EDUCATIONAL TIDBIT

To provide members with small nuggets of Toastmaster wisdom!

An officer or an experienced member will usually provide the **"Educational Tidbit"** at a meeting. This is to impart knowledge to new members that they would otherwise not know about Toastmasters or about public speaking.

Preparation before the meeting

- The **President** and **Vice President of Education** will collaborate (along with other officers) if an "Educational Tidbit" is needed at a meeting. If so, an officer or an experienced member will be assigned to provide the "Educational Tidbit" and will need to speak for 1-2 minutes. The assigned person should practice in advance of the meeting.

- Topics to consider for the "Educational Tidbit" are:
    - What the *Competent Communication* manual is and its purpose.
    - What the *Competent Leadership* manual is and its purpose.
    - Information about *Advanced* manuals.
    - The role of each officer (one role per Educational Tidbit per meeting).
    - The role of an Evaluator.
    - Information about the District and the Area.
    - Information about the Distinguished Club Program goals.
    - Information about mentoring.
    - Information about Toastmaster etiquette such as not leaving the lectern unattended.
    - Tips and advice about public speaking such as how to give a toast, a congratulatory speech, etc.
    - Other related Toastmaster topics.

During the meeting

1. When the meeting begins, the **Sergeant-At-Arms** will open by making a few remarks about the theme, and then have everyone read aloud the "Mission of Toastmasters." The Sergeant-At-Arms will then introduce the club **President**. The club President will then introduce the Toastmaster.

2. The Toastmaster will make any remarks, and then announce the Functionaries. After the Functionaries introduce themselves, the Toastmaster will then introduce you as the officer/member who will give the **Educational Tidbit** (if there is a Tidbit).

3. If there is a Tidbit, the officer/member should stride confidently to the lectern and shake the Toastmaster's hand. He/she should also smile and be upbeat while providing the Educational Tidbit for 1-2 minutes. Return control of the meeting back to the

Toastmaster, and remember to wait at the lectern to shake the Toastmaster's hand before sitting down.

After the meeting

- Reflect on how you did while providing the "Educational Tidbit" and implement any changes or improvements for the next time you give the "Educational Tidbit".

Presenting the "Educational Tidbit" is an excellent way to improve your public speaking skills while giving additional knowledge to new members. This will ensure that all members are informed about Toastmasters!