



# ***Do You Know?***

## **Basic Operations**

Updated 10/12/2018

### **Meeting Information**

- **Meeting times:** 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Wednesday of each month. Arrive by 7:15 am, start at 7:25 a.m.
- **Location:** Arden Courts, 5151 Hamilton Boulevard, Allentown, PA 18106
- The 5<sup>th</sup> Wednesday of the month is an education meeting.
- Upon arrival, be sure to get your nametag.
- Use the time before and after the meetings to network.

### **Inviting and Welcoming Visitors and New Members to Sunrise TM**

- Invite visitors.
- Make sure visitors sign in.
- Always be on the lookout for visitors; help visitors feel welcome.
- The Vice President of Membership will connect with visitors or new members to set up a convenient time to arrange New Member Orientation or discuss how to become a member.

### **Participating in Every Meeting**

- Actively participate by using the bells, providing feedback for every speaker, and voting.
- Be supportive of members – give all speakers and role speakers verbal feedback if you can.  
MAKE FEEDBACK EFFECTIVE – CONSTRUCTIVE EVALUATION FOR IMPROVEMENT.
- Help the Sergeant-at-Arms clean up after the meeting, if you can.
- Meeting cancellation policy for bad weather: No Sunrise meeting if Parkland Schools are closed or delayed.

### **Leading Parts of the Sunrise TM Meeting**

- Sunrise communication about meetings occurs mainly through email.
- You may sign up for roles as the Opportunity Sheet is passed around at each meeting. You may also sign up for roles on Turbo Base (which can be accessed through the Sunrise website).
- Keep the Opportunity Sheet moving when it comes around. When you sign up on the Opportunity Sheet, the information is entered into Turbo Base for you by a board member.
- Once you sign up for a role, you are committed. When you need to remove yourself from a role, you must do so on Turbo Base (<http://www.turbobase.com/index.htm>). If you remove your name more than two weeks prior to the meeting, you do not need to find a replacement.
- If you discover less than 2 weeks prior to the meeting that you are unable to fulfill a role, you are responsible for finding a replacement. Step 1 – you may send a general email to all club members asking for someone to replace you. Step 2 – if a replacement is not secured within 48 hours you will need to call or send emails to individuals to secure a replacement. When a replacement has been found, notify the Toastmaster and General Evaluator as to whom is fulfilling the role.
- Descriptions of how to introduce and conduct each role are on the Sunrise webpage (<http://sunrisetoastmasters.com/member-resources>) under Member Resources.

- The Sunrise Word Master is a modification of the Toastmasters International Grammarian role.
- When serving as Timer for the first time, you may want to ask someone to partner with you on the use of the timer.
- A speech or evaluation is disqualified for voting if it is 30 seconds under or over the allotted time. Table Topic responses must meet the 1 minute requirement and not go over 2.5 minutes.
- When serving as Toastmaster or General Evaluator for the first few times, you may request a more experienced club member to partner with you in learning the role.
- As Toastmaster you may change the meeting theme on Turbo Base (please do so 2 weeks in advance as others planning parts of the meeting utilize the theme in preparing their roles).
- As Toastmaster you may restructure the agenda order when it comes to the placement of Table Topics. Inclusion of times on the agenda is optional for the distributed agenda, but recommended for the TM and GE agenda.

### **Table Topics**

- Table Topics respondents should be people who do not have a role in the meeting or volunteer.

### **Serving as a Speech Evaluator**

- To be a Speech Evaluator, you need to have: 1) completed three speeches, or 2) attended at least four Sunrise meetings during which you have been a Table Topics speaker and served as the Wizard of Ahs at least once.
- A speaker and his/her evaluator must connect prior to the meeting to discuss the speech and speaker's goals for this assignment as well as questions about the speaker's goals within TM, how TM can help in the individual's personal and professional life, why the person chose a particular manual/path, etc.

### **Sunrise Toastmasters Board**

- Be open to serving on the Board, which meets the 2<sup>nd</sup> Wednesday of the month at 7:00 a.m., or assisting with special projects.
- The Board is elected and serves from July 1 to June 30. Roles include: President, VP of Membership, VP of Education, VP of Public Relations, Treasurer, Secretary, Sergeant-at-arms, and Immediate Past-President.
- Board meetings are open to any member. Please contact the President for details.

### **Toastmasters International Structure**

- Toastmaster Structure: Club (#8388), Area (#53), Division (E), District (#38), Region (7).
- To enter Speech Contests, you must have completed six speeches. International and Humorous speech times are 5-7 minutes, Evaluations are 2-3 minutes, Table Topics are 1-2 minutes, and Tall Tales are 3-5 minutes. All but Tall Tales progress up the Toastmasters structure.
- Plan to attend Area, Division, and District contests to support club members who are participating and to learn from others.

### **Sunrise and Toastmaster International Resources**

Toastmasters International (<http://www.toastmasters.org/>) has help and resources available for every aspect of Toastmasters.