction/Explanation of Key Meeting Roles

Toastmaster:

Timer:

Ah-counter/Grammarian:

General evaluator:

Evaluator:

Topicsmaster:

### Table Topics Session

### Introduction of Speaker

Speaker:

Evaluator:

### General Evaluation

### Discussion of Charter Process

Explain Toastmasters International's dues structure and determine club dues.

Collect sufficient additional dues to cover the \$125.00 charter fee.

### Questions/Comments

**Tip:** You may wish to show the *Welcome to Toastmasters!* DVD (Item 244DVD).

Additional meeting outlines are found at [www.toastmasters.org/newclubs](http://www.toastmasters.org/newclubs)



# Second (Organization) Meeting Outline

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**Date:**

## **Objectives:**

- ☐ Submit an Application to Organize and \$125.00 Charter Fee to Toastmasters International so that the Charter Kit will be received as soon as possible.
- ☐ Organize the group so that it may begin to function as a Toastmasters club.
- ☐ Assign third meeting roles and review responsibilities of each.

## **Meeting Agenda:**

**Welcome**

**Select target date for charter completion**

**Determine meeting information**

Location:

Day:

Time:

Length of Meeting:

**Discuss and select club name**

**Explain Toastmasters International's dues structure and determine club dues. Collect sufficient additional dues to cover the \$125.00 Charter Fee.**

**Explain club offices and elect officers.**

President:

Vice President Education:

Vice President Membership:

Vice President Public Relations:

Sergeant at Arms:

Secretary:

Treasurer:

**TIP:**     *With the help of the district, plan club officer training within two weeks.*



# Third Meeting Outline

**Date:**

## Objectives:

- ☐ Hear two Ice Breaker speeches.
- ☐ Continue to complete charter membership forms and collect individual dues.
- ☐ Assign fourth meeting responsibilities and review responsibilities of each.

## Topics To Cover:

- ☐ Communication and Leadership Educational Program (CC, AC, CL, AL, DTM). See the *Competent Communication* and *Competent Leadership* manuals for details.
- ☐ How to organize a speech (See the *Competent Communication* and *Competent Leadership* manual).

## Meeting Agenda:

### Introduction of key meeting participants:

Toastmaster:

Timer:

Ah-counter/Grammarian:

General Evaluator:

Evaluator:

Topicsmaster:

### Table Topics Session

Discuss items listed above under Topics to Cover

### Introduction of Speakers

Speaker:

Speaker:

Evaluator:

Evaluator:

### General Evaluation

**TIP:** Generate interest for members to participate in speech contests by discussing the club, area, division, district, region and International Speech Contests.



# Fourth Meeting Outline

**Date:**

**Objectives:**

- ☐ By now, the Charter Kit should have arrived from Toastmasters International. Distribute a New Member Kit only to those who have paid their dues and the \$20 new member fee.
- ☐ Assign fifth meeting responsibilities and review responsibilities of each.

**Topics To Cover:**

- ☐ How to introduce a speaker (See *When You're The Introducer*, Item 167E).
- ☐ Effective evaluation (See *Effective Evaluation*, Item 202, included in New Member Kit).

**Meeting Agenda:**

**Introduction of key meeting participants:**

Toastmaster:

Timer:

Ah-counter/Grammarian:

General Evaluator:

Evaluator:

Topicsmaster:

**Table Topics Session**

**Discuss items listed above under Topics to Cover**

**Introduction of Speakers**

Speaker:

Speaker:

Evaluator:

Evaluator:

**General Evaluation**

**TIP:** *Demonstrate how the contents of the Charter Kit are to be used, showing items such as the **Member Achievement Record**.*



# Fifth Meeting Outline

**Date:**

## Objectives:

- ☐ Form a charter presentation committee.
- ☐ Distribute copies of the club roster (done by club secretary).
- ☐ VPM reviews membership status of the club. Have you reached 20 members yet?
- ☐ Assign sixth meeting responsibilities and review responsibilities of each.

## Topics To Cover:

- ☐ The use of body language as a speaker (See Gestures: Your Body Speaks, Item 201, included in New Member Kit).
- ☐ The Better Speaker Series (Item 269) and The Leadership Excellence Series (Item 310).

## Meeting Agenda:

### Introduction of key meeting participants:

Toastmaster:

Timer:

Ah-counter/Grammarian:

General Evaluator:

Evaluator:

Topicsmaster:

### Table Topics Session

### Discuss items listed above under Topics to Cover

### Introduction of Speakers

Speaker:

Speaker:

Evaluator:

Evaluator:

### General Evaluation

**TIP:** *Beginning with the fifth meeting, the new Toastmasters should assume all major roles at every meeting. The sponsors and mentors should continue to assist the club by presenting the Topics to Cover session of the meeting, and by providing advice regarding other club issues.*



# Sixth Meeting Outline

**Date:**

## Objectives:

- ☐ Obtain a progress report from the charter presentation committee.
- ☐ Set a schedule for club officer meetings.
- ☐ Review membership status of the club and determine, in conjunction with sponsors and mentors, what promotional tasks should be accomplished in preparation for the submittal of the charter application forms (done by vice president membership).
- ☐ Assign seventh meeting responsibilities and review responsibilities of each.

## Topics To Cover:

- ☐ Using visual aids. (See *Competent Communication* manual, Item 225).
- ☐ Membership building ideas and resources may be found at [toastmasters.org/MembershipBuilding](https://toastmasters.org/MembershipBuilding).

## Meeting Agenda:

### Introduction of key meeting participants:

Toastmaster:

Timer:

Ah-counter/Grammarian:

General Evaluator:

Evaluator:

Topicsmaster:

### Table Topics Session

Discuss items listed above under Topics to Cover

### Introduction of Speakers

Speaker:

Speaker:

Evaluator:

Evaluator:

### General Evaluation

**TIP:** *Promote the charter presentation as an important part of the new club's history. A well planned event provides the new members with a positive starting point.*



# Seventh Meeting Outline

**Date:**

## Objectives:

- ☐ Obtain a progress report from the charter presentation committee.
- ☐ Introduce assignment schedule for future meetings, with scheduling to be done at least three weeks in advance (done by vice president education).
- ☐ Review eighth meeting responsibilities with each assignee.

## Topics To Cover:

- ☐ Discuss “Standards for a Successful Club” in the How to Build a Toastmasters Club manual (Item 121).

## Meeting Agenda:

### Introduction of key meeting participants:

Toastmaster:

Timer:

Ah-counter/Grammarian:

General Evaluator:

Evaluator:

Topicsmaster:

### Table Topics Session

Discuss items listed above under Topics to Cover

### Introduction of Speakers

Speaker:

Speaker:

Evaluator:

Evaluator:

### General Evaluation

TIP: *Tell the group about the educational and club materials available on the online store: [toastmasters.org/shop](https://toastmasters.org/shop). Show the Toastmasters International Supply Catalog.*



# Eighth Meeting Outline

**Date:**

## **Objectives:**

- ☐ Add an additional speaker to the program if time permits.
- ☐ Announce final plans for charter presentation.
- ☐ VPM reviews membership status of club.
- ☐ VPM reviews assignments for future meetings.

## **Topics To Cover:**

- ☐ The continuing role of the district and area in assisting the new club.

## **Meeting Agenda:**

### **Introduction of key meeting participants:**

Toastmaster:

Timer:

Ah-counter/Grammarians:

General Evaluator:

Evaluator:

Topicsmaster:

### **Table Topics Session**

**Discuss items listed above under Topics to Cover**

### **Introduction of Speakers**

Speaker:

Speaker:

Speaker:

Evaluator:

Evaluator:

Evaluator:

### **General Evaluation**

**TIP:** *By now the club should be chartered! The mentors should continue to assist the club for at least six months. Detailed information regarding the role of the mentor is sent by World Headquarters when the assignment is made.*