

Parramatta Toastmasters

Changeover Meeting Guidelines

The Parramatta Toastmasters Changeover dinner Meeting is the club's opportunity to thank our special members and supporters for their outstanding contribution to helping people, help themselves develop the skills to help other people

Once a year, for our last meeting in June, Parramatta Toastmasters hosts its Changeover meeting – a celebration of the year that was and an official ceremony to install the new executive team.

Particularly powerful are the two key addresses by the outgoing and incoming presidents.

Another significant part of the night is the many Awards that are presented to members. The categories are:

- New Members
- High Attendance
- Speechcraft Attendance
- Educational Achievements
- The Ray Shina Timers' Award
- Peter Poulson Memorial Award for Best Speech of the Year
- President's Encouragement Award for Most Improved Toastmaster
- Club's Toastmaster of the year Award.

While all these awards are now considered "traditional", they are in fact quite recent in origin having been developed from 2001 onwards and open to the current executive to mould or amend.

Remember, if you are asked to be a presenter at a Changeover Meeting, submit your notes to the incoming Vice President of Education to help next year's presenter have a reference and starting point to work from. Enjoy your role and celebrate.

Banner Handover

This is a formal and official ceremony conducted towards the end of the Changeover meeting and the way the banner is handed from outgoing SAA to outgoing President to incoming President to incoming SAA was started by Joan Abela and her executive for the 2002-2003 Toastmaster year. This practice has been kept and repeated year after year in very similar style. In the program it needs to be placed after the installing of the new team.

Presenter's Objectives	Elements to Cover in the presentation
New Members	
<ul style="list-style-type: none"> • Acknowledge individuals that have joined the club in the last 12 months • To show the number of people that seem so familiar but have only been with us for less than a year. • To invite everyone to mentor and share knowledge. • To celebrate the commitment to joining the club and facing public speaking fears or enhancing leadership and communication skills. 	<p>The Vice President of Membership or President will have a full list of members that were inducted in the past Toastmaster year. Explain how you want audience to participate in this recognition. For example you can have a brief introduction on the objectives of the awards and then explain that you will read all names out and for those who are in the room ask them to stand and remain standing to be formally recognised with a round of applause. Lead the applause, ask members to be seated.</p>
High Attendance	
<ul style="list-style-type: none"> • To acknowledge members who are role models because of they are committed and regular attendees of the club. • To celebrate the high level of commitment to regular attendance. • To reflect on the Toastmaster promise which includes but is not limited to regular attendance. 	<p>In the past there have been 3 bands those who have attended at least 80% and less than 90%. Those who have attended at least 90% but less than 100% And those who have attended 100% of meetings in the past Toastmaster year. Future awards may cover at least 70% and less than 80%, but it depends on time and number of acknowledgements in higher bands. 100% is what all members need to aim for. The figures are to be provided to the presenters by the Vice President of Membership and/or Vice President of Education.</p>
Speechcraft Attendance	
<ul style="list-style-type: none"> • To explain purpose of speechcraft • To explain Club's history and commitment to run 4 courses a year every year for over a decade. • To thank members who make the running of the course possible • To remind everyone there are many benefits of Speechcraft for the Club (training of our members, raising funds and recruiting new members). 	<p>Cover a brief overview of key objectives and more importantly ask members to stand and remain standing if you call their name and mention you will call for applause at the end. Read out the names of any Toastmaster that has attended at least one of the classes in the past four speechcraft courses. Confirm with the VPE if you will also be acknowledging the four course coordinators. If so, prepare brief outline on what their work has meant for the Club and present Certificates. Invite all members to get involved and mention benefits members will expect to get from helping out in Speechcraft</p>

Educational Awards

The people who have achieved an educational award stand and are recognized. It can be either awards given to the club or awards given to any club.

- A brief mention of DCP and why that is important
- Final report for the year on how many of the educational objectives were achieved.
- Similar to Awards described above, explain to audience how you want them to participate. You may want to call all CC first, then all advanced communication Awards, then all Leadership Awards or you may read all names and have one round of applause at the end.

The Ray Shina Timer's Award

Background

Back in 2002, our then VPE, Tom Sadler, programmed member Ray Shina to be the timer. Ray was of the opinion that he deserved a more adrenaline charged role, so he did not turn up. Tom became aware of Ray's views, so he programmed him again, and Ray again did not turn up. This continued for 2 months, until Ray relented, turned up, and assumed his role as the timer. At the time, one of our newer members, Majella Turner was parking her car when she saw Ray in the car park, and screamed "we have a timer". This was heard throughout the entire car park.

That same year, Tom had designed a once off prototype of the timing lights that are seen around the District. As a side, Michael Said liked these units so much, he convinced Tom to make them in bulk and since District Supplies went on to sell more than 500 of these units. Tom and Michael were spurned on by a learned Senior member, Gary Wilson saying "that these will never sell, clubs have hoards of timing lights to use".

The question then arose, what to use the old timer for. No, we were not considering what to do with Gary. The idea came at an Executive meeting at Joan Abela's home to make the old timing box an annual award to be called the "Ray Shina Timer Award for Contributions to Time".

Tradition has it that there be an amount of duplicity around this award. In the first year, Tom Sadler, who was one of the people behind the award's creation, was surreptitiously given the inaugural award. The envelopes had been switched, and Tom passed the envelope to the presenter. When his own name was read out, all he could say to his club members was 'You bastards'.

Presenting the Award

The award has been refined since, and we have nominations with a tongue in cheek reason given per nomination. The presenter/President decides the winner, but in choosing the winner, anything goes. Typically you will read all nominations and a brief explanation on the reasons that saw them place as possible contenders for the Timers' Award.

Peter Poulson Memorial Award for Best Speech of the Year

Parramatta Toastmaster's Peter Poulson memorial trophy is awarded each year by the executive for the most remarkable and memorable speech. Criteria for this award include content, delivery, ability to connect with the audience and the speaker's own level. All the speeches delivered at this club meetings – that include manual speeches as well as contest speeches – total 122 speeches delivered in this last year are considered for this award. Executive members nominate one, two or three speeches to the president. The President tallies these votes and is the only one who knows the winner.

Peter Poulson was a popular member of Parramatta Toastmasters Club. He was tragically murdered together with his grandchildren Marilyn and Sebastian while trying to save their lives. PETER was a pioneer in adult and community education who used his 20 years' experience as a coal miner, teacher and family man to mentor hundreds of students around NSW.

In the field of vocational and educational training, he was a leader and an expert to the highest order. Peter won the Parramatta Toastmasters Best Speech of the year in 2004, with his last speech eerily titled "Qualified to Die".

Some of the notable past recipients of this award include:

- Suben Subenthiran - Ticker
- Robyn Peck – Alias Sarah
- Peter Poulson – Qualified to Die
- Gary Wilson – Wizard of Woz
- Cheryl Piper – Wine

When you are ready to announce the nominations (explain to audience that as you call each name to please stand and remain standing. Hold your applause until all nominees are announced):

Nominations for this year's Trophy are:

Read four or five nominations by announcing speakers names and speech titles. Make reference to achievement of making finalists, call for applause and ask members to seat before going to to announce the winner of the 201_ Peter Poulson trophy for most outstanding speech and who it goes to...

(you will be given an envelope on the night)