



Soaring Eagles Toastmasters Club

Vol. III, Issue 6 – December 2005 Newsletter

Soaring Eagles Toastmasters Club (#9647)
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MISSION

To provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

www.geocities.com/eagles_toastmaster/

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WELCOME

Welcome to the end of 2005. This year has had its share of big moments. Our club has seen its share of big moments also. Our club started the year with about 6 members. As of 1 Dec, our club has 19 members. Thanks to all of you who have made this club a gleaming success.

Also, congratulations to Mr. Walt Okon, Soaring Eagles newest Competent Toastmaster (CTM). Way to go Walt! If you haven't yet achieved your CTM, please contact a member of the leadership team to see what you need to become one. Have a safe and happy holiday season.

LISTENING TIPS

- Pay attention (watch and listen)
- Never make fun of another person's speech
- Avoid practicing your speech during other speeches
- Refrain from shouting comments to or intentionally distracting the speaker
- Never get out of your seat, move around the room, or distract the speaker during a performance
- Stay quiet (absolutely no talking)
- Applaud every presentation

It's daunting enough to get in front of people and deliver a speech you prepared, but to have your audience actually compete against you makes giving a successful speech that much harder.

CALENDAR

Please mark your calendars and try to attend the following activities:



Dec 14th (SKY7: 1W38)
Club Meeting
1200-1300



Dec 28th
Club Meeting CANCELLED
Happy Holidays



Jan 11th (SKY7: 1W38)
Club Meeting
1200-1300



Jan 25th (CPK: 445)
Club Meeting
1200-1300



Feb 8th (SKY7: 1W38)
Club Meeting
1200-1300

CLUB LEADERSHIP

President.....	Renee Cantave, ATM-B
VP Education	<i>vacant</i>
VP Membership	Wauleah Ellison
VP Public Relations	Walter Kelley, CTM
Secretary/Treasurer.....	Michael Duerksen, CTM
Serageant-at-Arms.....	Tim Germer

WEBSITE UPDATE

Have you visited the Soaring Eagles website lately? The website is updated several times a month and has schedule items and announcements.

Check back regularly to find out what's happening in the Soaring Eagles Club.



INSPIRATIONAL QUOTE

"The best argument against democracy is a five-minute conversation with the average voter."

Winston Churchill

I..UM..WAS..YOU KNOW..SPEAKING

You've been there...in a meeting or conference and the speaker's every other word was uh or um. Do you remember the speech or the delivery? Most likely you remember the speech as boring and spoke about something but you don't remember all the details.

Um

Speaking in front of people can be intimidating...especially if you aren't prepared. Your speech delivery can make or break your speech. If the audience is distracted by your filler words like "and", "um", "uh", "like", "so", "you know", and my all time personal favorite "the fact of the matter is".

Ah

When preparing for a speech (and no this does not mean writing the speech – that's different), find an empty room and give your speech. Now repeat several times. When you think you have it down pat, put a tape or video recorder up and give your speech again. Now review the tape. How many filler words did you use? Were your word choices good ones or could you restate your sentence differently to maximize impact?

So

If you found yourself using one of the filler words listed above or something different, practice your speech repeatedly until your recording has almost no filler words. This whole process (for a 5-7 minute speech) could take about an hour. And remember, practice – practice – practice.

Ya Know

WHAT IS A LEADER? THE SECRETARY/TREASURER

Over the past several months we have focused in on the expectations of our club's leaders. Last month, we outlined the duties of the V.P. of Public Relations. This month, we continue with the Secretary/Treasurer, the fifth-ranking Club officer.

Standards outside of the Club meeting are to:

- Maintain accurate membership roster and give it to Treasurer to submit with dues
- Mail Club officer list to World Headquarters within 10 days after elections
- Handle general Club correspondence
- Keeps Club files, including the Club charter, Constitution and Bylaws, minutes, resolutions, and correspondence
- Attend Club Executive Committee meetings
- Attend District-sponsored Club officer training
- Arrange for a replacement if unable to attend a Club meeting
- Prepare successor for office
- Prepare a budget to be approved by the Executive Committee and membership within one month of taking office
- Provide the bank with a new signature card by July 1/January 1
- Prepare and send dues statements by August 15/February 15
- Collect and send dues to World Headquarters by October 1 and April 1, and work with the Vice Presidents to contact members who have not paid dues
- Submit new member applications and dues to World Headquarters within 48 hours after receipt
- Pay bills as due
- Keep records of all financial transactions
- Present verbal and written financial reports quarterly (October 15, January 15, April 15, and July 15)
- Submit Club accounts for audit

Standards at the Club meeting are to:

- Record and read meeting minutes
- Greet members and guests
- Receive completed new member applications and dues
- Announce when dues are due and explain dues structure