

## Procedure and Running Sheet for New Member Induction

**Inducting Officer (usually President)** "Fellow Toastmasters, it is now our duty and privilege to induct (*a or number*) new members into the Parramatta Toastmasters Club. This is an important occasion, both for these new members and for our Club. These individuals have come to Toastmasters seeking to improve their communication skills, and we now have an opportunity to help them learn, grow, and achieve. "

**Inducting Officer** (*New Member Name/s*) please come forward. Toastmasters, these members have applied for membership to Parramatta Toastmasters

Mr Sergeant at Arms please escort (*New Member/s*) from the room while we formalise their acceptance

**Note:** (*New members should be out of site but not out of hearing range*) Sergeant at arms should be alert to what is happening and ready to escort NM/s back in so there is no delay).

### **Inducting Officer motions to Sponsor**

(*Sponsor Name*) As the sponsor for (*New Member Name*), would you like to move a motion regarding his/her membership to this Club?

### **Sponsor**

"Fellow members, I move a motion that (*New Member*) be accepted as a member of Parramatta Toastmaster Club 2274.

**Inducting Officer** – (*Sponsor*) Would you please speak to this motion

**President** asks for seconder, acknowledge seconder,  
(*Sponsor Name*) I believe you are the sponsor for (*New Member Name*)

### **Sponsor – Briefly introduces new members (no more than .30sec)**

vote

### **Repeat for each member – if more than one do not group**

Ladies and Gentlemen please stand and welcome our new member/s (Sgt at Arms should be ready) - Thank you please be seated

**Inducting Officer** (*New Member/s*) as members of the Parramatta Toastmasters Club, you will benefit from a proven program of self-development. You will become part of an outstanding group of people who are dedicated to helping one another in a spirit of sharing and enjoyment.

"Mr. Vice President Membership, who have been assigned as mentors for these new members"

**VPM** stands and gives names of mentor/s. **Pres** invites mentors out to join them out the front

**Inducting Officer to Mentor/s** (*Mentor Name*) "As experienced Toastmasters, you have been asked to help (*new member/s name*) get off to a good start. Do you accept this responsibility and pledge to share your knowledge and experience with (*new Member Name/s*) so that he/she can immediately begin to benefit from his/her Toastmaster membership"

Mentors give affirmative response. Eg: I will

**Inducting Officer** Asks VPM to present members with new member kit & Badge

**Inducting Officer** ask (*new member/s*) to read affirmation (have this printed in large font and hand to new member) -applaud – ask new member/s to say a few words.

**Inducting Officer** All members who willingly support (*New Member/s*) quest for self-development – please stand and welcome your new fellow Toastmaster/s.

I, (New Member), in the presence of my fellow members of the Parramatta Toastmaster Club, make this firm obligation...

- To Attend meetings regularly and prepare fully for each assignment
- To apply myself to the program outlined in the toastmaster manual
- To participate in club activities
- To evaluate others in a positive, constructive manner
- To build open, friendly relationships with my fellow members
- And to bring other new members to the club so they can also gain the benefits of Toastmasters

***EXTRA NOTES:***

- Brief New Members of procedure and advise that they will be ask say a few words at the end of the induction.
- Brief Sergeant at Arms on procedure required for a smooth transaction of New Members leaving and returning
- Give a copy of procedure to Sponsor / any one with speaking part so they can keep track of procedures and be ready to answer