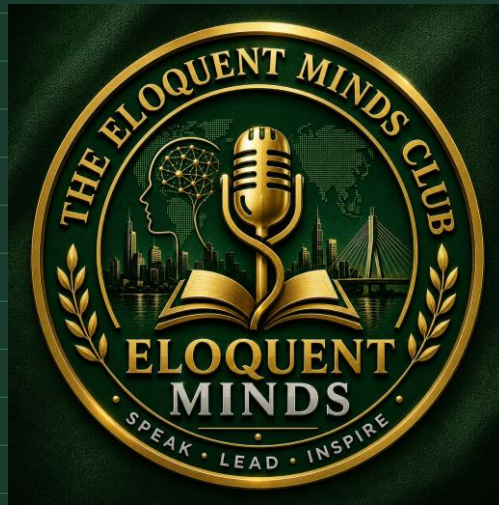




ELOQUENT MINDS CLUB

A Toastmasters-Inspired Public Speaking & Leadership Club

MEMBER ORIENTATION HANDBOOK

Club Introduction, Standards, Roles & Toastmasters Reference Guide

About the Club | Governance | Toastmasters Principles | Member Guidance

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PART I

ELOQUENT MINDS CLUB

Club Introduction & Handbook

01 — About the Club

Eloquent Minds Club is a Toastmasters-inspired public speaking and leadership club established at the Institute of Finance Management (IFM) in June 2026 by Yusuphu Awadhi Lema, an IFM student with a vision to transform how young professionals communicate and lead.

The club was born from the recognition that academic excellence alone is no longer sufficient in today's competitive environment. Employers, clients, and communities demand leaders who can think critically, communicate persuasively, and command any room they enter. Eloquent Minds was created to fill precisely that gap — offering a structured, supportive, and inspiring space where students can develop these indispensable executive skills.

From conquering stage fright to delivering polished boardroom presentations, Eloquent Minds Club is the training ground for the next generation of influential leaders.

02 — Our Mission

“To bridge the gap between academic knowledge and real-world executive presence. We build curious minds into articulate, highly influential leaders.”

03 — Group Rules & Standards

All members are expected to uphold the following standards to maintain a focused, professional, and productive environment:

#	Rule	Description
1	Focus	All content must strictly relate to public speaking, presentation skills, debate topics, and leadership development. Off-topic posts will be removed.
2	Professionalism	Political commentary, religious promotion, commercial advertisements, and casual spam have no place in this group. We hold each other to a high standard.
3	Language	English is our primary language for growth and professional development. Swahili is warmly welcomed as a safety net to ensure no member is left behind.

04 — Leadership Structure & Roles

Eloquent Minds Club operates under a structured executive committee designed to ensure effective governance, continuous learning, and vibrant community growth. Each role carries defined responsibilities to guarantee every dimension of club life is professionally managed.

#	Title / Jina	Primary Responsibility	Key Duties
1	Club President <i>Rais wa Club</i>	Chief leader and overall supervisor of the club.	Chairs all meetings, coordinates the executive committee, and ensures the club meets its quality objectives.
2	VP Education (VPE) <i>Makamu wa Rais – Elimu</i>	Head of all academic affairs and member training.	Schedules meeting agendas, coordinates member speeches, and assigns mentors to new members.
3	VP Membership (VPM) <i>Makamu wa Rais – Uanachama</i>	Manager of membership growth and recruitment.	Recruits new members, welcomes visiting guests, and supports them through formal enrolment.
4	VP Public Relations (VPPR) <i>Makamu wa Rais – Uhusiano Mwema</i>	Club ambassador and official spokesperson to the public.	Manages social media pages, designs meeting posters, and promotes the club's positive image on campus.



5	Secretary <i>Katibu</i>	Custodian of all official club records.	Records minutes of all executive meetings, maintains the official attendance register, and manages club files.
6	Treasurer <i>Mhazini / Mshika Fedha</i>	Manager of club finances and budget.	Maintains complete records of all income and expenditure and prepares financial reports as required.
#	Title / Jina	Primary Responsibility	Key Duties
7	Sergeant-at-Arms (SAA) <i>Kiranjia wa Mkutano</i>	Manager of equipment and meeting logistics.	Ensures the venue (physical or virtual) is ready before each meeting, manages club equipment, and maintains order throughout sessions.

05 — A Call to Action

Every great leader was once a nervous speaker. Every powerful voice was once a whisper. Eloquent Minds Club exists to close that distance — between where you are and where your potential demands you to be.

Whether you want to deliver compelling presentations, win debates, build confidence, or simply find your voice, this is your arena. We practice together, we grow together, and we build the future — together.

“Let’s practice. Conquer stage fright. Build the future.”

— Eloquent Minds Club • Founded by Yusuphu Awadhi Lema • IFM, Dar es Salaam • June 2026

PART II

TOASTMASTERS INTERNATIONAL

Official Compendium — New Members, Speech Objectives & District Leadership



A Comprehensive Handbook for New Members & District Leadership Guidelines

Section	Title	Scope
Section I	A Handbook for New Toastmasters	Ilene Wolfman, ACG — New member orientation, meeting customs & meeting roles
Section II	Competent Communicator Speech Objectives	The 10-speech foundational pathway with time and objectives
Section III	District Leadership Handbook & Map of Service	Missions, values, governance protocols & district leader responsibilities

Preface & Context

This comprehensive manual brings together the core education, operational, and structural guidebooks of Toastmasters International. It is designed to support a member's journey from their very first day in a club to serving as a strategic regional leader managing complex operations.

Author's Note — New Toastmasters Handbook

This handbook was written to complete the requirements for a Toastmasters High Performance Leadership Project. Ensuring that new club members are successfully oriented is an ongoing commitment for every club striving to be a Distinguished Club. It is my hope that this handbook will contribute toward easing that process. Special thanks to the HPL committee (Roxie Billings, Gael O'Brien, Deb Skeath) and the review team for their invaluable insight.

— *Ilene Wolfman, ACG*

SECTION I I'VE JUST JOINED TOASTMASTERS. NOW WHAT?

New member guidance, meeting customs & mastering meeting roles

Congratulations on Joining

Congratulations on your decision to join a Toastmasters club. This is a fabulous international organization that provides an incredible opportunity to learn, enhance, and practice speaking and leadership skills. If you embrace the program, there will be enormous value to the skills you gain for an amazingly modest price.

Common New Member Questions

What Can I Expect as a Brand New Toastmaster?

Soon after your club submits your application to Toastmasters International, you will receive your introductory roadmap materials. Historically delivered as the Competent Communicator (CC) and Competent Leadership (CL) Manuals, and now structured through modern educational tracks, these frameworks provide excellent workflows and are your roadmap to building your skills and success as a club member.

Do I Have to Be Good at Speaking to Speak?

Of course not! People join Toastmasters at all levels of speaking ability. It's not important how good you are as a speaker when you get started — it only matters how much better you become with time and practice. People join for different reasons. While one person may panic at the thought of speaking in front of a room full of people, another may freeze at extemporaneous speaking without preparation. Still another may want to learn how to better manage a meeting, give a toast for a special occasion, or hone their overall speaking skills.

How Soon Do I Have to Be Ready to Speak?

You always move at your own pace in Toastmasters. Some new members attend for several weeks before taking a role or signing up for their first speech. For many people, it is better to take that first step and 'get it over with' than to put it off with dread and fear.

How Will I Learn to Be a Better Speaker?

Learning happens in many different ways. While most people learn by taking roles and giving speeches, they also learn by watching and listening to other club members. You'll see and hear things you'd like to try — and things you'd like to avoid.

What If English Isn't My First Language?

Toastmasters is an ideal opportunity for practising English. This is your chance to expand your vocabulary, hear words pronounced correctly, and get feedback from mentors and evaluators on correct pronunciation and syntax.

How Do I Get a Mentor to Help Me?

Check with your club's VP of Education or one of the other club officers to learn about getting a mentor for your first few speeches. Even if your club does not have a formal mentor programme, you can always ask a more experienced member to help you get started.

Meeting Customs & Rituals Explained

Why Is There So Much Applauding?

Applause is an established practice designed to show appreciation. Every speaking opportunity at a Toastmasters meeting is a small performance to practise your skills. We also use applause to encourage a speaker while they approach the lectern — letting the speaker know we are excited and eager to hear what they have to say.

Why Do We Never Leave the Stage Empty?

There is a general rule that you 'never leave the stage empty.' It should always be clear that someone is standing in charge of the meeting. In practice, we applaud from the time the Toastmaster or General Evaluator calls the next person to speak. Once that person arrives at the lectern, the two people transfer 'ownership' of the stage by shaking hands.

Why Is Timing Taken So Seriously?

A well-run meeting takes work and practice. It is important to set a realistic agenda, start on time, and end when expected. Each speaker learns to communicate thoughts in a clear and succinct manner — unnecessary rambling, disconnected thoughts, and poorly constructed content are avoided.

Are 'Ahs' and 'Ums' Really Counted?

Yes. The Grammarian or Ah Counter counts unnecessary filler words such as 'ah', 'um', 'you know', 'like', and 'so.' These simple words distract from the impact of the message and detract from professionalism. Silence gives you the moment you need to think — and similarly gives a moment to the listeners.

Mastering Meeting Roles

1

The Timer

The Timer records the length of time each person speaks and keeps track of overall meeting time. Pointers for doing the job well: arrive early to sit in a spot clearly visible to all speakers; confirm the allotted time for each speaker before the meeting starts; hold up the Green Card when the speaker reaches the minimum allowed time; raise the Yellow Card at the mid-point of the prescribed time; raise the Red Card at the maximum prescribed speaking time and keep it visible until the speaker finishes.

2

The Grammarian & Ah-Counter

The Grammarian introduces new words to members and comments on the use of language throughout the meeting. When introducing the Word of the Day, pick a familiar but underutilised word that can be easily incorporated, and display it in large type with its part of speech, definition, and an example sentence. The Ah-Counter notes words and sounds used as a crutch or pause filler by anyone who speaks during the meeting.

3

Table Topics Master

The goal of Table Topics is to encourage speakers to speak extemporaneously for 1–2 minutes in a coherent manner. Toastmasters International recommends presenting your question or topic first, and then calling upon a member — forcing everyone in the room to think about the response.

4

Speech Evaluator

The role of Speech Evaluator is a key part of the educational journey. A useful acronym to remember is PIE: P — Praise: What elements of the speech can be praised? I — Improve: What constructive suggestion will help the speaker improve? E — Encourage: What can be said to encourage them to continue? Always speak in the third person to share feedback with the entire club, rather than having a private dialogue with the speaker. Example: Say “Mary’s speech was an excellent example of...” rather than “Mary, your speech was...”

SECTION II COMPETENT COMMUNICATOR SPEECH OBJECTIVES

The foundational 10-speech pathway

The foundational public speaking path consists of ten specific stages, each building upon the skills established in the previous project.



#	Stage & Title	Time	Core Objectives
1	The Ice Breaker	4–6 mins	To begin speaking before an audience. Discover speaking skills you already have and skills that need attention.
2	Organize Your Speech	5–7 mins	Select an appropriate outline which allows listeners to easily follow. Make your message clear with supporting material. Create a strong opening and conclusion.
3	Get to the Point	5–7 mins	Select a speech topic and determine its general and specific purposes. Ensure the beginning, body, and conclusion reinforce the purposes. Strive not to use notes.
4	How to Say It	5–7 mins	Select the right words and sentence structure to communicate clearly, accurately, and vividly. Use rhetorical devices. Eliminate jargon.
5	Your Body Speaks	5–7 mins	Use stance, movement, gestures, facial expressions, and eye contact to express your message. Body language should look smooth and natural.
6	Vocal Variety	5–7 mins	Use voice volume, pitch, rate, and quality to add meaning and interest. Use pauses effectively and naturally.
7	Research Your Topic	5–7 mins	Collect information from numerous sources. Carefully support your points and opinions with specific facts, examples, and illustrations.
8	Get Comfortable with Visual Aids	5–7 mins	Select visual aids appropriate for your message and audience. Use visual aids correctly with ease and confidence.
9	Persuade with Power	5–7 mins	Persuade listeners to adopt your viewpoint or take some action. Appeal to the audience's interests using logic and emotion. Avoid using notes.
10	Inspire Your Audience	8–10 mins	Inspire the audience by appealing to noble motives. Appeal to needs and emotions using stories, anecdotes, and quotes to add drama. Avoid notes.

SECTION III DISTRICT LEADERSHIP HANDBOOK

Map of Service, governance protocols & district leader responsibilities

District leaders are tasked with a vital administrative mandate: to empower individuals to become more effective communicators and leaders by directly supporting club health and fostering new club alignment.

Missions, Values & Promises

Toastmasters International Mission

We empower individuals to become more effective communicators and leaders.

District Mission

We build new clubs and support all clubs in achieving excellence.

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.

Core Values

- **Integrity** — We match our actions with our words, demonstrate honesty, and always strive to do the right thing.
- **Respect** — We treat all with dignity, welcome diverse perspectives, and critique but never demean service.
- **Service** — We strive to provide high-value, exceptional support by being responsive, attentive, and passionate.
- **Excellence** — We consistently strive to meet or exceed expectations by nurturing a collaborative environment.

The Map of Service to Members

The administrative structure of Toastmasters is designed as an inverted pyramid, placing the individual member at the top, supported by layered tiers of structural leadership:

Level	Tier	Description
1	Individual Members	The heart and foundation of the entire organization.

2	Clubs & Exec Committees	Led by: President, VP Education, VP Membership, VP Public Relations, Secretary, Treasurer, Sergeant-at-Arms.
3	Areas	Led by the Area Director and Area Council. Each Area supports 4 to 6 clubs.
4	Divisions	Led by the Division Director and Division Council (comprising at least 4 Areas).
5	Districts	Led by the District Executive Committee: District Director, Program Quality Director, Club Growth Director, Administration Manager, Finance Manager, and Public Relations Manager.
6	Regions	Supported by Region Advisors who provide strategic leadership training.
7	Board of Directors	International Officers and Directors providing global governance.

District Government & Protocols

Each District is governed strictly by the District Administrative Bylaws and Toastmasters International policy documents. Districts cannot create separate legal policies; they may only implement operational procedure manuals approved by World Headquarters.

Fiduciary & Financial Record Requirements

All District funds, bank statements, invoices, and financial records are the property of Toastmasters International. Specific documents must be handled with strict timelines to satisfy international legal and audit requirements:

- **Due to World Headquarters by August 31:** Cancelled checks, bank statements, paid invoices, cash-receipts journals, cash-disbursement journals, Fixed Asset Templates, and Accrual Templates.
- **Retention Periods:** Meeting minutes and attendance records must be kept indefinitely. Budgets, audits, and P&L statements must be kept for 7 years. General correspondence and operational plans are kept for 3 years.

District Alignment Rules

Once each year, Districts must review and amend the alignment of clubs, Areas, and Divisions.

The following structural constraints are mandatory:

- No more than nine Divisions are permitted per District.
- Each Division must contain at least four Areas.
- Each Area must contain no fewer than four clubs and no more than six clubs in goodstanding.
- An Area shall not be comprised solely of one single club type.

District Leader Roles & Responsibilities

1	District Director (DD) The District Director provides overall leadership, motivation, and guidance to all elected and appointed officials. The DD is the only officer authorised to sign operational contracts during the programme year and holds ultimate fiduciary responsibility for the management of District funds.
2	Program Quality Director (PQD) The PQD is responsible for all aspects of education, training, and member retention within the District. Core duties include supervising club officer training, managing speech contests, choosing educational content for the annual District conference, and tracking educational milestones.
3	Club Growth Director (CGD) The CGD is responsible for marketing strategy, new club-building, and club-retention efforts. The CGD recruits and leads the club-building team, coordinates the assignment of club sponsors, mentors, and coaches, and manages the official Club Coach Programme to revitalise struggling clubs.
4	District Finance Manager The Finance Manager establishes the annual budget, processes requisitions, and reconciles the District accounting system monthly. They must deliver quarterly Profit & Loss statements to the District Council and submit reports to the Audit Committee.



5

Area Directors

Serving as the critical direct liaison between the District and individual clubs, Area Directors must visit each club within their Area at least twice per year (ideally quarterly). They assess club health against the Moments of Truth framework and submit official club visit reports online via District Central.

IMPORTANT: Outgoing District leaders must deliver all accumulated records, funds, and supply inventories to the incoming administration no later than July 1. Failure to submit required Year-End Audit documents by August 31 will freeze the District's financial account lines at World Headquarters.

Toastmasters International • Official Compendium • Compiled June 2026 Eloquent Minds Club •

Founded by Yusuphu Awadhi Lema • IFM, Dar es Salaam • Est. June 2026