



## SPEECHCRAFT COURSE

Commencing  
Wednesday 12<sup>th</sup>  
February 2014  
for 6 weeks  
at Club Totem  
Condamine Street  
Balgowlah  
Cost = \$330

It's not too late to  
volunteer to assist  
with the conduct  
of our 2014  
Speechcraft  
Course, please  
contact  
Reg Stewart  
(Vice-President  
Education)

# CHATTER ON A PLATTER

JANUARY 2014 – FEBRUARY 2014

## Northern Beaches Toastmasters Club

*Moving forward, getting ahead*

### THOUGHT OF THE MONTH

*It is good to love many things, for therein lies the true strength, and whosoever loves much performs much, and can accomplish much, and what is done in love is well done.*

*Vincent Van Gogh*

### HAPPY BIRTHDAY TO OUR MEMBERS

1<sup>st</sup> February - Steve Barber

9<sup>th</sup> February - Sharon Austin



Dear Members,

2014 is off to a great start. Our first meeting held at Thup Tip Siam was expertly led by Kathy with the theme My Country....

It was wonderful to see our members again after what seemed like a very long break over the festive season.

Contest season is upon us. Our club contests were cancelled due to lack of participants. However, we do have a member who will be representing our club at the Area 8 International Speech Contest. Many thanks to **Steve Barber** for volunteering. I ask that you all attend the Area Contests to support Steve.

Your membership dues are due for payment absolutely no later than the March meeting. Treasurer David will be sending more information about dues – how much and how to pay.

It is also time to start thinking about what role you would like on the Club Executive Committee in 2014-2015.

Thank you for your enthusiasm and commitment to the Toastmasters Education Program and to Northern Beaches Toastmasters Club. Best wishes.

*Jan*



Best Wishes  
to  
Francis Elmes  
Moving to  
Cootamundra

Thank you for your  
commitment and  
loyalty over the last  
10 years and for  
continuing your  
membership with  
Northern Beaches  
Toastmasters Club



Congratulations  
to  
Steve Barber  
Speech of the  
Night at the  
February  
Meeting

The Four  
Agreements

**Organization and Delegation - Project 6 Competent Leader Manual**  
Leaders must ensure the team is organized enough to accomplish its goals and objectives, and provide the structure in which the team operates. Delegation plays a major role. A good leader performs functions that only he has the knowledge and authority to perform, delegating all other tasks to team members.

How to organize -

- ✓ Divide work into logical tasks and groupings.
- ✓ Provide the resources the team needs.
- ✓ Determine line of responsibility and authority.
- ✓ Establish a communication network for coordinating efforts and providing feedback.

How to delegate -

- ✓ Choose the right person - match tasks to a team member who has experience in that area.
- ✓ Make expectations clear - describe the project, the expected results and the timetable for completion.
- ✓ Establish how and when you want progress reports - daily or weekly? Verbal or written?
- ✓ Give appropriate authority - ensure team members have the power to accomplish their tasks.
- ✓ Get agreement - has the person charged with the assignment willingly committed to carry out the work?

### TEN WAYS TO ACHIEVE TOASTMASTER SUCCESS

- Always give a manual speech
- Evaluate other speakers often
- Mentor a new member
- Participate in Table Topics often
- Give an educational speech
- **Assist with a Speechcraft course**
- Enter speech contests
- Chair a club meeting
- Introduce a speaker
- Visit another club as a guest speaker



*Never be ashamed to ask for information. The ignorant man will always be ignorant if he hears that by asking he will display ignorance.*

*Booker T Washington*

## ROUND 2 - CLUB LEADERSHIP TRAINING

All club officers and interested members are invited to attend Round 2 Club Leadership Training. Please note in your diary local training scheduled for –

Thursday 20<sup>th</sup> February at Harbord Diggers Club, Evans Road, Freshwater  
Please check the District 70 website for additional sessions.

[www.d70toastmasters.org.au](http://www.d70toastmasters.org.au)

### LEAD FROM WHERE YOU SIT. EACH OF US CAN LEAD, REGARDLESS OF OUR OFFICIAL TOASTMASTERS TITLE – Michael Notaro *Past International Director*

*International Director*

**When guests arrive** – First impressions are lasting. Arrive early and deal with the unexpected. Leadership involves being in a position to assert yourself for the benefit of your club. To do more, you have to be there. Be early and do more!

**Greet guests warmly** – Each of us can embrace leadership by reaching out to welcome guests to our club. The willingness to approach them, introduce yourself, extend a handshake and welcome them is what a leader does. Your warm smile, inviting personality and facility at introducing them to others and seating them accordingly demonstrate excellent leadership. You don't have to be the club's Sergeant-at-Arms or Vice-President Membership to welcome guests. As a leader you do this naturally.

**Fill in on short notice** – Leaders are always willing to fill in to cover for absent or delayed club members. They effortlessly slide over to become timekeeper, speech evaluator, Sergeant-at-Arms, etc. Leaders are always on call to the serve the club's needs. Be a leader and make yourself available for the good of the club.

**Close the door** – While Toastmasters is an inviting organization, once the meeting starts a premium is placed on being able to hear participants without distractions. If an open door allows noise from the hallway to intrude, you can quietly get up and close the door. See a need and act upon it. That's what leaders do!

**Model good listening** – When you focus on being a good listener, you are modeling appropriate behavior for others. Ignoring distractions and cross chatter during the meeting, concentrating fully on the speaker at the lectern and even taking notes of important information models good listening. That's leadership in action ; others will follow your lead.

**Help other look good** – Anytime you say or do something to help others within a meeting, that's good leadership. When you remove an impediment in the path of arriving speakers, reorient the chairs or tables for improved sight lines, give visual cues to colleagues to speak up, button up or smile, or otherwise be more effective, that's leadership! Opportunities abound to help others succeed during a meeting.

Our club is hosting  
the Area 8  
International Speech  
and Evaluation  
Contests on Saturday  
8<sup>th</sup> March at Dee  
Why RSL Club  
2.00pm to 5.00pm

How can you make  
this event a success?  
Donate raffle prizes  
(no alcohol)  
Assist in selling  
raffle tickets  
Volunteer as a  
contest official  
Attend  
Support our club  
representative

**Steve Barber**

*Word of the Month*

***Impeccable***

*In accordance with  
the highest  
standards.*

*“He has impeccable  
manners.”*

*Synonyms –*

*Flawless*

*Faultless*

*Unblemished*

*Spotless*

*Untarnished*

*Perfect*

*Exemplary*

*Ideal*

*Model*

*Precise*



**CLUB MISSION**  
*We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.*



**Northern Beaches Toastmasters Club** *moving forward, getting ahead*

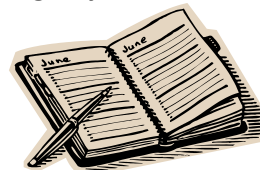
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Meetings are held at various restaurants on the northern beaches of Sydney on the 4<sup>th</sup> Tuesday of each month – 6.30pm for 7.00pm

**FORWARD PLANNER – TO 30 JUNE 2014**

- 12<sup>th</sup> February – commencement of 6 week Speechcraft Course – Club Totem
- 20<sup>th</sup> February – club leadership training – Harbord Diggers Club (evening)
- 25<sup>th</sup> February – club meeting**
- 8<sup>th</sup> March - Area 8 International Speech and Evaluation Contests
- 12<sup>th</sup> March – Area 22 International Speech and Evaluation Contests
- 16<sup>th</sup> March – Speakers Forum and Sunday Seminar – Bankstown
- 25<sup>th</sup> March – club meeting**
- 30<sup>th</sup> March – Hawkesbury Division International Speech and Evaluation Contests
- 24<sup>th</sup> April – club meeting – announcement of nominations for elections in May**
- 16<sup>th</sup> – 18<sup>th</sup> May – District 70 Annual Conference (including finals of the International and Evaluation Speech Contests) – Bankstown
- 24<sup>th</sup> May – Train the Trainer (for Club Leadership Trainers)
- 27<sup>th</sup> May – club meeting – Club Officer Elections – Area 8 Governor Visit**
- 22<sup>nd</sup> June – Speakers Forum and Sunday Seminar
- 24<sup>th</sup> June – club meeting – Changeover Dinner**
- 28<sup>th</sup> June – Area Governor Training Day and District 70 Changeover Dinner**



**CLUB EXECUTIVE COMMITTEE MEMBERS**

- President: Jan Vecchio DTM
- VPE: Reg Stewart DTM
- VPPR: Guy Loucks
- VPM: Denise Tomlinson DTM
- Secretary: Kathy Stewart ACG, ALB
- Treasurer: David Tomlinson ACS
- SAA: Steve Barber ACS

