



# Soaring Eagles Toastmasters Club

Vol. III, Issue 3 – September 2005 Newsletter

Soaring Eagles Toastmasters Club (#9647)  
ATTN: Walter Kelley, GO434  
P.O. Box 4502  
Arlington, VA 22204-4502



## 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/](http://www.geocities.com/eagles_toastmaster/)

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## WELCOME

As we enter the 2<sup>nd</sup> half of 2005, we note several significant events:

First, our club's V.P. of Education, Mr. Seth Cowand, CTM, CL, will be leaving our club as he changes jobs and moves to a new location. Being the proactive fellow, he has already located a local club to get involved in. Seth has made a profound positive impact on our club with his detailed action plan. While we are sad to see Seth leave, we are proud to see one of our Soaring Eagles take flight.

Secondly, with Seth's pending departure, we have an immediate opening for a V.P. of Education. This month's newsletter focuses on the roles and responsibilities of the V.P. of Education. If you are interested in applying for the position, please contact our Club President, Ms. Renee Cantave, at 703-882-0816 or Renee.Cantave@disa.mil.

Finally, Toastmasters International has raised the dues from \$3/month to \$4.50/month. Updated dues statements will be sent out by September 2<sup>nd</sup>. Please ensure your dues are paid no later than Sept. 15<sup>th</sup>. **The current amount is \$33** (\$4.50/month international dues + \$1/month local dues) and covers the membership period of October 1, 2005 through March 31, 2006.

## CALENDAR

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



Sep 14<sup>th</sup> (SKY7: 1W38)  
Club Meeting  
1200-1300



**Sep 15<sup>th</sup>  
Club Dues are DUE!**



Sep 28<sup>th</sup> (SKY7: 1W38)  
Club Meeting  
1200-1300



Oct 12<sup>th</sup> (SKY7: 1W38)  
Club Meeting  
1200-1300



Oct 26<sup>th</sup> (SKY7: 1W38)  
Club Meeting  
1200-1300

## CLUB LEADERSHIP

President..... Renee Cantave, ATM-B  
VP Education ..... Seth Cowand, CTM, CL  
VP Membership ..... Wauleah Ellison  
VP Public Relations ..... Walter Kelley, CTM  
Secretary ..... Walter Kelley, CTM  
Treasurer ..... Walter Kelley, CTM  
Sergeant-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

"There's no such thing as a natural-born pilot."

Chuck Yeager  
Former USAF test pilot

## **END WITH A BANG...NOT A WHIMPER**

Your conclusion should do much more than simply tell your listeners that your presentation is over. Your entire presentation, in fact, can hinge on the final impression you make. It's that last impression that can linger the longest. So preparing a strong ending to your presentation is every bit as important as preparing a strong opening.

### ⇒Plan your conclusion

Your conclusion is a critical part of your presentation. It should bring your presentation full circle to the objective you've been building towards.

### ⇒Conclusions should be short

Don't ramble. An ending that drags on can actually undo much of the positive impact of an otherwise good presentation.

### ⇒If it's a call to action, make it crystal clear

If you're concluding a presentation designed to persuade your audience, you should have two key elements: a final call to action based on the argument you've just made, and a reason to act.

### ⇒Stay on message

Be careful not to tuck into your conclusion new ideas or messages that you did not include in your presentation.

### ⇒Make your last impression a lasting one

People tend to recall best what they hear last. Consider how you can make your conclusion memorable both in substance and delivery.

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## **WHAT IS A LEADER? THE V.P. OF EDUCATION**

Over the next several months we will focus in on the expectations of our club's leaders. Last month, we outlined the duties of a Club President. This month, we continue with the V.P. of Education.

The Vice President Education is responsible for planning successful Club meetings so that each member has the opportunity to achieve his or her educational goals. He or she is the second-highest ranking Club officer, presiding at Club and Executive Committee meetings in the absence of the President.

### Standards outside of the Club meeting are to:

- Plan Club meetings, completing schedules and assignments at least three weeks in advance and confirming each schedule five to seven days before the meeting
- Promote participation in the educational program
- Get commitment from new members to achieve the CTM award within one year or less and schedule them to speak accordingly
- Get commitment from CTMs to earn ATM-B awards within one year, and get commitment from ATM-B and ATM-S recipients to earn the next award within one year
- Get commitment from members to earn the Competent Leader award
- Track all members' progress toward these awards
- Orient new members to the Toastmasters program within two meetings after they join
- Assign every new member a mentor
- Attend Club Executive Committee meetings and preside when the President is absent
- Attend District council meetings and vote the Club's proxy
- Vote at Regional and International Business Meetings
- Attend District-sponsored Club officer training
- Arrange for a replacement if unable to attend meeting
- Prepare successor for office.

### Standards at the Club meeting are to:

- Assign each new member to be a table topics participant at the first meeting after joining, to a meeting role at the third meeting or earlier, and to give the Ice Breaker manual project at the fourth meeting or sooner
- Ensure a Club member conducts The Successful Club Series programs "Evaluate to Motivate: "Moments of Truth", "Mentoring," and "Finding New Members for Your Club" at least once per year
- Monitor Club performance quarterly in cooperation with the Club President
- Initial speakers' Records of Assignments and ensure eligible members fill out their award applications
- Preside over the meeting when the President is absent

