



Simi Valley Toastmasters #3533

President's Distinguished

Give Voice to your potential

Mission Statement

Simi Valley Toastmasters provides 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.

**Meeting date:
Every Thursday**

7:15PM



**Simi Valley Moose
Lodge 1902**
4860 Alamo Street
Simi Valley, CA 93063

For those working toward their Advanced Communicator Silver. We need to do two advanced communicator manuals plus two speeches from either the Better Speaker Series or the Successful Club Series Modules.

The Modules include:

Better Speaker Series

- Beginning Your Speech (Item 270) - https://www.toastmasters.org/Shop/Beginning%20Your%20Speech_270
- Concluding Your Speech (Item 271) - https://www.toastmasters.org/Shop/Concluding%20Your%20Speech_271
- Controlling Your Fear (Item 272) - https://www.toastmasters.org/Shop/Controlling%20Your%20Fear_272
- Impromptu Speaking (Item 273) - https://www.toastmasters.org/Shop/Impromptu%20Speaking_273
- Selecting Your Topic (Item 274) - https://www.toastmasters.org/Shop/Selecting%20Your%20Topic_274
- Know Your Audience (Item 275) - https://www.toastmasters.org/Shop/Know%20Your%20Audience_275
- Organizing Your Speech (Item 276) - https://www.toastmasters.org/Shop/Organizing%20Your%20Speech_276
- Creating An Introduction (Item 277) - https://www.toastmasters.org/Shop/Creating%20an%20Introduction_277
- Preparation And Practice (Item 278) - https://www.toastmasters.org/Shop/Preparation%20and%20Practice_278
- Using Body Language (Item 279) - https://www.toastmasters.org/Shop/Using%20Body%20Language_279

The Complete Listing of The Advanced Communication Series

The Entertaining Speaker (Item 226A)
Speaking To Inform (Item 226B)
Public Relations (Item 226C)
Facilitating Discussion (Item 226D)
Specialty Speeches (Item 226E)
Speeches by Management (Item 226F)
The Professional Speaker (Item 226G)
Technical Presentations (Item 226H)

Persuasive Speaking (Item 226I)
Communicating On Video (Item 226J)
Storytelling (Item 226K)
Interpretive Reading (Item 226L)
Interpersonal Communication (Item 226M)
Special Occasion Speeches (Item 226N)
Humorously Speaking (Item 226O)



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TOASTMASTERS INTERNATIONAL

BEGINNING YOUR SPEECH

The Better Speaker Series




WHERE LEADERS ARE MADE



TOASTMASTERS INTERNATIONAL

CONCLUDING YOUR SPEECH

The Better Speaker Series



WHERE LEADERS ARE MADE




TOASTMASTERS INTERNATIONAL

CONTROLLING YOUR FEAR

The Better Speaker Series




WHERE LEADERS ARE MADE




TOASTMASTERS INTERNATIONAL

IMPROMPTU SPEAKING

The Better Speaker Series




WHERE LEADERS ARE MADE




TOASTMASTERS INTERNATIONAL

SELECTING YOUR TOPIC

The Better Speaker Series




WHERE LEADERS ARE MADE




TOASTMASTERS INTERNATIONAL

KNOW YOUR AUDIENCE

The Better Speaker Series




WHERE LEADERS ARE MADE




TOASTMASTERS INTERNATIONAL

ORGANIZING YOUR SPEECH

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TOASTMASTERS INTERNATIONAL

CREATING AN INTRODUCTION

The Better Speaker Series




WHERE LEADERS ARE MADE




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PREPARATION AND PRACTICE

The Better Speaker Series




WHERE LEADERS ARE MADE



TOASTMASTERS INTERNATIONAL

USING BODY LANGUAGE

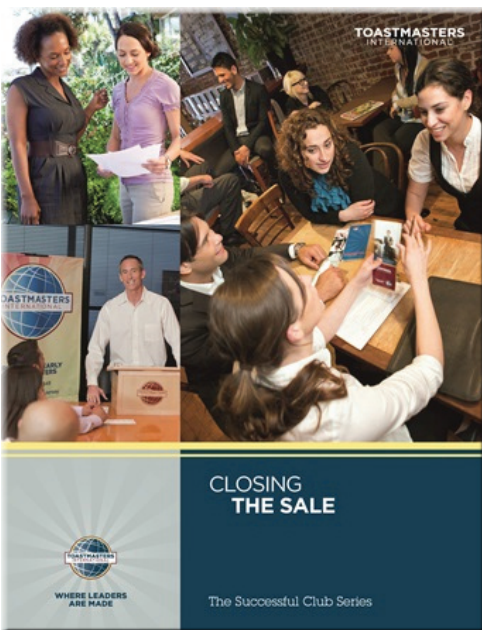
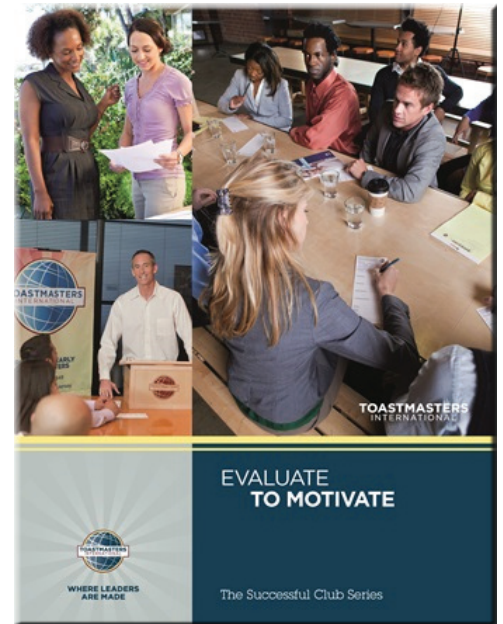
The Better Speaker Series



WHERE LEADERS ARE MADE

The Successful Club Series modules

- Moments Of Truth (Item 290) - https://www.toastmasters.org/Shop/Moments%20of%20Truth_290.aspx
- Finding New Members For Your Club (Item 291) - https://www.toastmasters.org/Shop/Finding%20New%20Members%20for%20Your%20Club_291
- Evaluate To Motivate (Item 292) - https://www.toastmasters.org/Shop/Evaluate%20to%20Motivate_292
- Closing The Sale (Item 293) - https://www.toastmasters.org/Shop/Closing%20the%20Sale_293
- Creating The Best Club Climate (Item 294) - https://www.toastmasters.org/Shop/Creating%20the%20Best%20Club%20Climate_294
- Meeting Roles And Responsibilities (Item 295) - https://www.toastmasters.org/Shop/Meeting%20Roles%20and%20Responsibilities_295
- Mentoring (Item 296) - https://www.toastmasters.org/Shop/Mentoring_296
- Keeping The Commitment (Item 297) - https://www.toastmasters.org/Shop/Keeping%20the%20Commitment_297
- Going Beyond Our Club (Item 298) - https://www.toastmasters.org/Shop/Going%20Beyond%20Our%20Club_298
- How To Be A Distinguished Club (Item 299) - https://www.toastmasters.org/Shop/How%20to%20Be%20a%20Distinguished%20Club_299
- The Toastmasters Educational Program (Item 300) - https://www.toastmasters.org/Shop/The%20Toastmasters%20Educational%20Program_300



TOASTMASTERS INTERNATIONAL

MENTORING

WHERE LEADERS ARE MADE

The Successful Club Series

TOASTMASTERS INTERNATIONAL

KEEPING THE COMMITMENT

WHERE LEADERS ARE MADE

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GOING BEYOND OUR CLUB

WHERE LEADERS ARE MADE

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HOW TO BE A DISTINGUISHED CLUB

WHERE LEADERS ARE MADE

The Successful Club Series

TOASTMASTERS INTERNATIONAL

THE TOASTMASTERS EDUCATIONAL PROGRAM

WHERE LEADERS ARE MADE

The Successful Club Series

This is the time when we need to start looking to find some volunteers for the officer positions this next year, starting July 1, 2015 and ending either in January of 2016 or June 30, 2016. Why do I say to give a year to each term? For someone who has never held one of the positions, it is easier to get a feel for each role, if you hold it for at least a year.

The officer positions are:

President:

- The president will communicate their vision for the year.
- Use executive board meetings to set and achieve goals
- Set membership/educational goals
- Be enthusiastic
- Feature quality programming
- Encourage active participation
- Require manual speeches
- Keep membership at charter strength

Vice President of Education

- Create varied programs
- Assign meeting roles
- Prepare agendas
- Promote participation in communication & leadership tracks
- Educate mentors
- Track progress of all members
- Include manual in "sales pitch"
- Assist members with paperwork
- Organize speech contests
- Promote area/district meeting attendance
- Motivate participation

VP of Public Relations

- Develop media list
- Target audience
- Send promotional material to media members
- Send news releases
- Give interviews
- Send invitations to employees
- Document and promote current events
- Promote benefits of membership

Being the VP of Public Relations, means advertising in the local paper at least once a month (which is FREE). The papers include: Ventura County Star, Simi Valley Acorn, Ventura Acorn, Thousand Oaks Acorn. All of these papers will allow us to advertise for **FREE** once a month. Put flyers at the local library and hang the flyers at Starbucks and any where else that will let you. Being the VP of PR also means writing newsletters and maintaining the Meetup page along with the website.

Each officer can have a Co-VP to help out as well as train for the next term.

VP of Membership

- Add at least one new member a month
- Have a minimum of 20 members at year-end
- Promote benefits to current members
- Hold at least two membership contests
- Offer recognition
- Complete application/submit online
- Review roster online

Secretary

- Maintain membership roster
- Keep club files
- Handle correspondence
- Record/read minutes

Treasurer

- Prepare a budget
- Prepare and send dues statements
- Collect and submit dues to World Headquarters
- Submit applications
- Keep records
- Submit accounts for audit
- Announce dues are due

Sgt at Arms

- Maintain equipment and supplies
- Arrange room and equipment
- Ensure meetings start on time
- Keep box of supplies with you at all times
- Arrive at meeting at least 10 minutes early

Immediate Past President

- Serves as chairman of nominating committee.
- Provides backup and moral support for new president.

Note: Term of offices is six months - January 1 through June 30 or July 1 through December 31. President may serve only two consecutive terms (one year). No term limits for other offices.

Being a club officer gives you the opportunity to make an impact on the future of the club.

After reading each office positions, please submit which position you would like to hold starting July 1, 2016 and running until June 30, 2017.

If interested in one of these positions, please contact our Incoming President, Tracy Spinella, CL or our VP of Public Relations, Linda Mann, DTM at one of our meetings.

