

Hello and Welcome <name>,

I'm looking forward to getting to know you and watching you grow as a speaker and leader. Please let me know if there's anything I can do to be of service to you.

As President for the club, my vision is for each member to grow as communicators and leaders.

Here are a few tips that will help you get the most out of your Toastmasters experience immediately:

Check for the Vice President of Education's (VPE's) email - that would be <name>. S/He sets the schedule for our entire club.

Be sure to open the schedule and read it in its entirety:

- Observe the structure of the schedule and the various roles in each meeting.
- Please respond to emails from other members within two days.
- Check for any scheduling conflicts you may have on the existing schedule.
- If needed, find a sub and let the Toastmaster of that date know about the change.
- Inform the VPE of future dates you may not be available to attend.
- Ask your VPE (VPM) to select a mentor for you.
- First Speech - you will do your "Ice Breaker" within 4 to 6 weeks. Use the Pathways Icebreaker module to help develop your speech in conjunction with your mentor.
- Always feel free to ask for help.
- Be sure to bring your evaluations sheets with you when presenting a speech to the club..
- Locate and wear your name tag to each meeting.

Welcome to <club name> Toastmasters!

Best regards,

<name>

President, <name> Toastmasters