



**Minutes of the 2019-2020 Board of Directors Teleconference  
December 18, 2019**

The 2019-2020 Toastmasters International Board of Directors convened December 18, 2019, with International President Deepak Menon, DTM, presiding. The officers and directors present were: Richard E. Peck, DTM; Margaret Page, DTM; Matt Kinsey, DTM; Lark Doley, DTM; Sudha Balajee, DTM; John Lesko, DTM; Joan T. Lewis, DTM; Anthony J. Longley, DTM; Larry Marik, DTM; Stefano S. McGhee, DTM; TK O'Geary, DTM; Carol Prahinski, DTM; Mohamad A. Qayoom, DTM; Aletta Rochat, DTM; Naomi Takeuchi, DTM; David Templeman, DTM; Tuire Vuolasvirta, DTM; and Chief Executive Officer Daniel Rex. Chief Digital and Information Officer, Sam Farajian, Chief Financial Officer John Bond, Marketing Communications Director John Lurquin, Club Quality and Member Support Director Danielle Mitchell, District Growth and Support Director Jonathan Lam, Training Director Kate Rynerson-Wingrove, Secretary Angela Mennenga, and Executive Services Manager Mona Shah were also present. International Director Susan Zhou, DTM was absent.

1. The Board reviewed and accepted the agenda as presented.
2. The Board received the report (attached) of the November 15-18, 2019 Executive Committee meeting as presented by International President-Elect Peck. The Board discussed and adopted the Committee's recommendations as presented in items #3, 4, 5, 6, 8, 10, 12, 13, 14, and 15. The other items were considered subsequently and separately by the Board.

Items #1 and 2 are reflected in the December 4, 2019 Board minutes.

The Board unanimously adopted item #7.

The Board unanimously adopted item #9.

The Board adopted item #11. International Director O'Geary abstained and International Directors Qayoom and Takeuchi voted against the motion.

The Board adopted item #16. International Director Prahinski voted against the motion.

3. The Board received the report (attached) of the December 11, 2019 Executive Committee meeting as presented by International President-Elect Peck. The board discussed and adopted the Committee's recommendations as presented.
4. The Board received and adopted the report (attached) from the Strategic Planning Committee's November 16 and 18, 2019 meeting as presented by Strategic Planning Committee Chair Doley.



**5. HIGHLY CONFIDENTIAL**

As there was no other business on the agenda, the meeting was adjourned.

Pursuant to Policy 11.3, items contained in the minutes of this meeting were classified as “unrestricted” upon distribution of the minutes by World Headquarters, not to include any matters marked “restricted” or “highly confidential.”

A handwritten signature in black ink, reading "Angela Mennenga". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Angela Mennenga  
Secretary

Distribution: Board of Directors  
Nonprofit General Counsel  
Chief Executive Officer  
Past International Presidents  
Past International Directors



**Minutes of the 2018-2019 Executive Committee Meeting  
Toronto, Ontario, Canada  
November 15-18, 2019**

The 2019-2020 Executive Committee met November 15-18, 2019, with International President Deepak Menon, DTM, presiding. The other officers present were: International President–Elect Richard E. Peck, DTM; First Vice President Margaret Page, DTM; Second Vice President Matt Kinsey, DTM; Immediate Past International President Lark Doley, DTM; and Chief Executive Officer Daniel Rex. Secretary Angela Mennenga and Executive Services Manager Mona Shah also were present. No Committee members were absent.

**EXECUTIVE COMMITTEE**

1. The Committee reviewed the proposed 2020 Toastmasters International budget. The information presented in support of the budget, summarized ongoing operations, work in progress, and department service overviews. The Committee recommends that the Board adopt the 2020 Toastmasters International budget.
2. The Committee reviewed and discussed proposed amendments to Policy 5.0: Corporate and Community Activities (attached), that would more clearly enable the establishment of alliances between Toastmasters International and other organizations. Such alliances would further the mission and strategic goals of Toastmasters International and its clubs. The Committee recommends that the Board of Directors adopt the proposed recommendations, effective immediately.
3. The Committee participated in a discussion facilitated by the Chief Executive Officer about how to stay relevant and significant in an accelerating 21<sup>st</sup> Century.
4. The Committee held a question and answer session for members and leaders in and around Toronto, Ontario, Canada. Committee members shared their leadership journeys and experiences and provided those present with encouragement and an opportunity to learn more about Toastmasters.
5. Chief Executive Officer Daniel Rex provided an update on the status of the organization. The organization is, in the early months of the 2019-2020 program year, showing signs of returning to typical growth rates. The new member adoption rate for Pathways continues to be strong. Overall, the Committee was pleased to hear the positive report.
6. The International President and each International Officer presented a report of their experiences and responsibilities since taking office in August 2019. The ensuing discussions focused on Board committee effectiveness and personal growth.



7. The Committee received updates from the following: Club Leadership Roles and Responsibilities Committee; Region Advisor Selection Committee; District Excellence Committee; Advisory Committee of Past Presidents.

The Committee received an update from the International Disciplinary Committee which included proposed amendments to Policy 11.4: Board of Directors Committees, Section 6.B.IV (attached) that would allow a Disciplinary Committee member to continue to serve on the committee, if at the end of their term of service there is a specific disciplinary matter that remains unfinished. The Executive Committee recommends that the Board of Directors adopt the proposed recommendations, effective immediately.

8. The International President, in consultation with the Executive Committee, assigns Board members to participate in committee work between March and June. The new committees that will convene March 1, 2020 are: District Leadership Roles, Responsibilities, and Evaluation Committee; Policy Review Committee; and Prioritization Committee. The membership and presiding officer of each committee will be determined by the International President in accordance with Policy 11.4, Section 3.C.
9. The Committee reviewed the status of reformatations that will take effect on July 1, 2020: Districts 37 (Western North Carolina) and 117 (Eastern North Carolina); Districts 46 (Bronx, Manhattan [north of 34<sup>th</sup> Street], Westchester County) and 119 (Brooklyn, Manhattan [south of 34<sup>th</sup> Street], Nassau, Queens, Suffolk County); Districts 82 (Sri Lanka) and 120 (Tamil Nadu, India); Districts 92 (Karnataka [Bangalore (Urban), Bangalore (Rural), Bagalkot, Belagavi, Ballari, Bidar, Vijayapur, Chikkaballapura, Chitradurga, Davanagere, Dharwad, Gadag, Kalaburgi, Haveri, Kolar, Koppal, Raichur, Tamukuru, Yadagiri]) and 121 (Kerala and Karnataka [Bangalore (Urban), Chamarajnar, Chikkamagaluru, Dakshina Kannada, Hassan, Kodagu, Mandya, Mysuru, Ramanagara, Shivamogga, Udupi, Uttara Kannada]).

The Committee reviewed the status of the reformation that will take effect on July 1, 2021, in Districts 60, 86, and 123.

The Committee recommends that the Board approve these requests:

- District 74's request to form a reformation committee, effective immediately
- District 85's request to form a reformation committee, pending a positive vote of the District 85 Executive Committee.

The Committee considered District 109's request to add Turkey to the district's boundaries. The Committee is heartened to see the enthusiasm and dedication of the



leaders and members from the clubs in Turkey and the expressed welcome by the clubs of District 109. After considerable discussion, the Committee recommends for the Board's approval that District 109 continue with its current boundaries. District 109 may resubmit a proposal when there are 20 or more clubs in Turkey. This recommendation aligns with previous decisions relating to similar circumstances with other districts in other parts of the world.

10. The Committee received an update from the Chief Executive Officer for the following Working Groups: District Mediation; Change Management; Speech Contests; and Translations.
11. The Committee discussed the status of Toastmasters Clubs that meet in correctional facilities. Some of these clubs have expressed difficulty in participating in the Pathways learning experience. In March 2018, the Board of Directors, for these clubs only, extended the opportunity for new members to use the traditional education program through June 30, 2020.

The Executive Committee appreciates and acknowledges the contributions of the many Toastmasters members who contribute to the success of Toastmasters Clubs in correctional facilities. However, the Committee also reaffirms the organization's commitment to the Pathways learning experience.

The Committee recommends that the Board of Directors adopt the following:

- Effective July 1, 2020, all new members of Toastmasters clubs in correctional facilities must use the Pathways learning experience.
- Toastmasters clubs in correctional facilities that are unable to participate in the Pathways learning experience may become Gavel Clubs. The officers of such clubs must notify World Headquarters of this intent prior to June 30, 2020. Gavel Clubs will continue to use the traditional education program
- District club and membership bases for the 2020-2021 program year will be adjusted to reflect the transition of Toastmasters Clubs to Gavel Clubs for those clubs whose officers notify World Headquarters of the change by June 30, 2020.

12. The Committee reviewed proposed amendments to the *Speech Contest Rulebook* (attached) to better clarify existing rules and improve structure and process. Changes to the *Speech Contest Rulebook* for both the 2019-2020 and 2020-2021 speech contest cycles were adopted by the joint authority of the International President and Chief Executive Officer with the concurrence of the International President-Elect, effective immediately.



13. The Committee reviewed and considered Toastmasters' legal entities and other legal issues relating to Toastmasters International's intellectual property. The Committee requested World Headquarters create a prioritized list of issues and countries to consider on an ongoing basis.
14. The Committee discussed the role and development of International Officers in successfully chairing Board Committees and eventually chairing Board meetings as the International President.
15. The Committee discussed Board evaluation as a key to continually evolving and improving the effectiveness of the Board. As International Directors serve a two (2) year-term, it is important that they quickly become effective. With that in mind, the Committee reviewed Board Assessments, Mentor/Protégé pairings, and Board Orientation and discussed potential improvements to enhance overall Board effectiveness.
16. The Committee reviewed proposed amendments to Policy 6.1: Accredited Speaker Program (attached) and the Accredited Speaker Program Handbook (attached) that will further strengthen the program. The Committee recommends that the Board of Directors adopt the proposed amendments, effective immediately. Corresponding changes to the *Accredited Speaker Program Handbook* (attached) will be implemented upon the Board's adoption of the proposed amendments to policy.

As there was no other business on the agenda, the meeting was adjourned.

Pursuant to Policy 11.3, items contained in the minutes of this meeting were classified as "unrestricted" upon distribution of the minutes by World Headquarters, not to include any matters marked "restricted" or "highly confidential."

Angela Mennenga  
Secretary

Distribution: Board of Directors  
Nonprofit General Counsel  
Chief Executive Officer  
Past International Presidents  
Past International Directors

## **Toastmasters International and Other Organizations** ~~Corporate and Community Activities~~

1. **The Toastmasters International Board of Directors may authorize the establishment of alliances between Toastmasters International and other organizations. Such alliances must further the mission and strategic goals of Toastmasters International and its clubs.** ~~does not create, promote, sponsor, or endorse causes or service activities or projects of other organizations.~~
2. **The Chief Executive Officer negotiates such alliances on behalf of Toastmasters International; all related agreements are subject to the approval of the Executive Committee and the Board of Directors.**
3. **Alliance agreements shall not include provisions that require Toastmasters clubs to participate in any activities or take any action.**
4. **Toastmasters clubs, Districts, and other administrative units shall not enter into an alliance with any organization.**
52. The educational programs of Toastmasters International may only be used to provide communication and leadership development activities which are consistent with and related to the Toastmasters International mission and which preserve its identity as a nonprofit educational organization.
63. **When** Toastmasters International cooperates with other organizations, ~~to the extent that~~ the **separate** identity of Toastmasters International **is must be** maintained. ~~and with the understanding that such contact or cooperation does not constitute or imply formal endorsement.~~

## Board of Directors Committees

### 1. Executive Committee

- A. The Executive Committee is comprised and its powers and duties are as stated in Article V, Section 6, of the Bylaws of Toastmasters International.
- B. The Executive Committee answers to the Board, is subject to its general direction, and has additional powers as the Board delegates.
  - I. The Executive Committee reviews the proposed annual budget and submits a final budget document to the Board and reviews financial reports and recommendations concerning major expenditures and presidential travel.
  - II. The Executive Committee reviews operations and Policies that are to be carried out by the Chief Executive Officer and supervises the performance and position of the Chief Executive Officer.
  - III. The Executive Committee serves as the Strategic Planning Committee.
- C. The Board reserves unto itself, from the Executive Committee, all powers and authority except the following:
  - I. The Executive Committee has authority essential to the performance of duties imposed upon it by the Bylaws or assigned to it by the Board.
  - II. The Executive Committee has authority over those processes expressly delegated to it by the Board. Where authority to act on a matter is expressly delegated to the Executive Committee in Policy adopted under Article V, Section 4(f) of the Bylaws of Toastmasters International, the phrase “subject to the approval of the Board” in Article V, Section 6(c) of the Bylaws shall mean that the Executive Committee has full corporate authority to act on the matter in a timely manner and need not seek Board approval prior to taking such action. However, the Board may, upon learning of the Executive Committee’s action at the Board’s next meeting or otherwise, decide to modify, overrule, or reverse the Executive Committee’s action to the extent the Board can do so without harm to the best interests of Toastmasters International.
  - III. The Executive Committee has such authority as is necessary in the conduct of the ordinary business operations of the corporation while the Board is not in session.
- D. Meetings may be called by the International President or any other voting member of the Committee by giving reasonable notice of the date, time, and place of the meeting to all members of the Committee.

- E. Minutes of all Executive Committee meetings are provided to all Board Members within 30 days after each meeting.
- F. The Executive Committee reviews the proposed budget for the ensuing fiscal year every November, conducts the Chief Executive Officer Performance Appraisal annually every August, reviews district formation and reformation every three (3) years, reviews member dues at least every three (3) years, and reviews the Toastmasters International Reserves Policy annually.
- G. The Executive Committee is authorized by the Board to act with the power of the Board to establish legal entities outside of the United States as may be necessary or appropriate to further the purposes of Toastmasters International, in the judgment of the Committee, relying upon information and advice from the Chief Executive Officer and legal counsel.
  - I. All actions of the Committee within this delegation of authority shall be fully effective when taken. Such actions will be reported to the Board Members at, or prior to, the next meeting of the Board following the action but will not require ratification by the Board to be effective. However, the Board reserves the right to review and modify any action taken by the Committee if necessary to protect the best interests of Toastmasters International.
  - II. Executive Committee members shall often be expected and are authorized to serve as officers or directors of the legal entities established outside the United States. The Chief Executive Officer, Chief Operations Officer and Chief Financial Officer may serve as officers or directors of the legal entities established outside the United States upon assignment by the Executive Committee.
- H. All signatories on Toastmasters International's corporate bank accounts, including District bank accounts, must be approved by the Executive Committee, or by unanimous written consent.
  - I. At an Executive Committee meeting, or by unanimous written consent, the Committee reviews and approves a list showing, for each account, the District involved, the name and location of the financial institution, and the names of the persons to be added or removed as signatories since the prior Committee meeting.
  - II. If necessary, the International President approves the addition or removal of bank signatories between Executive Committee meetings, subject to ratification by the Committee at its subsequent meeting.
  - III. Replacement of a previously approved signatory is not effective until the replacement is approved by the International President, whose approval is subject to ratification by the Executive Committee.

- I. The Chief Executive Officer, Chief Operations Officer and Controller, collectively, have authority to establish and maintain Toastmasters International District bank accounts as necessary to enable Districts to conduct Toastmasters business. All Board Members must be notified within 30 days of the establishment of these accounts.

## **2. Strategic Planning Committee**

- A. The members of the Executive Committee comprise the Strategic Planning Committee.
- B. The Strategic Planning Committee strategically analyzes Toastmasters International's place in the future, including opportunities and threats that might affect the organization; determines goals and strategies for achieving those goals; reviews the purpose, core values, and mission of the organization; develops strategic goals for growth in line with Toastmasters International's mission; updates and produces a Strategic Plan for use by the organization; identifies broad approaches for achieving strategic goals; and recommends operational objectives to the Board, including, but not limited to, the adoption of appropriate organizational Policies and programs.
- C. The Committee gives an official report at the Board meeting concerning all functions referred to above.
- D. The Committee meets at such times as considered in the best interest of the organization, as determined by the International President.
- E. Strategic plans for Toastmasters International and any recommendations for action on programs proposed by the Strategic Planning Committee are reviewed annually by the Board.

## **3. Board Committees**

- A. Committees are established by the Board as needed under the Bylaws of Toastmasters International, Article VII, Section 2.
- B. The Board establishes committees as needed, which are subject to the general direction of the International President and the Board and are accountable to the Board through the committee chair.
- C. The name, strategic purpose, composition, chair, and duration of each committee shall be determined by the International President, subject to the approval of the Executive Committee and Board, unless otherwise stated in the Bylaws of Toastmasters International or in the Policies of Toastmasters International.
- D. These committees may be assigned special projects outside the scope of responsibility of a standing committee and continue to act until their stated functions are completed or until they are discharged from their responsibilities by the Board.
- E. All committees are subject to the general direction of the International President and the Board.

- F. Committees are accountable only to the Board and report through the committee chair.
- G. Board committees may appoint sub-committees as needed.

#### **4. Advisory Committee of Past International Presidents**

- A. The Advisory Committee of Past International Presidents (ACPP) is established in the Bylaws of Toastmasters International, Article VII, Section 4. The purpose of the ACPP is to submit comments and recommendations for consideration of the Board.
- B. When a quorum is not present at an ACPP meeting, any action taken must thereafter be approved by a majority vote of all ACPP members for it to take effect. Approval shall occur by mail, email or other electronic means or by voice vote at the next ACPP meeting at which a quorum is present.
- C. All Past International Presidents who maintain membership in good standing are ex-officio officers of Toastmasters International and remain members of the Committee until their resignation, death, or removal from the Committee.
- D. The Immediate Past International President is the chair of this committee. Each year, the Committee Chair briefs the International President on the duties of the chair and the role and processes of the Committee.
- E. The Chief Executive Officer is the liaison to the Committee.
- F. The International President may seek feedback from the Committee or assign a topic to the Committee, or selected Committee members, for consideration and feedback to the Board.
- G. The Committee meets annually during the International Convention. Special meetings are called with the written approval of the International President.
- H. At the August ACPP meeting, the International President and Chief Executive Officer present a briefing on strategic and significant issues.
- I. The Committee Chair presents a report of the August meeting each February—and, at the International President's discretion, provides a report in August—for consideration by the Board.
- J. Upon request, as surveyed each year, Committee members for whom World Headquarters has a current Confidentiality Statement on file receive:
  - I. Board meeting and Executive Committee meeting minutes after the minutes have been finalized by the Secretary/Treasurer and the Board and before being made public on the Toastmasters website.
  - II. A briefing document consisting of agenda items to be considered by the Board, Executive Committee and Strategic Planning Committee at its meetings. This briefing does not include personnel issues, highly confidential topics and other highly sensitive items that are excluded at the discretion of the International President.

- a. The briefing document is distributed prior to each meeting.
  - b. Members of the Committee provide individual feedback to the Committee Chair.
  - c. Individual members of the Committee shall not speak on behalf of the ACPP when communicating with Board Members individually or collectively.
  - d. The chair, with the written approval of the International President, may call a meeting of the Committee to discuss the feedback.
  - e. The chair presents a summary of the feedback to the International President before each meeting and to the Board at each meeting.
  - f. Feedback on topics being addressed by the Board may be submitted from the Committee to the Board periodically.
- K. All Committee members receive:
- I. Links to significant updates on the Toastmasters International website including, but not limited to, newsletters and other new or updated publications.
  - II. Selected new printed materials that may be distributed to the Committee members at the August meeting.
  - III. The Chief Executive Officer's Report after it has been distributed to the Board and before it has been made public on the Toastmasters website.
  - IV. A document containing selected talking points used by the Board of Directors during District conference visits.
- L. The role and processes of the ACPP are addressed annually at Board member orientation by the Immediate Past International President.

## **5. Audit Committee**

- A. The Toastmasters International Audit Committee acts in accordance with the California Nonprofit Integrity Act of 2004 (NIA) and any subsequent or superseding statutes.
- B. The Chief Executive Officer recommends one (1) or more auditing firms to the Audit Committee by August 1 each year and negotiates the audit firm's compensation on behalf of the Board. The two-person Audit Committee is responsible for recommending an auditing firm to the Board by September 30 each year. The Board then selects an auditing firm by November 30 each year.
- C. In order to be appointed to the Audit Committee, one must be qualified to serve on the Committee based on the requirements of the NIA.
- D. When selecting Committee members, first preference is given to Past International Presidents.

- E. Appointments to the Committee are made between January and August of each year by the International President and are subject to the approval of the Executive Committee.
- F. Committee members are appointed to two-year terms.
- G. The first-year Committee member serves as co-chair; the second-year Committee member serves as chair.
- H. Any vacancy is filled by the International President in office when the vacancy occurs, subject to the approval of the Executive Committee.

## 6. International Disciplinary Committee

- A. The Toastmasters International Disciplinary Committee is established by the Board of Directors under Article VII of the Bylaws of Toastmasters International.
- B. Appointments to the Committee are made by the International President and are subject to the approval of the Executive Committee.
  - I. There shall be two (2) Past International Presidents on the Committee serving as chair and co-chair. The Past International President serving in their second year is the chair; the Past International President serving in their first year is the co-chair.
  - II. There are eight (8) additional members of the Committee, who serve two (2) year terms. Each member is a Past International President, a Past International Director or a Past Region Advisor.
  - III. The eight (8) members as stated above may include one or more Board members at the discretion of the International President, with the approval of the Executive Committee.
  - IV. If work on a specific disciplinary matter remains unfinished at the completion of any committee member's term of service, they will continue to serve until the matter is resolved. Such committee members will not commence work on any new disciplinary matters; only incoming and continuing committee members will work on such matters.**
- C. The Executive Committee determines which disciplinary matters shall be investigated by the Committee. The Committee follows Article III, Section 13 of the Bylaws of Toastmasters International and Policy 3.0: Ethics and Conduct while conducting the disciplinary process, with authority delegated to it by the Board of Directors.
- D. The Committee reports the results of its work and any interim steps taken to the Board of Directors in writing within seven (7) days.
- E. The Board of Directors reviews the Committee's work product and determines any appropriate action after receipt of the Committee's report(s) as soon as is reasonably feasible. A final decision to take disciplinary action must be made or confirmed by a three-fourths majority vote of the Board.

**TOASTMASTERS**  
INTERNATIONAL



# **SPEECH CONTEST RULEBOOK**

JULY 1, 2019 TO JUNE 30, 2020



**WHERE LEADERS  
ARE MADE**

**TOASTMASTERS INTERNATIONAL**  
**[www.toastmasters.org](http://www.toastmasters.org)**

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NOTE: Modifications proposed for immediate effect in the 2019-2020 *Speech Contest Rulebook* are shown in **blue**. Modifications proposed to take effect in the *2020-2021 Speech Contest Rulebook* are shown in **red**.

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## **Introduction**

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Speech contests are an important part of the Toastmasters educational program. They provide an opportunity for Toastmasters to gain speaking experience, as well as an opportunity for other Toastmasters to learn by observing proficient speakers.

This booklet contains the rules and standard procedures for conducting the International, Evaluation, Humorous, Table Topics, and Tall Tales speech contests. If you are involved in conducting or competing in a speech contest, please read these rules carefully and follow them. By doing so, you will ensure a fair speech contest and an enjoyable event for everyone.

The book consists of three parts:

- **Speech Contest Rules.** Here you will find the General Rules governing all Toastmasters speech contests, as well as the specific rules covering the International, Evaluation, Humorous, Table Topics, and Tall Tales contests.
- **Contest Checklists.** This section describes some of the common steps required for contest chairs, chief judges, and contestants to prepare for a speech contest.
- **Additional Resources.** In this section, you'll find a list of additional manuals, articles, Web pages, and other helpful materials related to Toastmasters speech contests.

Note: Rule changes are made once a year by administrative protocol with the approval of the International President, the International President-Elect, and the Chief Executive Officer. Changes are highlighted by a mark (◆) in the left margin.

# SPEECH CONTEST RULES

## General Rules for All Toastmasters Speech Contests

Unless otherwise stated, these rules apply to all speech contests conducted by Toastmasters International clubs, areas, divisions, and districts, as well as all contests conducted at the International Convention.

### 1. Speech Contest Policy

- ◆ A. Toastmasters International recognizes and supports the following official speech contests: International, Evaluation, Humorous, Table Topics, Tall Tales, and Video (only for members of undistricted clubs, including territorial councils and provisional districts). No other contest types, showcases, etc., can be conducted by districts (including areas and divisions).
- ◆ 1. Districts (including areas and divisions) must conduct the International Speech Contest. The International Speech Contest must only be conducted in English.
- ◆ 2. Districts (including areas and divisions) may conduct up to three additional English speech contests each year.
- ◆ 3. Districts (including areas and divisions) may also conduct up to four non-English speech contests each year.
  - a) Each of these contests is conducted in a language selected by the district director and approved by the district executive committee.
  - b) A non-English contest may be conducted using the rules of the International Speech Contest. Such a contest must be titled using the name of the language. For example: Chinese Speech contest.
  - c) Non-English contests must not continue beyond the district level.
- ◆ B. All district-level speech contests are conducted only at the annual district conference.
- ◆ C. Contests must originate at the club level and proceed through the area, division, and district levels, respectively; only contests following this progression are permitted at the area, division, and district levels. All clubs are eligible to advance contestants to the area level in all contests, regardless of the contest language or the primary language of the club.
- ◆ D. Toastmasters International pays the travel expenses of each contestant who participates in the International Speech Contest at the semifinal level at the International Convention. The travel allowance is computed in the same manner and subject to the same restrictions as that of district leaders.
- ◆ E. The *Speech Contest Rulebook* is protocol and applies to all official Toastmasters speech contests. Modifications to rules may only be made through the administrative protocol review process. Exceptions are not permitted.
- ◆ F. Individual admission fees to a contest may be charged to audience attendees and contest officials; however, contestants may never be charged a fee to compete in a contest, and clubs may never be charged a fee to send a contestant to a contest.

## 2. Eligibility

- A. To be eligible to compete in any official Toastmasters speech contest, a member must:
- ◆ 1. Be a paid member of a club in the area, division, and district in which he or she is competing.
    - a) The club must also be in good standing.
    - b) A new, dual, or reinstated member must have dues and membership application current with World Headquarters.
  - 2. In addition, to be eligible to compete in the International Speech Contest, a member must:
    - ◆ a) Have completed six speech projects in the *Competent Communication* manual or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
      - 1. However, a charter member of a club chartered less than one year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the area contest.
      - 2. **Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to speech contest eligibility.**
  - 3. Maintain eligibility at all levels of any contest.
    - a) If at any level it is determined that a contestant was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must occur even if the ineligibility is discovered at a later level and has been corrected.
  - 4. The following are ineligible to compete in any Toastmasters speech contest:
    - ◆ a) A member serving as a voting judge or tiebreaking judge beyond the club level for a contest type in which the member is still competing or intends to compete
    - b) Incumbent international officers and directors
    - c) Region advisors or region advisor applicants
    - d) District officers whose terms expire June 30:
      - 1. District director
      - 2. Program quality director
      - 3. Club growth director
      - 4. Administration manager
      - 5. Finance manager
      - 6. Public relations manager
      - 7. Division director
      - 8. Area director
    - e) International officer and director candidates
    - f) Immediate past district directors
    - g) District officers or candidates campaigning for elected positions for the term beginning the upcoming July 1
  - ◆ h) Presenters of education sessions, contest chairs, contest Toastmasters, chief judges and event committee chairs for the event at which the contest will be held, including area, division, and district events, as well as the International Convention

5. Contest chairs, chief judges, voting judges, tiebreaking judges, timers, counters, sergeants at arms, and test speakers may not compete in the contest at which they are serving.
  6. The winner of the World Championship of Public Speaking® held in August during the International Convention is not eligible to compete in the International Speech Contest again at any level.
  - ◆ 7. The winner of the Video Speech Contest announced at the International Convention is not eligible to compete in the Video Speech Contest again. Winners of the Video Speech Contest may compete in the International Speech Contest in subsequent years if all other eligibility requirements are met.
  8. Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club contest in which paid membership is held.
    - a) No contestant can compete in more than one area speech contest of a given type, even if the two areas are in different divisions or districts.
  9. Each contestant must be physically present to compete beyond the club level. Participation by audio, video, or other remote technology is not permitted beyond the club level. (Exceptions: participants in the International Speech Contest Region Quarterfinals and Video Speech Contest.)
- B. To be a chief judge, voting judge, or tiebreaking judge at a Toastmasters speech contest, you must meet all eligibility requirements identified below.
1. At a club contest, be a paid member.
  2. At an area, division, or district contest:
    - a) Be a paid member for a minimum of six months.
    - ◆ b) Have completed a minimum of six speech projects in *Competent Communication* or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
      - 1. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to eligibility for judging.**
    - c) Be physically present at the contest for which you are serving.
  3. At the International Speech Contest Region Quarterfinals, Semifinals and the World Championship of Public Speaking:
    - a) Be a paid member for a minimum of six months.
    - b) Be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze, or have completed at least one path in the Toastmasters Pathways learning experience.
    - c) Have previously judged a Toastmasters speech contest at the area, division, district, or semifinal level.
- C. All other contest officials and the Evaluation contest test speaker must be paid members.

### 3. Selection Sequence

- A. Club, area, division, district. Each club in good standing is permitted to choose its contestant for each area speech contest by whatever means the club desires. If a contest is held, it must comply with the rules in this manual, and the contest result is final. The area speech contest winner then proceeds to the division contest, ~~if applicable~~. The division winner then proceeds to

the district contest.

1. In those districts with 10 or more divisions, two separate run-off competitions among division winners may be held before the district contest finals.
    - a) Insofar as practical, the number of divisions competing in each run-off will be the same.
    - b) The three highest-placed available contestants from each run-off competition will then advance to the district contest. **Placement will not be announced.**
  2. Should a club, area, or division contest winner be unable to participate in the next-level contest, the highest-placed available contestant will advance to that level.
  3. The International Speech Contest is the only contest that proceeds beyond the district level to Region Quarterfinals, Semifinals, and the World Championship of Public Speaking.
  4. If a Region Quarterfinal contestant in the International Speech Contest cannot compete in the semifinal round, the next highest-placed contestant will be contacted by World Headquarters.
- B. Eight weeks prior to the area contest, if an area has four assigned clubs or fewer in good standing, districts have the option to allow two contestants from each club to compete in the area contest.
1. Should additional clubs charter prior to the area contest, two contestants from each club are permitted to compete.
  2. In those divisions with four assigned areas or less, districts have the option to allow the two highest-placed available contestants from each area to compete.
  3. In districts with four assigned divisions or less, districts have the option to allow the two highest-placed available contestants from each division to participate in the district contest.
  4. The decision whether or not to allow two contestants to advance from club to area, from area to division, and/or from division to district must be made and communicated throughout the district prior to the commencement of the contest cycle, i.e., prior to any club contests being held.
    - a) Once the decision is made, it must be implemented consistently throughout the district in all clubs, areas, and divisions affected.
    - b) If a district decides to allow two contestants to advance from club to area, its decisions regarding the number to advance from area to division and/or from division to district need not be the same.

#### **4. Speech Subject and Preparation**

- ◆ A. The subject of all International, Humorous, and Tall Tales contest speeches must be selected by the contestant.
  - ◆ B. The subject of Table Topics Contest must be determined by the contest chair, as outlined in the Table Topics Contest section of this rulebook.
  - ◆ C. The subject of Evaluation Contest speeches must be limited to oral evaluations of the test speaker's speech, as outlined in the Evaluation Contest section of this rulebook.
- D. Contestants must create their own speeches, and each must be substantially original.

1. Twenty-five percent or less of the speech may be devoted to quoting, para-phrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.
2. Before all contests, every contestant must certify in writing to the chief judge that the content of their speech is or will be substantially original by using the Speaker's Certification of Eligibility and Originality (Item 1183).

**E. Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.**

**F. All contestants will speak from the same platform or area designated by the contest chair.**

1. All contestants, the chief judge, voting judges, and the tiebreaking judge will be advised of the speaking area before the contest begins.
2. A lectern/podium will be available. However, use of the lectern/podium is optional.
- ◆ 3. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone must be made available.
- ◆ 4. All equipment must be available for contestants to practice with prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced.

## 5. General Procedure

**A. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required.**

- ◆ 1. At club contests, a contest chair, chief judge, at least five voting judges, a tiebreaking judge, two counters, and two timers are appointed, unless impractical.
- ◆ 2. At area contests, there must be an equal number of voting judges from each club in the area, or a minimum of five voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two counters, and two timers must be appointed.
- ◆ 3. At division contests, there must be an equal number of voting judges from each area in the division, or a minimum of seven voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two counters and two timers must be appointed. ~~No~~ **The** chief judge, voting judges, ~~and the~~ tiebreaking judge must **not** be a member of any club in which a contestant is a member.
- ◆ 4. At district contests, there must be an equal number of voting judges from each division in the district, or a minimum of seven voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three counters, and two timers must be appointed. ~~No~~ **The** chief judge, voting judges, ~~and the~~ tiebreaking judge must **not** be a member of any club in which a contestant is a member.
- ◆ 5. For the International Speech Contest, Region Quarterfinals, there must be a minimum of nine voting judges and one tiebreaking judge for each contest. The Immediate Past International President once removed will be the chief judge for all ~~R~~region ~~Q~~quarterfinals. **If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President.** No voting judge or tiebreaking judge can be a member in the same region in which a

contestant is a member. No voting judge or tiebreaking judge can be a member in the same club in which a contestant is a member.

6. At the semifinals for the International Speech Contest, there must be an equal number of voting judges from each district, or a minimum of nine voting judges. In addition to these voting judges, a contest chair, chief judge, a tiebreaking judge, three counters, and two timers are appointed. No chief judge, voting judge, or tiebreaking judge can be a member of any club in which a contestant is a member.

- ◆ 7. At the World Championship of Public Speaking, there must be one voting judge representing each region. In addition to these judges, a contest chair, **chief judge**, five qualifying judges, a tiebreaking judge, three counters, and two timers are appointed. **The Immediate Past International President once removed will be the chief judge for the World Championship of Public Speaking. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President.** No chief judge, voting judge, qualifying judge, or tiebreaking judge can be a member of any club in which a contestant is a member.
- ◆ 8. Voting judges at all levels must remain anonymous when practical.
- ◆ 9. The contest chair may appoint a contest Toastmaster to perform any of the chair's duties. In such cases, the term, "contest Toastmaster" should be considered synonymous with "contest chair." A contest Toastmaster is also ineligible to compete in the contest at which they are serving.
- ◆ **10. Contest officials must not serve in more than one role for the same contest at the area (when practical), division, district, region quarterfinal, semifinal, and final levels.**

B. Before the contest, contestants are briefed on the rules by the contest chair. Contestants will then draw for their speaking position with the contest chair.

C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.

1. If the primary contestant is not present when the person conducting the contest is introduced, the primary contestant is disqualified and the alternate officially becomes the contestant.
2. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant:
  - a) Reports to the contest chair upon his/her arrival.
  - b) Has all required paperwork in good order before the person conducting the contest is introduced to begin the contest.
  - c) Waives the opportunity of a briefing.

D. Before the contest, voting judges, counters, and timers are briefed on their duties by the chief judge.

1. Each voting judge receives the appropriate ballot for the contest.
  - a) International Speech Contest voting judges receive the International Speech Contest Judge's Guide and Ballot (Item 1172).
  - b) Evaluation Contest voting judges receive the Evaluation Contest Judge's Guide and Ballot (Item 1179).
  - c) Humorous Speech Contest voting judges receive the Humorous Speech Contest Judge's Guide and Ballot (Item 1191).
  - d) Table Topics Contest voting judges receive the Table Topics Contest

Judge's Guide and Ballot (Item 1180).

e) Tall Tales Contest voting judges receive the Tall Tales Contest Judge's Guide and Ballot (Item 1181).

f) ) All voting judges and the tiebreaking judge receive the Judge's Certification of Eligibility and Code of Ethics (Item 1170). The form must be signed and returned to the chief judge.

2. Timers receive the Speech Contest Time Record Sheet and Instruction for Timers (Item 1175). If necessary, they also receive instruction in the proper use of the timing equipment.

3. Ballot counters receive the Counter's Tally Sheet (Item 1176). If necessary, they also receive instruction in the gathering of ballots and the counting room procedure (described below).

E. Before the contest, the chief judge selects a member to act as tiebreaking judge.

1. The identity of the tiebreaking judge is secret, and known only to the chief judge.

2. The tiebreaking judge does not attend the judges' briefing.

3. The chief judge must provide a Tiebreaking Judge's Guide and Ballot to the tiebreaking judge before the beginning of the contest.

a) International Speech Contest tiebreaking judges receive the International Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1188).

b) Evaluation Contest tiebreaking judges receive the Evaluation Contest Tiebreaking Judge's Guide and Ballot (Item 1179A).

c) Humorous Speech Contest tiebreaking judges receive the Humorous Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1191A).

d) Table Topics Contest tiebreaking judges receive the Table Topics Contest Tiebreaking Judge's Guide and Ballot (Item 1180A).

e) Tall Tales Contest tiebreaking judges receive the Tall Tales Contest Tiebreaking Judge's Guide and Ballot (Item 1181A).

F. For the International, Humorous, and Tall Tales contests, introduce each contestant by announcing the contestant's name, speech title, speech title, and contestant's name.

1. For Table Topics contests, introduce each contestant by announcing the contestant's name, topic, topic, and contestant's name.

2. For Evaluation contests, introduce each contestant by announcing the contestant's name twice.

G. Contestants in the International, Humorous, and Tall Tales contests are permitted to remain in the same room throughout the duration of the contest.

H. Evaluation Contest participants are required to leave the room after the test speech has been delivered, as outlined in the Evaluation Contest section of this rulebook.

I. Table Topics Contest contestants must stay out of the room until the preceding speaker has completed his or her response to the topic, as outlined in the Table Topics Contest section of this rulebook.

J. There will be one minute of silence between contestant speeches, during which voting judges and the tiebreaking judge will mark their ballots. All voting judges and the tiebreaking judge will judge all contestants; the chief judge does not judge contestants.

K. When the last contestant finishes speaking, the contest chair will ask for silence until the ballot counters have collected all ballots.

1. In order for a ballot to be valid, judges shall:
  - a) Complete their ballots by entering their choices for first, second, and third place.
  - b) Sign and print their names on the ballot.
- ◆ 2. When voting judges have finished marking their ballots, they must tear off the bottom portion of the ballot, place it in the provided envelope, and hold up the envelope for the ballot counters to collect.
  - a) The top portion of the ballot is not provided to the ballot counters and must be discreetly discarded by the voting judge after the contest.
3. The chief judge personally collects the tiebreaking judge's ballot, which must contain all contestants ranked in order by the tiebreaking judge.
  - a) The top portion of the ballot is not provided to the chief judge and must be discreetly discarded by the tiebreaking judge after the contest.
4. As the voting judges and the tiebreaking judge are completing their ballots at the end of the contest, the timers complete the timing record sheet, place it in the provided envelope, and hand it to the chief judge.
- L. Once all of the ballots have been collected, the ballot counters and the chief judge will leave the contest area and proceed to the counting room.
  1. In the counting room, the ballot counters will tabulate the results of the contest using the Counter's Tally Sheet (Item 1176).
    - a) On the Counter's Tally Sheet, each contestant receives points for being ranked first, second, or third place on a voting judge's ballot.
      1. Three points are scored for each first-place ranking.
      2. Two points are scored for each second-place ranking.
      3. One point is scored for each third-place ranking.
    - b) Once all points are entered, the ballot counters compute the total points for each contestant and enter the totals on the bottom of the tally sheet.
      1. Point totals must be verified by all ballot counters before results are entered on the sheet.
      2. Contestants are then ranked on the bottom of the tally sheet according to number of points scored.
    - c) In the event of a tie, the chief judge will consult the tiebreaking judge's ballot.
    - d) The tied contestant who received the highest ranking on the tiebreaking judge's ballot will gain the contested place, and any other tied contestants will be ranked in order behind that contestant.
  2. Once the results have been tabulated and verified, the chief judge records the ranking of all contestants on the Notification of Contest Winner form (Item 1182), which is submitted to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the district level. The chief judge records the names of the winners in reverse order on the Results Form (Item 1168) and gives it to the contest chair.
    - a) All ballots and the tally sheet will be kept by the chief judge until after the winners have been announced.
    - b) After the winners have been announced, the chief judge will destroy all ballots, the time record, and the tally sheet.
- M. After the conclusion of the contestant interviews, the contest chair announces the winners of the contest **in reverse order**.
  1. In contests with three or more participants, a third-place winner, a

second-place winner, and a first-place winner will be announced. **Winners will be announced in reverse order.**

2. In contests with **less fewer** than three participants, a second-place winner (if applicable) and a first-place winner will be announced. **Winners will be announced in reverse order.**
3. Occasionally, a contest will be held with only one contestant. In such cases, a contest must still be held, and the contestant must be disqualified if he or she does not meet the timing, originality, and eligibility requirements.
4. **For the International Speech Contest Region Quarterfinals, contestants advancing to the semifinals will be announced in no particular order. Placement will not be announced.**
5. **For the International Speech Contest Semifinals, contestants advancing to the World Championship of Public Speaking will be announced in no particular order. Placement will not be announced.**
6. Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.

## 6. Timing of the Speeches

- A. Two timers are appointed by the chief judge. One is provided with a stopwatch, and the other with a signaling device that displays green, yellow, and red colors.
- B. The signaling device must be in full view of each contestant.
- C. The timer with the stopwatch maintains and delivers to the chief judge the written record of elapsed time of each speech on the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175).
- D. The timer managing the timing device ensures that contestants are able to view an accurate green, yellow, or red signal at appropriate times during the speech.
- E. All speeches delivered by contestants must conform to the timing guidelines for the contest.
  - ◆ 1. International and Humorous speeches must be from five to seven minutes. A contestant will be disqualified if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds.
  - ◆ 2. Table Topics speeches must be from one minute to two minutes. A contestant will be disqualified if the speech is less than one minute or more than two minutes 30 seconds.
  - ◆ 3. Evaluation speeches must be from two to three minutes. A contestant will be disqualified if the speech is less than one minute 30 seconds or more than three minutes 30 seconds.
  - ◆ 4. Tall Tales speeches must be from three to five minutes. A contestant will be disqualified if the speech is less than two minutes 30 seconds or more than five minutes 30 seconds.
- F. Upon being introduced, the contestant must proceed immediately to the speaking position.
  1. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.

2. The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.
- ◆ G. Timers must provide warning signals to the contestants, which must be clearly visible to the speakers but not obvious to the audience.
    1. For International and Humorous contests:
      - a) A green signal will be displayed at five minutes and remain displayed for one minute.
      - b) A yellow signal will be displayed at six minutes and remain displayed for one minute.
      - c) A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech.
    2. For Evaluation contests:
      - a) The green signal will be displayed at two minutes and remain displayed for 30 seconds.
      - b) The yellow signal will be displayed at two minutes and 30 seconds and remain displayed for 30 seconds.
      - c) The red signal will be displayed at three minutes and remain displayed until the evaluation is concluded.
    3. For Table Topics contests:
      - a) The green signal will be displayed at one minute and remain displayed for 30 seconds.
      - b) The yellow signal will be displayed at one minute 30 seconds and remain displayed for 30 seconds.
      - c) The red signal will be displayed at two minutes and remain displayed until the speech is concluded.
    4. For Tall Tales contests:
      - a) The green signal will be displayed at three minutes and remain displayed for one minute.
      - b) The yellow signal will be displayed at four minutes and remain displayed for one minute.
      - c) The red signal will be displayed at five minutes and remain displayed until the speech is concluded.
  - ◆ 5. In all speech contests, no signal can be given for the overtime period.
  - 6. Any visually impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing.
    - a) Acceptable warning signals would include, but not be limited to: a buzzer, a bell, or a person announcing the times at five, six, and seven minutes.
    - b) If any special device and/or specific instructions for such signal is/are required, the contestant must provide same.
  - 7. In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.
  - ◆ H. Prior to announcing results, the contest chair must announce if time disqualifications occurred, but not name the contestant(s) involved.

## 7. Protests and Disqualifications

- ◆ A. Protests are limited to eligibility, ~~and~~ originality, **and reference to another contestant's speech** and must only be lodged by voting judges and contestants. Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s).
- ◆ B. The chief judge, contest chair, voting judges and contestants must not consider protests from audience members.
- C. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify.
- D. The contest chair can disqualify a contestant on the basis of eligibility.
- E. All decisions of the voting judges and qualifying judges are final.

## 8. Use of Props and Electronic Devices

- A. Contestants who plan to use props (including any sort of electronic devices) must notify the contest chair prior to the contest.
- B. Contestants must abide by any venue restrictions on the use of props.
- C. All props must be set up during the minute of silence prior to the contestant's speech and removed from the stage in the minute of silence following the speech.
  1. Contestants may enlist someone to help them with props, but it is not the responsibility of the contest chair or any other contest official to do so.
  2. Contestants must demonstrate to the contest chair prior to the contest that the props can be set up and removed in the allotted times.
    - a) If a contestant is unable to demonstrate this, the props cannot be used during the contest.

## International Speech Contest Rules

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The International Speech Contest, which must be conducted in English only, follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

- ◆ 1. The International Speech Contest begins at the club level, and proceeds through the area, division (**if applicable**), district, region quarterfinal, semifinal, and final levels.
  - A. District-level contest videos that are submitted to World Headquarters to be used in region quarterfinal judging must meet these requirements:
    - Audio
    - The audio must be clear and without echo, static or other excessive noise. Camera
    - The camera must record in high definition.
    - Only single-camera setup is permitted; use of multiple camera angles is not allowed.
    - The camera must be placed on a tripod to maintain stability and prevent unwanted movement.

- The camera must have an unobstructed, in-focus view of the contestants.
- The entire speaking area must be visible throughout the recording.
- The camera must be monitored by a camera operator at all times to ensure it is recording properly.
- Zooming is not permitted. Lighting
- The speaking area must be fully lit.
- The speaker's facial expressions must be visible throughout the speech; the image should not be too bright or dark.
- No lighting, artificial or natural, should point directly at the camera. Video Recording
- The recording must only contain the introduction of the winning contestant's speech by the contest chair and the entire winning speech.
- The recording may not be edited in any way, such as by adding text, graphics, images, or anything that does not meet the requirements above.

#### B. District Submission to World Headquarters

1. Following the district-level International Speech Contest, the chief judge ranks all district-level contestants in order of results on the Notification of District Winner form and then submits the form to the program quality director.
2. The program quality director submits the Notification of District Winner form, Region Quarterfinal Video Release form, and video of the first-place winner to World Headquarters in the format and manner requested.
3. ~~After region quarterfinal results are announced, detailed information concerning the semifinal contest is then provided to the winners by World Headquarters.~~

#### C. **Region quarterfinals are conducted by video after the submission of district winners.**

1. **Region quarterfinal judges will view all videos for their assigned region in the order provided by the chief judge.**
2. **Region quarterfinal judges must view all videos in one sitting.**
3. **Region quarterfinal judges may only view each video once. Pausing or rewinding is prohibited.**
4. **After region quarterfinal results are announced, information about the semifinal contest is provided to the winners by World Headquarters.**

#### D. Semifinals are to be held at the International Convention, and will include ~~all~~ **district the top two winners from each** region quarterfinal ~~winners contest,~~ randomly assigned to ~~two~~ **four** separate contests.

1. All contestants' briefings for the semifinal speech contests will be conducted simultaneously by World Headquarters staff.
2. All judges' briefings for the semifinal speech contests will also be conducted simultaneously by World Headquarters staff.

#### E. Every participant in the World Championship of Public Speaking must present an entirely new and different speech than the one presented during that year's semifinal speech contest or any previous year's semifinal and final-round speech contests.

1. Winners ~~of each semifinal contest advancing to the semifinal level~~ at the International Convention will prepare and deliver to World Headquarters outlines of their semifinal ~~-winning~~ speech. **If they have previously**

**competed at the semifinal or final levels, contestants will provide World Headquarters with outlines from all speeches presented at these levels. Outlines from all semifinal winners will be given to qualifying judges before or during the judge's briefing for the World Championship of Public Speaking, which will be given to qualifying judges before the judge's briefing for the World Championship of Public Speaking.**

2. Qualifying judges will also be given a **Speaker Qualification Sheet (Item 1186) qualification sheet**. On this sheet, qualifying judges will indicate whether the speech being delivered at the World Championship of Public Speaking is entirely new and different from the speech given at the semifinal contest **or any previous year's semifinal and final-round contests**.
  3. As the voting judges are completing their ballots at the end of the contest, the qualifying judges complete the **Speaker Qualification Sheet qualification sheet**, sign it, place it in the provided envelope, and hold it up for the ballot counters to collect.
  4. In the ballot counting room, the chief judge will open and review all Speaker Qualification Sheets. If three of the five qualifying judges check (X) in the Disqualified column for a given speaker, that speaker is disqualified, and no protest may be made.
2. The semifinals and World Championship of Public Speaking will follow the version of the rulebook that was in effect when the contest cycle began on the previous July 1, approximately 14 months before the World Championship of Public Speaking.

## **Evaluation Contest Rules**

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The Evaluation Contest follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

1. At the beginning of this contest, a five- to seven-minute test speech will be presented.
  - ◆ A. The test speech must be **either** a contest-type speech, **a speech from one of the assignments in the *Competent Communication* manual**, or a project speech from the Toastmasters Pathways learning experience.
  - B. Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet (Item 1177). More than one sheet may be used.
  - C. It is recommended that at all levels of the contest, the Toastmaster giving the test speech is not a member of the same club as any one of the contestants.
  - ◆ D. The test speaker must be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name.
  - ◆ E. Neither the **test speaker's manual** project nor any objectives that the speaker may have can be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience.
- ◆ 2. At the conclusion of the test speech, all contestants must leave the room. They then have five minutes to prepare their evaluation using the Evaluation Contestant Notes sheet.
  - ◆ A. Timing and preparation supervision must be under the control of the contest sergeant at arms.
  - B. Where it is not practical for contestants to leave the room, contestants will complete their five-minute preparation in the same room under the control of

the contest sergeant at arms.

- ◆ C. Contestants must not use digital or other devices during the contest to gain an unfair advantage.
- ◆ 3. After five minutes have elapsed, no further preparation is allowed and ~~with the exception of the first contestant, who is called back as first evaluator,~~ all ~~contestants~~ others must hand their copy of the Evaluation Contestant Notes sheet to the contest sergeant at arms. The Evaluation Contestant Notes sheets must be handed back to contestants as they are introduced to present their evaluation.
- 4. Introduce each contestant by announcing the contestant's name twice. Note that this differs from the standard name, speech title, speech title, name, because Evaluation speeches do not have titles.

## **Humorous Speech Contest Rules**

The Humorous Speech Contest follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

- ◆ 1. The subject for the Humorous speech must be selected by the contestant. The speaker must avoid potentially objectionable language, anecdotes, and material.
- 2. The speech must be thematic in nature (opening, body, and close), not a monologue (series of one-liners).

## **Table Topics Contest Rules**

The Table Topics Contest follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

- ◆ 1. All contestants must receive the same topic, which must be of a general nature.
  - A. The topic is selected by the contest chair.
- ◆ 2. The topic must be of reasonable length, must not require a detailed knowledge, and must lead to an opinion or conclusion.
- 3. Contestants will receive no advance knowledge of the topic until the moment they are introduced by the contest chair.
- 4. Contestants must not use digital or other devices during the contest to gain an unfair advantage.
- ◆ 5. When the contest begins, all contestants except the first must leave the room and remain under the supervision of the contest sergeant at arms.
- 6. Introduce each contestant by announcing the contestant's name, the topic, the topic, the contestant's name.
- ◆ 7. At the conclusion of each speech, the next speaker is invited into the room.

## **Tall Tales Contest Rules**

The Tall Tales Contest follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

1. The subject for the Tall Tales speech must be of a highly exaggerated, improbable nature and have a theme or plot.
2. Humor and props may be used to support or illustrate the speech.

## **Video Speech Contest**

- ◆ 1. Members of undistricted clubs (including territorial councils and provisional districts) are invited to participate in the Video Speech Contest. Videos must

be in English.

2. The Toastmasters International Speech Contest Rules are to be followed as far as they are applicable.
  - A. There is no area, division, district, or semifinal competition for the Video Speech Contest, nor are there any travel allowances.
  - B. To enter, clubs conduct a speech contest and submit a video recording of the winning speech.
- ◆ 3. Only one speech per club may be submitted. The video must be made using the following procedures:
  - A. Complete and submit a Video Speech Contest Entry Form that includes a live URL linking to a video submission.
  - B. Include the entire speech on the video, including the introduction. Speeches that have been edited will not be accepted.
  - C. Time the speech carefully to comply with the International Speech Contest Rules.
  - D. Submit a completed Speaker's Certification of Eligibility and Originality (Item 1183) with the entry form.
  - E. Entry forms must be emailed to [videospoachcontest@toastmasters.org](mailto:videospoachcontest@toastmasters.org) and received at World Headquarters on or before 5 p.m. Mountain Time, March 31, to be eligible for competition.

## SPEECH CONTEST CHECKLISTS

Speech contests should be planned carefully and conducted professionally. Use of these checklists is not required but is strongly recommended.

### Contest Chair's Checklist

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As contest chair, you must plan the contest budget, make room and audio arrangements, conduct a pre- and post-contest publicity program, and see that all bills for the event are promptly paid. You must make sure each speaker is eligible to compete and is familiar with the contest rules, that audiovisual equipment is working, that the chief judge, voting judges, timers, and counters are briefed on their duties, that ballots are counted carefully, and that awards are presented to the winners in a ceremony that will make them proud.

Although you may have a committee to help you with these tasks, it is still your responsibility to make sure they are done.

### **Preparation**

1. Determine the budget for the contest, remembering that contest income and expenses should break even. Allow for such expenses as awards, contest material, deposits, meals, printing, postage, etc.  
Note: If there is an entry fee for the contest, that fee must be waived for contestants. Contestants cannot be charged a fee to compete.
2. Select a place and time for the speech contest and coordinate the selection with the proper Toastmasters officer.
3. Determine the agenda for the contest.
4. Arrange for the supplies and services required for the event.

5. Order certificates of participation for all contest speakers, and order trophies from World Headquarters for the winners.

Note: It is a trademark violation to put the Toastmasters logo, or the words “Toastmasters” or “Toastmasters International,” on speech contest awards not purchased from World Headquarters.

6. Toastmasters International speech contest materials are available for free download at

[www.toastmasters.org](http://www.toastmasters.org):

- Speaker’s Certification of Eligibility and Originality (Item 1183)
- Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
- Judge’s Guide and Ballot
- Judge’s Certification and Code of Ethics (Item 1170)
- Counter’s Tally Sheet (Item 1176)
- Tiebreaking Judge’s Guide and Ballot
- Speech Contestant Profile (Item 1189)
- Results Form (Item 1168)

7. Select the chief judge. See the Eligibility section in this rulebook for eligibility requirements for a chief judge.
8. Notify the contest officials of the time and place of the contest and pre-contest briefings. (Allow ample time, e.g. two weeks for club contest.)
9. Notify the contestants of the time and place of the contest and pre-contest briefing two to six weeks before the contest. Provide an information packet to each contestant at this time. The packet consists of:
  - ` *Speech Contest Rulebook* (Item 1171)
  - ` Speech Contestant Profile (Item 1189)
  - ` Speaker's Certification of Eligibility and Originality (Item 1183)
10. Promote the contest in your community by sending news releases to the media.
11. Ensure that each contestant is eligible under the contest rules before the contest, and notify contestants of disqualification if necessary. To check contestants' eligibility:
  - Club officers and district leaders can use the Eligibility Assistant available in Leadership Central of [www.toastmasters.org](http://www.toastmasters.org) to determine if a contestant is a paid member of a paid club, or a current district leader.
  - Contact the Speech Contests team at World Headquarters by email at [speechcontests@toastmasters.org](mailto:speechcontests@toastmasters.org).

### **Contestants' Briefing**

1. Verify the presence of all contestants and pronunciation of their names.  
Note: You also will conduct a brief informal interview with each contestant at the conclusion of the contest.
2. Review the speech contest rules with speakers.
3. Review Speaker's Certification of Eligibility and Originality (Item 1183). Remind contestants that by signing this form they certify that they have read and understand the rules regarding eligibility and originality.
4. Review timing protocol with speakers.
- ◆ 5. Acquaint contestants with the exact speaking area, such as lectern, tables, lighting, microphone, etc. All contestants must have the opportunity to test any amplifying equipment before the contest.
6. Draw for speaking positions.

### **During the Contest**

1. Open the contest with a brief introduction. Inform the audience:
  - The rules have been reviewed with the chief judge and contestants.
  - The contestants have been informed of the location of the timing lights.
  - The taking of photographs during the speeches is not permitted.
2. Introduce each contest speaker. Do not make preliminary remarks about any speaker or the subject, nor mention the name or location of the speaker's club or place of residence. Introduce each contestant slowly and clearly.

3. Upon completion of the speeches, ask voting judges and the tiebreaking judge to complete their ballots. At this time, the counters will collect the voting judges' ballots and the chief judge will collect and verify the Time Record Sheets from timers, as well as the tiebreaking judge's ballot. When all ballots and Time Record Sheets have been collected, the chief judge and ballot counters will proceed to the ballot counting room.
  - All ballots, Counter's Tally Sheet Forms, and Time Record Sheets are considered confidential.
  - Give all forms to the chief judge for disposal.
  - Keep a list showing placement of all contestants in case the winner or alternate cannot compete at the next level.
4. While the ballot counters are counting the ballots, the contest chair will interview each speaker.
  - At the conclusion of the contest speeches and while the results are being tabulated, introduce the contestants again, giving the club, area, and district they represent, and present their certificates of participation. A short interview may be conducted at this time, using the contestant's biographical information as a guide.
5. When the interviews are completed, collect the contest results from the chief judge.
- ◆ 6. Address any protests. Protests are limited to voting judges and contestants. The chief judge, contest chair, voting judges and contestants must not consider potential protests from audience members. Any protest will be lodged with the chief judge and/ or contest chair prior to the announcement of the winner and alternate(s). The contest chair must notify the contestant of a disqualification regarding originality or eligibility prior to the announcement that the meeting is adjourned. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify. The contest chair can disqualify a contestant on the basis of eligibility.
- ◆ 7. Prior to announcing results, the chair must announce if time disqualification(s) occurred, but not name the contestant(s) involved. The chief judge may discuss the matter privately with the disqualified contestant(s).
8. In closing, thank all who helped make the contest a success.

### **After the Contest**

1. Provide the contact details for all contestants to the chief judge so he or she can complete the Notification of Contest Winner form (Item 1182). Confirm that the chief judge gives this form to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the district level.
2. Send news releases (and photographs, if possible) to each winner's community news- paper and company publication, if applicable.
3. Make sure all bills pertaining to the contest are paid promptly.

## **Chief Judge's Checklist**

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### **Before the Contest**

1. Appoints and counsels voting judges, counters, timers, and a secret tiebreaking judge.
2. Acting as chief counter, ~~appoints three assistant counters, and~~ provides each **counter of them** with **a copy of** the Counter's Tally Sheet (Item 1176).
3. Encourages all speech contest officials to view the online Speech Contest training at [www.toastmasters.org/tlc](http://www.toastmasters.org/tlc).
4. Conducts the judges' briefing for voting judges, counters, and timers.

### **Judges' Briefing Checklist**

1. Distribute the following to each voting judge:
  - List of contestants in speaking order
  - Judge's Guide and Ballot
  - *Speech Contest Rulebook* (Item 1171)
  - Judge's Certification of Eligibility and Code of Ethics (Item 1170)
2. Instruct voting judges to sit close to the contest area in case of an outside disturbance or malfunctioning technical system.
3. Review the Judge's Guide and Ballot and speaking area.
4. Brief the ballot counters in the use of the Counter's Tally Sheet (Item 1176).
5. Review the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175) with the timers.
6. Provide a stopwatch to timer.
7. Brief the timers in the proper use of the timing equipment, if necessary.

### **During the Contest**

1. Collect the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175) from the timers.
2. Collect the Tiebreaking Judge's Guide and Ballot from the tiebreaking judge.
3. Resolve any eligibility or originality protests that may arise.
4. Oversee the counting process. See that all ballots are counted twice to ensure accuracy.
5. Provide a list to the contest chair showing placement of all contestants.

## **Contestant's Checklist**

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### **Before the Contest**

1. For International, Humorous, and Tall Tales contests, select a topic and prepare your own substantially original speech.
2. Attend the Contestant's Briefing.
3. Inform the contest chair of any props you plan to use.

4. Review Speaker's Certification of Eligibility and Originality (Item 1183). By signing this form, you certify that you have read and understand the rules regarding eligibility and originality.
5. Attend the Speaker's Rehearsal and take note of the speaking area.

### **During the Contest**

1. In the one minute of silence before your introduction, set up any and all props and visual aids. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.
2. After your introduction, proceed immediately to the speaking area and begin your speech.
3. Check the timing signals regularly during your speech. If you see a red signal, wrap it up, even if you're not finished with your speech yet.
4. Immediately following your speech, remove any props or visual aids from the speaking area. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.

# SPEECH CONTEST MATERIALS

Speech contest materials are available to order in hard copy or to download as free digital content at [www.toastmasters.org/speechcontestkits](http://www.toastmasters.org/speechcontestkits).

## For all contests

ROLE	ITEM	ITEM NUMBER
All participants	Speech Contest Rulebook	(Item
1171) Chief judge	Notification of Contest Winner	(Item
1182)	Results Form	(Item 1168)
Voting and	Judge's Certification of Eligibility	(Item
1170) tiebreaking judges	of Ethics	and Code
Counters	Counter's Tally Sheet	(Item
1176) Timers	Speech Contest Time Record Sheet	(Item
1175)	and Instructions for Timers	
Contestants	Speaker's Certification of Eligibility	(Item 1183)
	and Originality	
	Speech Contestant Profile	(Item 1189)

## International Speech Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	International Speech Contest	(Item 1172)
	Judge's Guide and Ballot	
Tiebreaking judge	International Speech Contest	(Item 1188)
	Tiebreaking Judge's Guide and Ballot	
Contestants	Region Quarterfinal Video Release	(Item 1193)
	Form	

## Evaluation Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	Evaluation Contest Judge's Guide	(Item 1179)
	and Ballot	
Tiebreaking judge	Evaluation Contest Tiebreaking	(Item 1179A)
	Judge's Guide and Ballot	
Contestants	Evaluation Contestant Notes	(Item 1177)

### **Humorous Speech Contest**

<b>ROLE</b>	<b>ITEM</b>	<b>ITEM NUMBER</b>
Voting judges	Humorous Speech Contest Judge's Guide and Ballot	(Item 1191)
Tiebreaking judge	Humorous Speech Contest Tiebreaking Judge's Guide and Ballot	(Item 1191A)

### **Table Topics Speech Contest**

<b>ROLE</b>	<b>ITEM</b>	<b>ITEM NUMBER</b>
Voting judges	Table Topics Contest Judge's Guide and Ballot	(Item 1180)
Tiebreaking judge	Table Topics Contest Tiebreaking Judge's Guide and Ballot	(Item 1180A)

### **Tall Tales Contest**

<b>ROLE</b>	<b>ITEM</b>	<b>ITEM NUMBER</b>
Voting judges	Tall Tales Contest Judge's Guide and Ballot	(Item 1181)
Tiebreaking judge	Tall Tales Contest Tiebreaking Judge's Guide and Ballot	(Item 1181A)

# ADDITIONAL RESOURCES

## **Speech Contests Frequently Asked Questions**

[www.toastmasters.org/speechcontestFAQ](http://www.toastmasters.org/speechcontestFAQ)

## **Speech Contest Tutorials**

<http://www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials>

## **Policy 6.0: Speech Contests**

[www.toastmasters.org/Leadership-Central/Governing-Documents](http://www.toastmasters.org/Leadership-Central/Governing-Documents)

**TOASTMASTERS**  
INTERNATIONAL

Item 1171

## Accredited Speaker Program

### 1. Eligibility

- A. Active members of a club in good standing, who meet all requirements outlined here, are eligible to apply for the Accredited Speaker Program.
  - I. Have completed all levels in a single path in the Toastmasters Pathways learning experience, or have earned Advanced Communicator Bronze or Advanced Toastmaster Bronze
  - II. Have presented a minimum of 25 eligible speaking engagements to non-Toastmasters audiences within the past three (3) years (from the date of application)
    - a. 15 of the 25 speaking engagements must have been paid engagements.
      - i. Travel or expense reimbursements, gifts, donations, or per diems qualify for a maximum of seven (7) of the 15 paid speaking engagements.
      - ii. At least eight (8) of the 15 paid speaking engagements must have been speeches or presentations for which the speaker was directly compensated a pre-arranged **fee amount**.
    - ~~b. These speaking engagements must not have been presented as part of the speaker's regular employment.~~
    - eb.** The speaker must be the principal author/owner of a substantial portion of the content used. **Content owned by an outside source and used as the major portion of a presentation does not qualify.**
      - i. These speaking engagements must not have been presented as part of the speaker's regular employment, unless self-employed.**
- B. International Officers or Directors, candidates for International Officer or Director, Region Advisors and applicants for Region Advisor are not eligible to apply to the Accredited Speaker Program.

### 2. Application Process

- A. World Headquarters accepts Accredited Speaker Program applications between January 1 and February 1 each year.
  - I. Applications submitted after February 1 and before January 1 are not considered.
- B. Those who meet eligibility requirements and submit a complete application as outlined here are eligible to become candidates for the Accredited Speaker designation.

- I. A completed Accredited Speaker Application Form (the official Accredited Speaker Application Form must be used)
  - a. Must include a list of 25 eligible speaking engagements, as outlined in Section 1.A.II
- II. A link to a video presentation that is 20 to 60 minutes in length, spoken in English, and recorded before a live, non-Toastmasters audience
- III. Five (5) recommendations from five (5) different clients for paid speaking engagements
- IV. A Level 1 application fee of \$100 USD
  - a. This fee is non-refundable and non-transferable.
- V. Links to any applicable websites dedicated to the applicant's professional speaking career
  - a. Applicants cannot be denied from the program solely because they do not have a professional website.
- C. In February, World Headquarters reviews all eligible applications to ensure they are complete and meet outlined requirements.
- D. If an application is incomplete or missing information, or the video does not meet outlined requirements, the applicant will be notified and permitted seven (7) days to correct the error.
- E. If the applicant does not, or is unable to, correct the error within seven (7) days, they will not be considered for Level 1 that year and must re-submit a complete application during a new application cycle if they would like to re-apply.
- I. Their \$100 USD application fee will not be refunded or applied to a future application.

### 3. Accredited Speaker Program Process

- A. The Accredited Speaker Program consists of Level 1 and Level 2.
- B. **Eligible a** Applicants who submit a completed application **in between** January ~~1~~ **and February** ~~1~~ advance to Level 1.
- C. Level 1 of the Accredited Speaker Program follows the below progression.
  - I. Complete applications submitted to World Headquarters are shared with Level 1 judges.
    - a. Level 1 judges are Accredited Speaker Program Council members, as selected by the council chairs, with approval of the First Vice President.
  - II. The Accredited Speaker Program Council members (Level 1 judges) thoroughly review all elements of each application.
    - a. All components of the application may be taken into consideration when determining whether to give the applicant a passing score.



- IV. Council members are provided with each candidate's ~~complete application,~~ **basic information and context regarding area of expertise** as submitted at Level 1.
  - a. **Additional application information, including candidate video submissions, list of speaking engagements, recommendation forms, and details regarding education and awards will not be provided to Level 2 judges.** ~~All components of the application may be taken into consideration when determining whether to give the applicant a passing score.~~
- V. Council members (Level 2 judges) use the [Accredited Speaker Program Judge's Guide and Ballot](#) to score candidates' live presentations and provide written feedback during the Accredited Speaker Program.
- VI. Following the live presentations, council members (Level 2 judges) assign each candidate a score out of 100.
  - a. 80 or above is a passing score.
- VII. For a candidate to receive the Accredited Speaker designation, they must receive a passing score from ~~a majority~~ **four (4) out of five (5)** council members (Level 2 judges).
- VIII. Council chairs serve as chief judges for the Accredited Speaker Program and review results to determine which candidates received the designation. They inform all candidates of results before they are announced.
  - a. All Level 2 candidates who receive a passing score from ~~a majority~~ **four (4) out of five (5)** judges receive the Accredited Speaker designation.
  - b. Level 2 candidates who do not receive a passing score from ~~a majority~~ **four (4) out of five (5)** judges do not receive the Accredited Speaker designation.
    - i. Candidates who present at Level 2 but do not receive the designation may reapply beginning at Level 2 and present again at the International Convention (must be within three [3] years of the original attempt).
    - ii. Returning candidates must inform Word Headquarters of their intent by May 1 of the year they plan to participate.
    - iii. Candidates who return at Level 2 must pay the \$150 USD Level 2 application fee each time they return.
    - iv. The number of times a candidate may return and attempt beginning at Level 2 is twice. Following this, the candidate must re-apply at Level 1 with a complete application.

#### 4. Accredited Speakers

- A. Accredited Speaker applicants and Accredited Speakers agree to adhere to all Toastmasters International governing documents, including Policy 3.0: Ethics and Conduct, Protocol 3.0: Ethics and Conduct, and this policy.

- B. Accredited Speakers must not damage the Toastmasters International or Accredited Speaker brands in any way.
  - I. When presenting at Toastmasters events or about Toastmasters, Accredited Speakers must use materials in presentations that accurately reflect the Accredited Speaker Program and the Toastmasters International brand.
- C. All Accredited Speakers are encouraged to use the Accredited Speaker logo and must abide by the guidelines regarding its authorized and unauthorized uses.
  - I. Authorized uses of the Accredited Speaker logo
    - a. Professional websites (must include a link to the Toastmasters International Accredited Speaker page)
    - b. Presentation slides
    - c. Speaker one-sheets
    - d. Social media accounts (e.g., Facebook, LinkedIn)
    - e. Email signatures
    - f. Stationery
    - g. The back of business cards**
  - II. Unauthorized uses of the Accredited Speaker logo
    - a. **The front of B**business cards
    - b. Logos or visual representations for a club, Area, Division, or District, including those that specifically support members who strive to achieve the Accredited Speaker designation
      - i. Only Toastmasters International World Headquarters and Accredited Speakers are authorized to use the Accredited Speaker logo.
    - c. On articles such as trophies, ribbons, banners, certificates, clothing, or other items, except with specific, written approval and authorization from the Chief Executive Officer.

## 5. Accredited Speaker Program Council

- A. The Accredited Speaker Program Council works in conjunction with World Headquarters to oversee the Accredited Speaker Program, judge each level of the program, provide onboarding and support to new Accredited Speakers, report any known violations of conduct regarding an Accredited Speaker to World Headquarters, and suggest potential program improvements to World Headquarters.
- B. The Accredited Speaker Program Council consists of two (2) council chairs and a minimum of five (5) council members for each level of the Accredited Speaker Program.
  - I. Council chairs must be appointed by the First Vice President, subject to ratification by the Executive Committee.
  - II. Council members must be appointed by the council chairs with the approval of the First Vice President, subject to ratification by the Executive Committee.

- a. For Level 1, five (5) council members are appointed for every 15 applicants each year.
  - b. For Level 2, an additional five (5) council members are appointed for each Accredited Speaker Program segment that will be held at the International Convention.
- C. Council chairs must be Accredited Speakers who are active Toastmasters members of clubs in good standing.
- D. Council members must be, **in order of preference: Accredited Speakers who are active Toastmasters members of clubs in good standing, Past International Directors, past World Champions of Public Speaking, or past educational or keynote speakers at the International Convention.**
  - I. Accredited Speakers who are active Toastmasters members of clubs in good standing**
  - II. World Champions of Public Speaking**
  - III. Past International Presidents**
  - IV. Past International Directors**
  - V. Past educational or keynote speakers at the International Convention**
  - ~~I. Preference will be given to Accredited Speakers.~~
- E. Council chairs and council members must conduct themselves in accordance with Policy 3.0: Ethics and Conduct and Protocol 3.0: Ethics and Conduct, and maintain confidentiality about the Accredited Speaker Program Council's work.

## 6. Council Chair Responsibilities

- A. The responsibilities of the Accredited Speaker Program Council chairs include:
  - I. Inviting council members to serve at both Level 1 and Level 2, with the approval of the First Vice President
  - II. Conducting a judges' orientation during both Level 1 and Level 2 of the Accredited Speaker Program
    - a. Council chairs must be physically present for the Accredited Speaker Program at the International Convention; no travel allowances will be provided by World Headquarters.
  - III. Conducting virtual orientation(s) for new Accredited Speakers, using materials and resources provided or approved by World Headquarters
    - a. Council chairs must coordinate with World Headquarters to determine the timing for the orientation.
    - b. Council chairs may request assistance from council members in the orientation and support of new Accredited Speakers.
  - IV. Supporting all new and existing Accredited Speakers

- a. Be available and willing to answer questions about use of the logo, use of the Accredited Speaker title, speaking at District conferences, representing the Accredited Speaker Program, and adhering to Policy 3.0.
  - b. Connect Accredited Speakers with World Headquarters for questions that are outside of the council chairs' purview or expertise.
- V. Reporting any known violations of conduct regarding an Accredited Speaker to World Headquarters
  - VI. Serving as Chief Judge for both Levels 1 and 2 of the Accredited Speaker Program
  - VII. Providing feedback on their experience to World Headquarters, including proposed rule changes

## 7. Council Member Responsibilities

- A. For Level 1, the responsibilities of Accredited Speaker Program Council members include:
  - I. Judging Level 1 of the Accredited Speaker Program using the [Accredited Speaker Program Judge's Guide and Ballot](#)
  - II. Providing program feedback to World Headquarters, including proposed rule changes
  - III. Assisting council chairs in the orientation for new Accredited Speakers, upon request
  - IV. Reporting any known violations of conduct involving an Accredited Speaker to World Headquarters
- B. For Level 2, the responsibilities of Accredited Speaker Program Council members include:
  - I. Judging Level 2 of the Accredited Speaker Program at the International Convention using the [Accredited Speaker Program Judge's Guide and Ballot](#)
    - a. Level 2 Accredited Speaker Program Council members will each be provided with two (2) complimentary tickets to the Accredited Speaker Program at the Toastmasters International Convention.
    - b. Accredited Speaker Program Council members are responsible for all other costs incurred for attending the International Convention, including travel, lodging, and event registration.
  - II. Providing program feedback to World Headquarters, including proposed rule changes
  - III. Assisting council chairs in the orientation for new Accredited Speakers, upon request
  - IV. Reporting any known violations of conduct involving an Accredited Speaker to World Headquarters

# Accredited Speaker Program Handbook

*For Accredited Speaker applicants and current Accredited Speakers*

## Accredited Speaker Program

The Toastmasters International Accredited Speaker Program is designed for professional speakers who combine expert knowledge in a particular subject with mastery of the spoken word, making them sought-after experts in their respective fields.

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## For Applicants

### Before you apply

Before applying to become an Accredited Speaker, it's important to understand the requirements and make sure you're equipped for a successful application process.

Keep in mind that the Accredited Speaker Program recognizes speakers who have already reached professional-level status in their careers. It is not designed to recognize or provide support and publicity for those who are working toward becoming professional-level speakers. If you are working toward professional-level status, we recommend connecting with one of the current Accredited Speakers who offer mentoring services.

### Eligibility

Review the list below and ensure that you have met all basic eligibility requirements. To be eligible for the Accredited Speaker Program, you must:

- Be a member of a club in good standing
- Have completed one of the following educational requirements:
  - Completed all levels in a single path in the Toastmasters Pathways learning experience
  - Earned Advanced Toastmaster Bronze
  - Earned Advanced Communicator Bronze
- Have presented a minimum of 25 professional-level speaking engagements to non-Toastmasters audiences within the past three years (from the date of application).
- Have received payment for at least 15 of the 25 professional-level speaking engagements submitted as part of your application.
- Have a professional-level video of a presentation that is 20 to 60 minutes in length, spoken in English, and recorded before a live, non-Toastmasters audience.
- Have five different clients complete the official Accredited Speaker Program Recommendation Form and submit it to World Headquarters on your behalf (forms must be submitted by clients from whom you received payment).

Please note that international officers or directors, candidates for international officer or director, region advisors, and applicants for region advisor are not eligible to participate in the Accredited Speaker Program.

## How is a professional-level speaking engagement defined?

For the purpose of the Accredited Speaker Program application, qualifying speaking engagements include, but are not limited to, educational presentations, training sessions, corporate lectures, and motivational speeches. Regardless of the type of presentation, all speeches submitted as part of your application must meet the following criteria:

- There must be 20 or more audience members in attendance.
- Speeches must be a minimum of 20 minutes in length.
- Speeches must be presented for a live audience; virtual presentations do not qualify.
- The speaker must be the principal author/owner of a substantial portion of the content used.
  - **Content owned by an outside source and used as the major portion of a presentation does not qualify.**
  - Speeches must not be presented as part of the speaker's regular employment, **unless self-employed.**

## What qualifies as a paid speech?

- Any speech or presentation for which the speaker was directly compensated a pre-arranged **fee amount**
- Speeches or presentations for which the speaker received reimbursement, per-diem, or a gift/donation qualify for a limited number of paid speeches

## What does not qualify as a paid speech?

- Any speech presented as part of the speaker's regular employment

## What about reimbursements, gifts, or donations?

- Speeches for which the speaker only received an expense reimbursement (e.g., travel, food, or lodging), a per diem, or a monetary gift/donation will qualify toward a maximum of seven of the 15 paid speaking engagements.
- At least eight of the paid speaking engagements must be speeches or presentations for which the speaker was directly compensated a pre-arranged **fee amount**.

## What are the requirements for my video submission?

- Must be recorded using a professional-level method
- Must be spoken in English in front of a live, non-Toastmasters audience
- Must include your entire speech, including the person who introduces you
- Must include a speech that is no longer than 60 minutes and no shorter than 20 minutes
  - Your professional introduction does not count toward the time limit.
- Speech or presentation must have a clearly defined opening, body, and closing.

## What would disqualify my video submission?

- Poor audio or video quality
- Does not include a professional introduction
- Does not include a complete presentation
- Is edited in any way (this includes but is not limited to: adding prerecorded or introduction music, adding graphics at any point in the video—including as an introductory slide—using multiple cameras, making lighting or audio enhancements, cutting out portions of the presentation, or ending the video before the presentation concludes to ensure it meets the time requirement).

## How to apply

Applications for the Accredited Speaker Program are accepted by World Headquarters between January 1 and February 1 each year. All materials listed here must be received by 5 p.m. Mountain Time, February 1; there are no exceptions past the February 1 due date.

If you plan to apply in the upcoming year, it's a good idea to review the eligibility requirements in the previous section and start getting your application materials ready now.

To apply, complete and submit the official [Accredited Speaker Program Application](#).

## **The application will require that you include:**

- Basic information about yourself
- Information about your professional background and area of expertise
- A list of 25 eligible speaking engagements (see [Eligibility](#))
- A link to a qualified video presentation (see [Eligibility](#))
- A link to your professional website, should you have one
  - You cannot be denied from the program solely because you do not have a professional website.

In addition to the completed application form, you must also ensure that World Headquarters receives the following:

- Recommendations from five different clients for paid speaking engagements
  - The [Accredited Speaker Program Recommendation Form](#) must be used.
  - The form must be completed and submitted to [accreditedspeaker@toastmasters.org](mailto:accreditedspeaker@toastmasters.org) by the client providing the recommendation.

- Accredited Speaker applicants must not submit their own recommendation forms.
- Client recommendation forms can be submitted at any time during the year and will be kept on file for five years (all other applications materials are not accepted prior to January 1; recommendation forms received after February 1 can only be counted toward an application for the following year).
- A \$100 Level 1 application fee
  - This fee is nonrefundable and must be submitted after your application materials are received by World Headquarters.
    - If your application materials are submitted on February 1, you will have three additional business days to submit the Level 1 payment
    - For information on how to submit your application fee, contact [accreditedspeaker@toastmasters.org](mailto:accreditedspeaker@toastmasters.org).

## Process to receive designation

The Accredited Speaker Program includes two levels.

Once you submit application materials as outlined in the [How to Apply](#) section, your application will be reviewed to ensure it meets all requirements.

- If any portion of your application and/or your submitted video does not meet the outlined requirements, you will be notified and permitted one opportunity to submit a corrected application and/or another qualified video submission. You will have seven days to resubmit.
  - The corrected application and/or qualified video submission must be provided within seven days from the date of request.
  - Speaking engagements listed on your corrected/revised application must be before the original February 1 application deadline.
  - The video submitted as part of a corrected/revised application must be from a presentation that occurred before the original February 1 deadline.
  - If your second application and/or video submission does not qualify or is not submitted within seven days, you will not progress to Level 1.

If your application and/or video submission meet all requirements, you will progress to Level 1 of the Accredited Speaker Program.

### **If I don't progress to Level 1, will my fee be refunded?**

Your \$100 Level 1 application fee is nonrefundable and nontransferable. Should you not progress to Level 1, this fee will not be returned. If you decide to apply during a new application cycle, you must pay a new \$100 fee with your Level 1 application.

## Level 1

During Level 1 of the Accredited Speaker Program, applications and video submissions are reviewed by a panel of judges.

Judges are provided with access to the candidate's entire application, including recommendation forms, the list of speaking engagements, and video presentation. All elements of the candidate's application are reviewed and taken into consideration by judges when determining if the candidate is to proceed to Level 2.

### **Who are the judges and how are they selected?**

Judges are members of the Accredited Speaker Program Council, appointed by the council chairs, with the approval of the Toastmasters International First Vice President.

Council members are experienced professional speakers who are qualified to serve as judges based on meeting all [outlined requirements](#).

### **What are judges looking for?**

Judges will review your entire application and judge your video presentation to determine if you have reached a professional status as a speaker. Elements that could be helpful in demonstrating this include:

- Ensuring recommendations are positive and current
  - If you have applied to level 1 within the previous five years, your prior recommendation forms will still be on file. However, you may want to consider updating them to reflect current clients and presentations.
- Including the best possible examples of your work in your list of 25 speaking engagements
  - If there is something that makes a presentation specifically unique, note this for the judges. For example, a presentation for a smaller audience or minor fee may be significant because of the setting, client, or individuals who were in attendance. Note this on the application to ensure the judges are aware.
- If you have a professional website, ensure that it is updated and strongly represents you.
- Submitting a video that strongly reflects your style and ability as a professional speaker
  - While it's important to ensure your video meets all [technical requirements](#) for a professional-level video, you'll also want to consider the content and ensure it's a positive reflection of your skills as a speaker and your command of your subject of expertise.

## How will my video and application be scored?

When viewing your video presentation, judges will use the Accredited Speaker Program [Judge's Guide and Ballot](#) to provide you with a score out of 100. Categories that judges will consider include:

- Content (accounts for 40 percent of score)
- Delivery (accounts for 40 percent of score)
- Language (accounts for 20 percent of score)

See the Accredited Speaker Program Judge's Guide and Ballot for additional details on each category. Judges may take your entire application into consideration when finalizing your score.

## What score do I need to progress to Level 2?

To progress to Level 2, you must receive a score of 80 or above from ~~a majority of~~ **four out of five** judges.

~~In most cases, the panel will consist of five judges, and a candidate must receive a score of 80 or above from three or more judges to progress.~~

## What happens if I don't pass Level 1?

If a candidate does not pass Level 1, they will not proceed to the next level of the Accredited Speaker Program. However, all candidates are welcome to apply again during a new application cycle.

Candidates will receive written feedback from judges that can be applied to help improve future presentations and contribute to a stronger application.

## When will I know if I am progressing?

Judging for Level 1 begins near the end of March and results will be shared with all candidates in May.

Candidates who receive a score of 80 or above from ~~a majority of~~ **four out of five** Level 1 judges will be invited to progress to Level 2 of the Accredited Speaker Program.

## What happens after I find out I've passed Level 1?

Once you have been notified that you passed Level 1, World Headquarters will provide you with additional information about the Level 2 program, including where and when it will take place. You will be given approximately seven days to confirm your participation in Level 2.

## Level 2

Level 2 of the Accredited Speaker Program takes place at the Toastmasters International Convention, held in August each year. Candidates will be invited to present in front of a live audience and panel of five judges and one chief judge during this level of the Accredited Speaker Program.

Should there be a significant number of Level 2 candidates, this part of the Accredited Speaker Program may be held in multiple groups. Each group will have its own panel of five judges and one chief judge.

### **What is required for Level 2?**

Once you confirm that you will be competing in Level 2 at the Toastmasters International Convention, you must also:

- Submit a \$150 Level 2 application fee.
- Secure your own travel and accommodations for the International Convention.\*
- Prepare your Level 2 presentation and let World Headquarters know of any audio-visual needs.

\*Accredited Speaker Level 2 candidates are not required to register for the International Convention. You will receive free admission for yourself and up to two guests to the program.

### **What are the requirements for my Level 2 presentation?**

Your Level 2 presentation must be between 15 to 18 minutes in length and demonstrate your skill as a speaker as well as your mastery in your area of expertise.

You may use PowerPoint slides or other audio-visual elements during this presentation. World Headquarters will coordinate with you in July to determine any specific needs for your presentation.

### **How does judging work at Level 2?**

Judging for Level 2 of the Accredited Speaker Program is similar to the judging process and requirements for Level 1. **Level 2 judges score your live presentation using the Accredited Speaker Program [Judge's Guide and Ballot](#).**

**Judges at Level 2 will be provided with your basic information and context regarding your area of expertise as submitted on your ~~complete~~ application ~~submitted between~~**

~~January 1 and February 1.~~ **Level 2 judges will not be provided with any additional information from your application.**

Candidates who present at Level 2 the same year they applied to Level 1 are not permitted to submit an updated application between Level 1 and Level 2.

~~As with Level 1, judges will review your entire application and then judge your live presentation using the Accredited Speaker Program Judge's Guide and Ballot.~~

### **How am I scored at Level 2?**

Scoring at Level 2 is the same as at Level 1. Each judge will provide you a score out of 100 and you must receive a score of 80 or above from **four out a majority** of **five** judges ~~(three or more)~~ to pass Level 2 and receive the Accredited Speaker designation.

### **How many candidates can progress each year?**

There is no limit to the number of candidates who can progress to Level 1 each year. Nor is there a limit to the number of candidates who can receive the Accredited Speaker designation.

Unlike in a speech contest, Accredited Speaker candidates are not scored in comparison to other candidates; they are rated on their own skill and expertise as a professional speaker.

Should ~~a majority of~~ **four out of five** Level 1 judges determine that all candidates should progress to Level 2, then all candidates will progress. Similarly, if **four out a majority** of **five** judges in each group give all Level 2 candidates a score of 80 or above, all candidates will receive the Accredited Speaker designation.

### **What if I can't make it to the International Convention?**

To participate in Level 2 of the Accredited Speaker Program, you must present in person during the live program.

However, if you pass Level 1 of the program and are unable to attend the International Convention that same year, you are welcome to participate in Level 2 of the Accredited Speaker program in a future year (must be within three years of passing Level 1).

To ensure you will be included in the program, you must contact World Headquarters at [accreditedspeaker@toastmasters.org](mailto:accreditedspeaker@toastmasters.org) by May 1 of the year you plan to participate.

Should you decide to compete in Level 2 a different year than that in which you applied to Level 1, you are encouraged to submit an updated list of speaking engagements. This does not need to be a completely new list, but adding recent engagements will demonstrate to judges that you have remained an active professional speaker in the year(s) between your

original Level 1 application and the time you indicate to World Headquarters that you plan to participate in Level 2. This updated list must be submitted within two weeks after you inform World Headquarters that you plan to participate in Level 2.

### **What happens if I don't pass Level 2?**

If you don't pass Level 2 the first year you participate, you will have two additional opportunities to return to the International Convention and present during the Accredited Speaker Program.

Each time you return at Level 2, you must submit an additional nonrefundable Level 2 application fee and are encouraged to submit an updated list of 25 recent speaking engagements. This does not need to be a completely new list, but adding recent engagements will demonstrate to judges that you have remained an active professional speaker.

If you do not pass Level 2 after a total of three attempts, you must re-apply at Level 1, submitting a complete application and Level 1 application fee.

### **What happens if I pass Level 2?**

Once you pass Level 2, you receive the prestigious Accredited Speaker designation, which gives you a competitive edge and sets you apart from other professional speakers. Having this designation means that your talent and ability have been recognized by Toastmasters International, a world leader in communication and leadership development.

Additionally, you will receive recognition and support from World Headquarters and the Accredited Speaker Program Council. Recognition includes the following:

- Presentation of an official Accredited Speaker badge, pin, and plaque at the International Convention
- Letter of commendation from the Toastmasters International Chief Executive Officer
- News release sent to selected publications
- Acknowledgement in the *Toastmaster* magazine
- Opportunity to have your profile, professional speaking services, and contact information included on the Toastmasters International website

For more information about the support and acknowledgement you receive as an Accredited Speaker, see the [For Accredited Speakers](#) section of this handbook.

## **For Accredited Speakers**

## Support from World Headquarters

As soon as you receive the Accredited Speaker designation, you can begin placing this title next to your name along with any other designations or credentials you may have.

When using this designation, you are representing Toastmasters International, and we want you to succeed in your career as a public speaker. To assist you in this, World Headquarters provides ongoing support for Accredited Speakers and asks that you partner with us in keeping the Accredited Speaker Program brand strong.

## Accredited Speaker Orientation

In the first few months after you receive the designation, you will be invited to attend a virtual Accredited Speaker orientation, where you can hear advice from other Accredited Speakers, learn how to make the most of the designation, and discover additional speaking opportunities that are open to you now that you have the designation.

The orientation will be conducted by the Accredited Speaker Program Council co-chairs with support from World Headquarters.

Topics covered in this orientation will include:

- Use of the Accredited Speaker logo and brand guidelines
- Speaking and Toastmasters clubs, conferences, and events
- Speaking about the Accredited Speaker Program to non-Toastmasters audiences
- Ensuring your website and personal brand remain strong and relevant

## Accredited Speaker Profile

As a world leader in communication and leadership development, Toastmasters International is trusted by individuals, districts, and companies to endorse and promote quality speakers.

Those who come to Toastmasters seeking a professional-level speaker are directed to the Accredited Speaker profiles, where they can view all Accredited Speakers who have chosen to have a profile and contact you for their speaking engagement.

After you have received the designation, Toastmasters International will work with you to gather information and write a professional profile that highlights your expertise and skill as a speaker. Once you have approved your profile, it will be posted on the website along with your contact information.

Any time you would like your profile updated, simply email [accreditedspeaker@toastmasters.org](mailto:accreditedspeaker@toastmasters.org) with the information you would like to change.

## Branding yourself as an Accredited Speaker

As a professional speaker, you understand the importance of representing yourself in a professional manner and building a strong personal brand.

Similarly, it's important to ensure you are representing the Accredited Speaker Program well and helping to keep the brand strong.

The guidelines outlined here are designed to support you in branding yourself, incorporating the Accredited Speaker branding into your professional marketing materials, and ensuring that you have strong professional representation across all platforms you use.

### Using the Accredited Speaker logo

The Accredited Speaker logo is a visual representation and identification of the Accredited Speaker Program and brand. The logo strengthens the credibility of the program and supports you in promoting yourself as a professional speaker.

Toastmasters will provide you with access to Accredited Speaker logo art that can be uploaded to websites and used in other applications.

You are encouraged to use the logo, as it shows your affiliation with Toastmasters International and your Accredited Speaker designation.

### **Where should I include the logo?**

You are welcome and encouraged to use this logo in the following places:

- On your professional website
- In presentation slides
- On your speaker one-sheet
- On your social media accounts
- On stationery
- Email signatures
- **On the back of your business card**

When using the Accredited Speaker logo on your own website, you must link the logo to the Toastmasters International [Accredited Speaker page](#). Linking to this page will allow visitors to your site to quickly see what this designation means and the credibility that it lends you.

### **Where should I not include the logo?**

Accredited Speakers are not permitted to use the Accredited Speaker logo in any of the following applications:

- On **the front of** business cards

- **Accredited Speakers may include the Accredited Speaker designation along with their name on the front of business cards. Inclusion of the logo on the front of business cards could detract from personal branding and imply that speakers are conducting business on behalf of the program or the Toastmasters International organization.**
- As a Toastmasters club logo or a visual representation for a club, including clubs that specifically support members who strive to achieve the Accredited Speaker designation
- On articles such as trophies, ribbons, banners, certificates, clothing, or other items, except with specific written approval and authorization from the Toastmasters International Chief Executive Officer

## Giving presentations about Toastmasters-related topics

Accredited Speakers are often invited to speak at Toastmasters events, such as district conferences.

Please keep in mind that you are not permitted to accept a speaking fee from districts. However, districts may provide reasonable travel, meals, lodging, and event registration expenses.

Additionally, you may be asked to speak to non-Toastmasters audiences about the Accredited Speaker Program or other Toastmasters programs.

When presenting at Toastmasters events or about Toastmasters, materials used in presentations must accurately reflect the Accredited Speaker Program and the Toastmasters International brand.

**Following your Accredited Speaker orientation, the Accredited Speaker Program Council will provide you with a presentation and talking points designed for speaking about the Accredited speaker Program. Use these to ensure you are accurately representing the program and providing the most current information.**

When presenting at or attending conferences, you must not damage the Toastmasters International brand in any way.

## Maintaining a professional website

As an Accredited Speaker, you are strongly encouraged to have a professional website, as this is a great way to promote your services and inform potential clients of the expertise you provide.

When you apply to the Accredited Speaker Program, your professional website (should you have one) is reviewed by judges.

Once you've received the designation, it's important to ensure that your website continues to meet current professional standards and is regularly updated.

### How often should I update my website?

This will vary for each individual, as websites should be updated any time you have a new accomplishment or detail to add.

However, it's a good idea to check your website a few times a year and make sure everything is up to date.

If it's been a few years since you've refreshed the look of your website, it might be time to research current professional standards and make sure that look is modern and relevant.

Keep your eye on the following details to make sure they don't become out of date:

- Your photo: In addition to ensuring your photo is of professional quality, you'll want to make sure it reflects your current image.
- Your list of accomplishments: If you've done something new and exciting, make sure you let visitors to your website know.
- Your contact information: Make it easy for clients to reach you by ensuring your contact information stays up to date.
- Details about your services: If you include pricing or scheduling information on your website, you'll want to keep this updated regularly.

## Presenting yourself professionally

When you market yourself as an Accredited Speaker, you are representing the Toastmasters International brand. The way you present yourself reflects on your personal brand, as well as the Toastmasters and Accredited Speaker brands.

### **Attire**

Whether you are speaking to a Toastmasters or non-Toastmasters audience, it's important that your attire demonstrate your professionalism and reflect positively on your status as an Accredited Speaker.

When considering attire for each presentation you give, keep the following guidelines in mind:

- Dress according to the audience for whom you will be speaking.
- Ensure your clothes and shoes are clean and neat.
- Ask yourself how you would view a professional speaker in the attire you plan to wear.

## **Presentations**

As a professional speaker—and a Toastmaster—you understand the importance of words. Part of crafting a strong presentation is ensuring that your message, whether motivational, inspirational, or informative, is clearly expressed and well received.

Messages that are off-putting to your audience, for any reason, will not be well received. What's more, they can damage your personal brand and any brands that you represent.

When giving presentations, take care to avoid:

- Disparaging remarks
- Derogatory comments
- Offensive language

Keep in mind that what is considered disparaging or offensive can be different for each audience. That's why it's important to know your audience and craft your message accordingly.

## Maintaining the designation

The Accredited Speaker designation is a prestigious title that you can use to support your professional speaking career.

In order to ensure you maintain this designation and retain the right to use this title, you must do the following:

- Adhere to all branding guidelines in the [Branding yourself as an Accredited Speaker](#) section of this handbook.
- Abide by Toastmasters International [Policy 3.0: Ethics and Conduct](#) and adhere to all specific expectations outlined for Accredited Speakers in Policy 3.0, Section 1 (J): World Champions of Public Speaking and Accredited Speakers.

## Being invited to serve on the Accredited Speaker Program Council

As an Accredited Speaker, you may be invited to serve on the Accredited Speaker Program Council for either Level 1 or Level 2 of the program.

While Accredited Speakers are not required to serve on the council, it is a great opportunity to support the program and help new Accredited Speakers reach the designation by serving as a judge.

Should you accept an invitation to serve on the Accredited Speaker Program Council, you are expected to meet all requested deadlines, communicate openly with the council chairs and Toastmasters International World Headquarters, and adhere to all expectations outlined in the Accredited Speaker Program Council Overview section of this rulebook.

## Program Structure

### Accredited Speaker Program Council Overview

The Accredited Speaker Program Council is a group of Toastmasters members with a demonstrated proficiency in professional-level speaking. The purpose of the council is to work in conjunction with World Headquarters to provide a seamless onboarding experience for new Accredited Speakers, support existing Accredited Speakers, serve as judges for Level 1 and Level 2 of the program, and suggest potential program improvements to World Headquarters.

Members of the Accredited Speaker Program Council serve a one-year term. Council members and council chairs may be appointed for subsequent terms.

### **The Accredited Speaker Program Council consists of:**

- Two council chairs
- A minimum of 10 council members
  - Five council members for every 15 Level 1 applicants in a given year
  - An additional five council members for each Accredited Speaker Program segment that will be held at the Toastmasters International Convention in a given year

### Responsibilities of a council chair

- Select and invite council members, using the list provided by World Headquarters.
- Conduct a virtual judge’s briefing for Level 1 council members.
- Conduct a live judge’s briefing for Level 2 council members.
- Ensure that all council members sign the Judge’s Certification of Eligibility and Code of Ethics before serving as a judge for either level of the program.
- Review results from Level 1 of the Accredited Speaker Program to ensure accuracy, and share results with candidates.
- Be willing and available to serve as the chief judge for Level 2 of the Accredited Speaker Program at the Toastmasters International Convention.
  - Council chairs must be physically present for the Accredited Speaker Program at the International Convention; no travel allowances will be provided by World Headquarters.
- Conduct virtual orientation(s) for new Accredited Speakers using materials approved by World Headquarters.
- Be available to answer questions from existing Accredited Speakers.
- Direct Accredited Speakers to World Headquarters for additional support and questions that council chairs are unable to address.
- Provide feedback on their experience as a council chair to World Headquarters.
- Report any known violations of conduct regarding an Accredited Speaker to World Headquarters.

### Requirements to be a council chair

- Be a current Accredited Speaker and a member of a club in good standing
- Be appointed by the Toastmasters International First Vice President, subject to ratification by the Executive Committee
  - Current Accredited Speakers may nominate individuals who meet all requirements to serve as council chair by emailing [accreditedspeaker@toastmasters.org](mailto:accreditedspeaker@toastmasters.org).
- Possess a strong understanding of the Accredited Speaker eligibility requirements, judging criteria, and application process
- Be willing and available to perform all council chair responsibilities
- Agree to conduct themselves in accordance with the Toastmasters Code of Conduct and maintain the confidentiality of the council’s work

### Responsibilities of a council member

- Serve as a judge for either Level 1 or Level 2 of the Accredited Speaker Program
  - When council members are appointed, they will be notified of which level they are asked to judge; council members who agree to judge Level 2 must be physically present for the Accredited Speaker Program at the International Convention. No travel allowances will be provided by World Headquarters.

- Assist council chairs with orientation and support for new Accredited Speakers, upon request
- Provide feedback on their experience to World Headquarters
- Report any known violations of conduct regarding an Accredited Speaker to World Headquarters

## Requirements to be a council member

- Be a member of a club in good standing who also meets at least one of the following criteria **(preference will be given in the order listed here):**
  - ~~1. Current Accredited Speaker (preference given to current Accredited Speakers)~~
  - 2. World Champion of Public Speaking**
  - 3. Past International President**
  4. Past International Director
  - ~~5. Past World Champion of Public Speaking~~
  6. Served as an educational or keynote speaker at the Toastmasters International Convention
- Be appointed by the council chairs with approval of the First Vice President, subject to ratification by the Executive Committee
- Be willing and available to perform all council member responsibilities
- Agree to conduct themselves in accordance with the Toastmasters Code of Conduct and maintain the confidentiality of the council's work

## Accredited Speaker Program Council Timeline

Because the Accredited Speaker Program Council is designed to support the Accredited Speaker Program at both levels 1 and 2, there is a specific annual timeline for council activities, beginning in January of each year.

### **January**

- Council chairs appointed by the First Vice President (no later than the second week).
- World Headquarters provides council chairs with a list of potential Level 1 council members, as approved by the First Vice President (no later than the third week).

### **February**

- World Headquarters notifies council chairs of the number of individuals whose applications were submitted by the deadline (first full week of the month).
- World Headquarters reviews Accredited Speaker Program applications (ongoing throughout the month).

- Council chairs select the required number of council members from the list approved by the First Vice President (second full week of the month).
  - Number of council members is based on the number of Level 1 applicants.
  - Invitations are provided to council members.
  - Confirmed council members receive invitation to orientation.
- Council chairs conduct orientation for council members with support from World Headquarters (once all judges are confirmed; ideally last week of the month).
  - The orientation includes an overview of the role and a thorough judge's briefing.

### **March**

- Council chairs conduct orientation for council members with support from World Headquarters (if all judges not confirmed in February; no later than first week of month).
  - The orientation includes an overview of the role and a thorough judge's briefing.
- World Headquarters provides council chairs with the final number of eligible Level 1 applicants (first full week of the month).
- Council members receive access to review and judge Level 1 applications (no later than the third full week of the month).
- Council members judge Level 1 applications in accordance with the Accredited Speaker Program Judge's Guide and Ballot (judges have four weeks from the date they receive access to applications).

### **April**

- Council members submit results from Level 1 to World Headquarters and council chairs (no later than the last week of the month).

### **May**

- Council chairs review Level 1 judging results and submit the list of candidates who passed to World Headquarters (no later than first week of the month).
- World Headquarters verifies results provided by council chairs and reviews feedback from council members (no later than second week of the month).
- World Headquarters compiles feedback from council members for candidates and provides to council chairs.
- Council chairs work with World Headquarters to announce results to candidates and share feedback.

### **June**

- World Headquarters provides council chairs with a list of potential Level 2 council members, as approved by the First Vice President.
- World Headquarters sends council chairs a final list and number of candidates who have confirmed their Level 2 participation so that council chairs can determine the number of Level 2 council members needed.
- Council chairs select the required number of Level 2 council members from the approved list.

## **July**

- No later than the first week in July, council chairs send invitations to Level 2 council members, using messaging provided by World Headquarters.
- Throughout July, council chairs work to secure the required number of council members for Level 2.
- Council chairs share updates with World Headquarters regarding council members and ensure council members have all information needed for judging Level 2.

## **August**

- Council chairs and council members attend the Toastmasters International Convention.
- Ahead of the Accredited Speaker Program, council chairs conduct a live judge's briefing for council members, using resources provided by World Headquarters.
- Council chairs and council members attend Level 2 of the Accredited Speaker Program at Convention.
- Council members serve as judges for the Accredited Speaker Program, using the Accredited Speaker Program Judge's Guide and Ballot to judge speeches.
- Council chairs serve as chief judges for the Accredited Speaker Program, which includes reviewing the scores provided by each judge, confirming the results for each contestant, and meeting with contestants to let them know if they received the designation.

## **September**

- Council chairs conduct a virtual Accredited Speaker orientation, using materials provided by World Headquarters.
- Council members from Level 1 or Level 2 assist with the orientation if requested to do so by council chairs.
- Council chairs and council members provide feedback on their experience to World Headquarters, via a survey.

## **October and November**

- Council chairs support new and existing Accredited Speakers by answering questions and referring them to World Headquarters when necessary.

## **December**

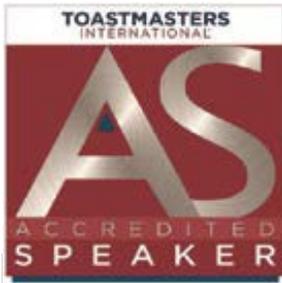
- Council chairs submit any notes or details that would be useful for incoming council chairs to World Headquarters.

## **Accredited Speaker Program Resources**

[Accredited Speaker Program Application](#)

[Accredited Speaker Program Judge's Guide and Ballot](#)

[Accredited Speaker Program Recommendation Form](#)



# APPLICATION

Applications for Level 1 must be received at World Headquarters between January 1 and February 1 **of the Toastmasters International program year**. There will be no extensions granted past the due date.

Applications may be submitted to [accreditedspeaker@toastmasters.org](mailto:accreditedspeaker@toastmasters.org) or mailed to the following address:

Accredited Speaker Program  
Toastmasters International  
9127 S. Jamaica Street, Suite 400  
Englewood, CO 80112

## APPLICANT INFORMATION

Name \_\_\_\_\_ Member Number \_\_\_\_\_ Club Number \_\_\_\_\_ District Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

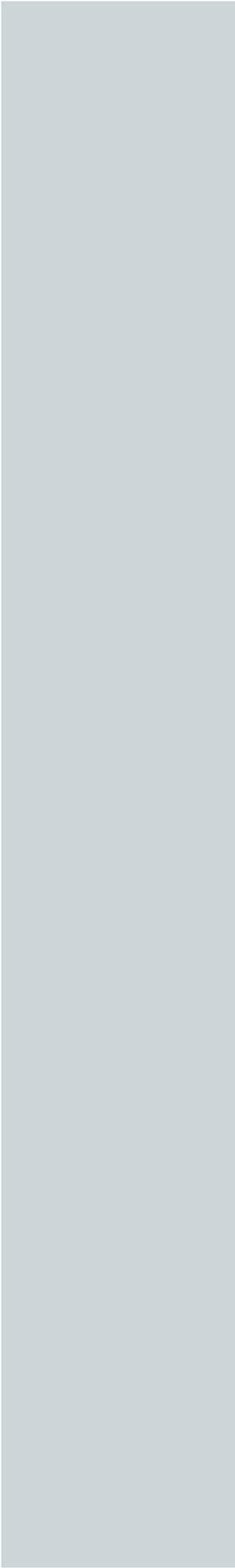
Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Employer's name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

If self-employed or owner of above firm, please check here



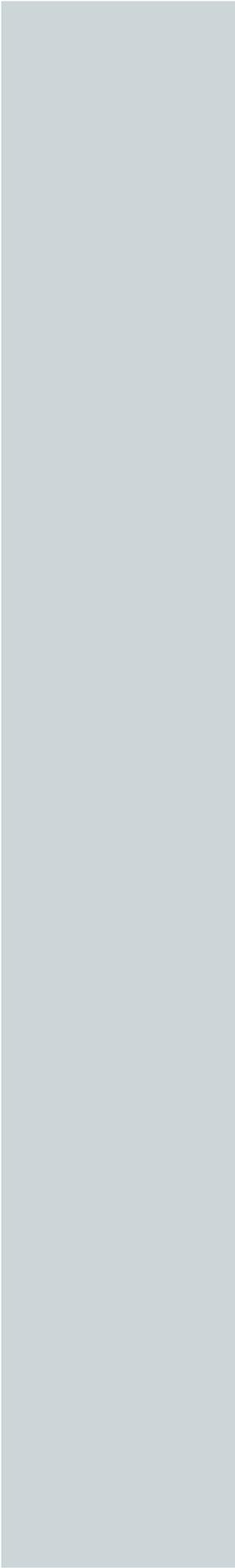
Educational and professional background:

Special awards, recognition you have received:

How has Toastmasters membership benefited you?

Why did you decide to pursue Accredited Speaker designation?

Please list the names of a newspaper, company publication or other particular media source you'd like press releases sent to in the event you become an Accredited Speaker. Include the name and email of a contact person.



## AREA OF EXPERTISE

Please provide descriptions for the following:

Your area of expertise:

The type of presentation(s) you give (e. g., workshop, seminar, keynote, etc.):

The audience to which you typically present (business, community, etc.)



## VIDEO PRESENTATION

The video presentation you submit with your application must meet **the following** all requirements outlined in the Eligibility section of the Accredited Speaker Program Handbook.

- ~~20 to 45 minutes in length (not including introduction)~~
- ~~Spoken in English~~
- ~~Recorded before a live, non Toastmasters audience~~

### Guidelines

- ~~Use a professional quality recording method.~~
  - ~~Recordings that have either poor audio or video quality will not be considered~~
- ~~Include the person who introduces you and your speech.~~
  - ~~This does not count toward the 20 to 45 minute time limit~~
  - ~~Presentations without a professional introduction will not be considered~~
- ~~Ensure your presentation has a clearly defined opening, body and closing.~~
- ~~Submit only one presentation in the form of a live URL linking to your video submission. For assistance publishing your video, refer to this link:~~
  - ~~Getting Started with YouTube — [www.youtube.com/t/about\\_getting\\_started](http://www.youtube.com/t/about_getting_started)~~
- ~~Include your entire presentation on the video, including the introduction.~~
  - ~~Edited (including, but not limited to: addition of prerecorded or intro music, addition of graphics at any point in the video—including as an introductory slide—use of multiple cameras, lighting or audio enhancements), or incomplete presentations will not be accepted.~~
- ~~If the presentation involved visual aids (such as slides, handouts or props), a facsimile of the visual aid(s) must be sent in with the application.~~

## SUBMISSION

Complete the following information for your video presentation:

Date	Name of Client	
Length of Presentation	Fee Received <b>(if applicable)</b>	Audience Size
URL for Video Presentation		

## PROFESSIONAL WEBSITE

If you have a professional website, you must submit it for review with this application. (Applicants cannot be denied from the program solely because they do not have a website.)

- I do not have a professional website.
- I have a professional website.  
Website URL: [fillable field]

## RECOMMENDATIONS

Five recommendations from five different clients **for paid engagements** must be submitted to **World Headquarters** (forms must be completed by clients from whom the applicant received payment). The official Accredited Speaker Program Recommendation Form must be used. Clients **must** submit directly to World Headquarters, as is explained on the form. An **sample example** of the form is included below:

TOASTMASTERS  
**AS**  
ACCREDITED  
SPEAKER  
PROGRAM

### RECOMMENDATION FORM

\_\_\_\_\_ is a Toastmasters member applying for the elite Accredited Speaker Program, which certifies members who possess and regularly demonstrate professional-caliber speaking skills. You have been asked to complete this form for the applicant because recommendations are a requirement for eligibility.

Please complete the following:

\_\_\_\_\_  
Your name

\_\_\_\_\_  
Name of company or event where presentation was given

\_\_\_\_\_  
Your role/title at company or event

\_\_\_\_\_  
Date of presentation

What type of presentation did the speaker give (e.g., keynote, workshop, seminar, etc.)?  
\_\_\_\_\_

What was the presentation topic?  
\_\_\_\_\_

Did the presentation display the speaker's subject matter expertise?  
\_\_\_\_\_

What was the audience size (number of people)?  
\_\_\_\_\_

How long was the presentation? Did the speaker stay within the time frame specified? If no, how long did the presentation run over or under?  
\_\_\_\_\_

***By accepting the Accredited Speaker designation, Accredited Speakers agree to be bound by the Accredited Speaker Brand Guidelines as well as all other Toastmasters International Policy and Protocol.***

***Violation of the Accredited Speaker Brand Guidelines will be dealt with in accordance with Toastmasters International Policy and Protocol.***

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Item 1208 Rev. 8/2019



## ACCREDITED SPEAKER PROGRAM JUDGE'S GUIDE AND BALLOT

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### Judging Criteria

**Instructions to Judge:** The accreditation is to be undertaken with the sole purpose of determining the skill and expertise of the speaker as a professional presenter. Toastmasters International considers the professional speaker as one who applies his or her communication skills toward the various purposes of speaking: informing, motivating, inspiring, entertaining, and leading seminars and discussion groups.

#### Content

**Speech Development:** Did the speaker put ideas together so the audience could understand them? Was the speech structured around a purpose or an idea, and did the structure include a clear opening, body, and conclusion? Were transitions effective? Did the speech immediately engage the audience's attention and then move forward toward a significant conclusion? Was the development supported by relevant examples, illustrations, stories, facts and figures, delivered with smoothness in a way that blended into the framework of the speech to present the audience with a unified whole?

**Audience Response:** Was the audience's interest held by the speaker? Was excitement or agreement created? Was the subject appropriate for **the their** intended audience? If humor was used, did the speaker incorporate appropriate humor during the presentation?

**Speech Value:** Did the speaker say something meaningful and original to the audience? The listeners should feel the speaker made a contribution to their thinking. The ideas should be important, **ones, although this does not preclude a humorous presentation of them. although this does not mean they cannot be presented in a humorous manner.** Was it an original thought? Was it logical?

#### Delivery

**Physical:** Did the speaker's appearance reinforce the speech, whether inspirational, entertaining, or instructional? Did their body language support points through congruent gestures, expressions, staging, props and body positioning?

**Voice:** Was the voice flexible, moving from one pitch level to another for emphasis, and did it illustrate a variety of rate, volume and intonation? A good voice can be clearly heard and words easily understood.

**Platform Style:** Did the speaker speak with enthusiasm and assurance, showing interest in the audience and confidence in their reactions? If audio/visuals **s was were** used (props, slides, etc.) were they used with effectiveness and professionalism?

#### Language

**Appropriateness:** This refers to the choice of words that relate to the speech purpose and to the particular audience hearing the speech. Did the language promote clear understanding of thoughts and precisely fit the occasion?

**Correctness:** Did the speaker make proper use of correct grammar, pronunciation and word selection?

CRITERIA		PERFORMANCE		SCORE
CONTENT	<b>Audience Response:</b> Attentiveness; Interest; Excitement or Agreement Created; Reception of Humor	OUTSTANDING EXCELLENT GOOD FAIR POOR	17–20 13–16 9–12 5–8 1–4	
	<b>Speech Development:</b> Structure; Organization; Support Materials	OUTSTANDING EXCELLENT GOOD FAIR POOR	9–10 7–8 5–6 3–4 1–2	
	<b>Speech Value:</b> Ideas; Logic; Originality	OUTSTANDING EXCELLENT GOOD FAIR POOR	9–10 7–8 5–6 3–4 1–2	
<b>CONTENT TOTAL (OUT OF 40):</b>				
CRITERIA		PERFORMANCE		SCORE
DELIVERY	<b>Physical:</b> Appearance; Body Language	OUTSTANDING EXCELLENT GOOD FAIR POOR	13–15 10–12 7–9 4–6 1–3	
	<b>Voice:</b> Flexibility; Volume; Rate; Inflection	OUTSTANDING EXCELLENT GOOD FAIR POOR	13–15 10–12 7–9 4–6 1–3	
	<b>Platform Style:</b> Directness; Assurance; Enthusiasm; Effective Use of Visual Aids and Props	OUTSTANDING EXCELLENT GOOD FAIR POOR	9–10 7–8 5–6 3–4 1–2	
<b>DELIVERY TOTAL (OUT OF 40):</b>				
CRITERIA		PERFORMANCE		SCORE
LANGUAGE	<b>Appropriateness:</b> Clear understanding of Purpose; Fit Occasion	OUTSTANDING EXCELLENT GOOD FAIR POOR	9–10 7–8 5–6 3–4 1–2	
	<b>Correctness:</b> Grammar; <del>Punctuation</del> <b>Pronunciation</b> ; Word Selection	OUTSTANDING EXCELLENT GOOD FAIR POOR	9–10 7–8 5–6 3–4 1–2	
<b>DELIVERY TOTAL (OUT OF 20):</b>				

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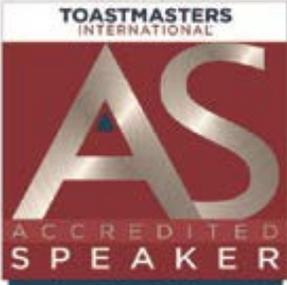
**SPEAKER NAME:**

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Calculate your scores below.

	CRITERIA	TOTAL	PASS /FAIL		
<b>POINT VALUE</b>	<b>Content</b> (out of 40)		<b>80 - 100</b>	?	<b>PASS</b>
	<b>Delivery</b> (out of 40)				
	<b>Language</b> (out of 20)		<b>0 - 79</b>	?	<b>FAIL</b>
	<b>GRAND TOTAL (out of 100)</b>				

Comments



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# RECOMMENDATION FORM

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\_\_\_\_\_ is a Toastmasters member applying for the elite Accredited Speaker Program, which certifies members who possess and regularly demonstrate professional-caliber speaking skills. You have been asked to complete this form for the applicant because recommendations are a requirement for eligibility.

Please complete the following:

\_\_\_\_\_

Your name

\_\_\_\_\_

Name of company or event where presentation was given

\_\_\_\_\_

Your role/title at company or event

\_\_\_\_\_

Date of presentation

What type of presentation did the speaker give (e.g., keynote, workshop, seminar, etc.)?

What was the presentation topic?

Did the presentation display the speaker's subject matter expertise?

What was the audience size (number of people)?

How long was the presentation? Did the speaker stay within the time frame specified? If no, how long did the presentation run over or under?

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Did the presentation meet the expectations set by the speaker?

- Yes
- No

If no, please explain why:

How would you rate the overall quality of the speaker?

- Very Low
- Low
- Average
- High
- Very High

What did you enjoy about the presentation?

What would have improved the speaker's presentation?

Was the speaker paid for this presentation?

- Yes
- No

Would you hire this presenter again?

- Yes
- No

If no, please explain why:

Thank you for completing this recommendation. Please submit this form to [accreditedspeaker@toastmasters.org](mailto:accreditedspeaker@toastmasters.org).



## Minutes of the 2019-2020 Executive Committee Teleconference December 11, 2019

The 2019-2020 Executive Committee convened on December 11, 2019, with International President Deepak Menon, DTM, presiding. The other officers present were: International President-Elect Richard E. Peck, DTM; First Vice President Margaret Page, DTM; Second Vice President Matt Kinsey, DTM; and Immediate Past International President Lark Doley, DTM; and Chief Executive Officer Daniel Rex. Secretary Angela Mennenga and Executive Services Manager Mona Shah were also present. No members were absent.

1. The Committee received an update on the organization's performance and is pleased to note noticeable membership growth for the 2019-2020 program year.
2. The Committee received an update from the following: Club Leadership Roles and Responsibilities Committee, District Excellence Committee, Region Advisor Selection Committee, and the Disciplinary Committee.
3. **HIGHLY CONFIDENTIAL**
4. In accordance with the California Nonprofit Integrity Act of 2004, the Committee reviewed a compensation analysis for Toastmasters International's Chief Financial Officer. After review, the Committee determined that the Chief Financial Officer's salary is just and reasonable.

As there was no other business on the agenda, the meeting was adjourned.

Pursuant to Policy 11.3, items contained in the minutes of this meeting were classified as "unrestricted" upon distribution of the minutes by World Headquarters, not to include any matters marked "restricted."

Angela Mennenga  
Secretary

Distribution: Board of Directors  
Nonprofit General Counsel  
Chief Executive Officer  
Past International Presidents  
Past International Directors



**Minutes of the 2019-2020 Strategic Planning Committee Meeting  
Toronto, Ontario, Canada  
November 16 and 18, 2019**

The 2019-2020 Strategic Planning Committee convened November 16 and 18, 2019, with Immediate Past International President Lark Doley, DTM, presiding. The other officers present were: International President Deepak Menon, DTM; International President-Elect Richard E. Peck, DTM; First Vice President Margaret Page, DTM; Second Vice President Matt Kinsey, DTM; and Chief Executive Officer Daniel Rex. Secretary Angela Mennenga and Executive Services Manager Mona Shah were also present. No Committee members were absent.

1. The Committee reviewed the draft 2020 Strategic Plan which will continue to be developed until its release in August 2020. They considered and prioritized the strategies that were brainstormed by the Board in August 2019. The Committee evaluated the potential strategies for their possible effectiveness, estimated the organization's capacity to produce, implement and accept change, and compared new strategies against initiatives already in process.
2. The Committee participated in an exercise relating to Mega Issues that affect Toastmasters International. The format was sourced from the American Society of Association Executives Insight Works project. The issues considered focused on changes in higher learning, mentoring, microlearning, rejection of expertise, and a shifting environment for context.

Pursuant to Policy 11.3, items contained in the minutes of this meeting were classified as "unrestricted" upon distribution of the minutes by World Headquarters, not to include any matters marked "restricted."

Angela Mennenga  
Secretary

Distribution: Board of Directors  
Nonprofit General Counsel  
Chief Executive Officer  
Past International Presidents  
Past International Directors