

Hamwic Speakers Committee Roles

Club President - Dan Harrison

Role: "Organising and motivating the committee into running the club, such as looking after new members, organising events, and ensuring the administrative and financials are looked after. It's also the focal role for the club, so everyone comes to you when they need help."

Benefits/Lessons

- 1) I've learnt how to delegate tasks, rather than take everything on myself. This has been my biggest lesson and has helped me overcome my need to control everything in my business. My business is now taking a major turn for the better as a result of what I have learnt about asking others to help me.
- 2) The sheer frequency of practice by running the club business in meetings has helped considerably with quashing my nerves when speaking. The constant and frequent practice has been really useful.

Contact for any questions about this role: dan.harrison@wpdoctors.co.uk

Vice President - Education: Diane Chamberlain

Role: Organising Toastmaster meetings and encouraging members to take on roles to help run the meetings. Tracking individual communications and leadership progress on d71 while keeping an eye on the club's annual targets for CL/CC completion etc.

Benefits/Lessons

- 1) I've learned how to manage the VPE tools on the d71 site efficiently and have recognised the need to quickly respond to email requests for roles to avoid disappointing people.
- 2) VPEd is said to be the busiest committee role and I have found it to be so as there are lots of individual, club, area and district level communications to deal with.
- 3) Anne and Dan have organised the majority of fantastic events so, compared to other clubs, Hamwic has done really well in terms of club level education. A lesson here for the next VPE is that regular workshops and events are vital to keep the club "fresh". Involving more experienced members in providing workshops benefits everyone through sharing best practice.
- 4) The enjoyment of working with such an energetic committee during 2013-14 has been a terrific experience and if I wasn't subjecting myself to a masochistically high volume of educational courses this coming year, I would have loved to continue this role.

Contact: dipiper101@hotmail.com

Vice President - Leadership: vacant

This role has been used by the club to promote the Toastmasters' leadership track and the Competent Leader manual in particular. It complements the role of VP Education.

Vice President - Membership: Ken Amy

Role: "Building and maintaining rapport and contact with Hamwic members and guests. Processing membership applications via D71 website"

Benefits/Lessons

- 1) I've enjoyed meeting and chatting informally with newcomers to Hamwic from all walks of life.
- 2) This role has helped me to build social skills and has given me a voice to contribute to the future direction of the club as we continue to grow into one of the largest and most successful TM clubs in the U.K.

Contact: kenamy23@gmail.com

Vice President of Public Relations: Robyn Jones

Role: Coordinating Hamwic Speakers' public relations program by developing internal and external communications through the club's newsletter, blog, social media, press releases, and special event organisation.

Benefits/Lessons

- 1) Toastmasters has helped me to improve my communication and leadership skills, and it was incredibly rewarding to give back to the club as a committee member. The VP PR role enabled me to further develop my skills as a leader, especially with the opportunity to coordinate the organisation of Hamwic Speakers' fifth birthday party.
- 2) The VP PR role is a lot of fun and it gives you the chance to use your creativity. Some of my favourite projects included designing promotional material for the 5th birthday party; developing the Member Resources web pages; editing the club newsletter; and writing blogs, press releases, and Facebook posts.

Contact: robyncjones@gmail.com

Treasurer: David Collins

Role: To ensure the collection of dues to Hamwic (membership renewals) at each half year interval. The role also involves adding new members to the TMI site and paying their subscriptions to the main international organisation and ensuring each member receives their TMI magazine. Managing expenditure by Hamwic is a key task, ensuring we have enough supplies to run meetings and that the accounts are kept in sound order.

Benefits

- 1) Toastmasters has helped me to rapidly improve my communication and leadership abilities and has been pivotal in me gaining two promotions in my career. The committee role has enhanced my Hamwic experience and enabled me to lead on a key area of the management of the club.

2) The role enables me to link with each and every member due to having to ask for money twice per year! It also enables me to meet and greet new members and explain what we do in detail, something we are all very proud of.

Lessons

The VP treasurer role has made me realise what a responsible and ethical club we are and how we have improved many peoples' lives since they have become members of one of the largest Toastmasters clubs in the South.

I continue to meet some very inspiring people and that makes the whole club very special.

I am happy to continue the role for the next year but also willing to step down if someone would like the experience of the role.

Contact: David.Collins@solent.nhs.uk

Secretary: Rob Dewing

Role: Keeping a record of committee discussions. This means ensuring that an Agenda has been circulated ahead of the committee meeting, taking notes during the meeting of decisions made and actions required, and compiling these into Minutes of the meeting to be circulated within a few days of the meeting. The Secretary would also normally deal with external correspondence to and from the Club; in practice at Hamwic most of this is handled by the President and the Vice President for PR.

Benefits of the Role and Lessons Learned

1. The need to record all aspects of committee discussions brings you an insight into all the roles in the Committee. It is an important role in supporting the President as well as ensuring actions get recorded and followed up, so you feel you are very much a key member of the team. It is not a particularly demanding role in terms of commitment of time, other than the need to attend all committee meetings and produce minutes reasonably quickly afterwards.
2. I've learned the need to keep on the ball in committee meetings, so that key points get recorded, and I have learned the importance of producing the minutes in a timely manner when the discussions are still fresh in the mind. It's a good role to take on if you want to develop your administrative skills and be part of the core structure of the committee.

Contact for any questions about this role: rob.dewing@notherwood.co.uk

Sergeant-at-Arms: Dominic Bottrell

Role: Ensuring that the meeting venue is set up and the club's equipment and supplies are working or well-stocked.

Benefits / Lessons: (RB) It was an excellent way to learn about how the club's committee works and a good introduction to the Toastmaster network. It also helps with organisational skills.

Webmaster: Rich Watts

Role: Creating and publishing content on the Hamwic website and Facebook page to keep our members informed and engaged!

Benefits/Lessons

1) The role has given me an opportunity to increase my knowledge and understanding of the Wordpress system (used to manage the website) and managing a Facebook page. I've quickly learned the type of content that most engages and inspires our members online.

2) This is a lighter role on the committee (good for those not wanting to take on too much!) and can be managed by scheduling posts and updates to the website ahead of time - so it's quite flexible too!

Contact: rich@richpublicspeaking.co.uk

Mentoring Co-Ordinator: Joanna Percival

Role: Being a focal point for Hamwic members (existing and new) to get a mentor. Initially I pulled together the resources about mentoring researched by the previous co-ordinator, made a list of current members and kept it updated. Then I found mentors for about 26 members by talking to people at meetings and emailing. I wrote some words for a leaflet on mentoring for new members. I also gave a short workshop on what it means to have a mentor especially a mentor in (Hamwic) Toastmasters.

Benefits/Lessons

1. It was creative being able to put things together in the way that I wanted to and see that it worked out well. It was fun to use my intuition to match people up with a mentor at least for their first three speeches. I saw my role as mostly encouraging mentoring so it was exciting to see new members getting a mentor and feeling that I was helping them get started on their Toastmasters goals. I especially loved having a reason to meet and talk to a lot of newcomers at a time when the club is growing so much so I know who people are.

2. Putting together the short session on mentoring has given me confidence towards some of the leadership goals I now want to concentrate on. Although this is not an official role on the committee you get to go to the quarterly Committee Meetings, hear what is going on and share where you are with mentoring and getting feedback.

Contact: joanna.percival@btinternet.com

Social Secretary: Anne Harrison

Organise social events for the club, both within regular meetings and as extra events. Scope to organise multi-club events with other local TM clubs too.

Benefits:

Get to know the club members better, and meet ppl from other clubs. A lot of scope to try different things, no need to just do the same stuff over and over.

Lessons:

You're not going to please everyone everytime, aim for variety and don't take it personally if something doesn't work out as planned.

Additional tasks currently covered in Social Secretary role: There are also a few 'other tasks' which aren't part of formal roles but should also be covered I think. I cover the first 2 of the following currently, which aren't part of the Social Sec role, and can either be covered as 'extra' duties for committee members, or could be taken on by general committee members:

Badges:

Create printed badges for new members as they join, and update as new awards are achieved / committee changes etc. Templates can be provided.

Printing:

Print off the agendas (standard and detailed) for each meeting.

Refreshments (currently covered by Diane & Dean)

Provide refreshments for each meeting. Costs generally covered by donations.

Enquiries:

Respond to enquiries through the website with a standard response (text can be provided), and answer specific queries as needed. In conjunction with Webmaster (but need to have dual coverage at least here).

Contact: anne@noblewood.co.uk