



## Malvern Rostrum Club 45

### General Information for Members and Prospective Members



This booklet gives an overview of what you can expect at a Malvern Rostrum Club 45 meeting. Updated Jan 2019.

## What is Rostrum?

Rostrum is a not-for-profit organization that works with its members to assist them to:

- practise and develop their communication skills in a friendly and encouraging environment
- communicate
- make formal presentations
- think on their feet
- ask questions or put your point across at meetings
- run efficient meetings
- practice for interviews – on either side of the table
- improve self confidence

It does this mainly through local **Rostrum Clubs**. These contain many elements including:

- Prepared speeches
- Impromptu speeches (speeches with little warning of the topic)
- Pertinent questions (topical questions for members to answer)
- Readings
- Demonstrations
- Standard meeting procedure
- Tutorials
- Coaching
- Language games
- Chatting

Trained coaches provide comment and advice to members on improving their speaking skills.

## Becoming a Member

You can attend a couple of meetings in order to know what you are signing up for before you join Rostrum.

Becoming a member of a Rostrum Club enables you to participate in all Rostrum member activities. You receive a Membership Pack, Rostrum badge and login to the member resources on the Rostrum website.

Your membership application is made to the Zone executive and after you have paid your joining fee and have been approved by the executive, you are a member. At this stage you discuss your personal goals with the club training officer and you will be scheduled for activities in the club program.

## **Malvern Rostrum Club 45**

The Club meets on Tuesday mornings 7.20 am for a light breakfast and a 7.30 am start. The meetings are held at **Phoenix Park Community Centre, 22 Rob Roy Road, Malvern East.**

### ***Typical Meeting Proceedings***

A typical meeting goes for an hour with coffee afterwards for those who can spare the time.

### ***Pre-Meeting***

Before the meeting begins, the member who is rostered for breakfast provides the attendees with toast and coffee or tea.

### ***Opening Section***

The **President** opens the meeting, welcomes any visitors, and introduces the member who is rostered as **Chairman** for the day. The chairman is in control of the meeting for the morning. If the chairman is experienced, the members may assist the chair to practice various meeting procedures.

### ***Business Section***

The club addresses any business that is necessary for the function of the club.

### ***Break***

Members and visitors chat and clear the dishes. They also pay the Treasurer for the meal (visitors do not pay), pay any outstanding membership fees.

### ***Speaking Program***

The composition of the **Speaking Program** varies greatly between meetings. Common optional components include:

#### **Prepared Speeches**

Members are rostered to deliver a **prepared speech** on a selection of topics for a specified period of time.

#### **Impromptu Speeches**

An **impromptu speech** involves a member being given a topic to speak on at short notice or with no notice. These are sometimes known as **short notice speeches**.

#### **Variable Item**

This involves a rostered member:

- Asking a **pertinent question** - presenting a short description of a topical situation, ending with a question. Attendees are then invited to give their response to the question.
- Providing a book or film review
- Presenting a good news item
- Distributing a photo, picture of an object, etc to members who are then asked to make a brief presentation on what the photo, picture means to them
- Any other novel exercise that the nominated member can devise.

## **Reading**

A **reading** involves reading a passage of text aloud for a set period of time.

## **Training Exercises**

An experienced member runs a training exercise on some aspect of public speaking, eg structuring a speech, including humour in a speech, voice projection, etc. These exercises are short, targeted, fun exercises that get members on their feet and speaking, eg Selling an object, charades, word pictures, chairmanship trivia, etc

## **Coaching**

At the end of the meeting, the coach for the day gives feedback on the meeting's proceedings and the day's activities, primarily covering the technique of the speakers and how well standard meeting procedure was adhered to.

## **The Program**

Each member of Rostrum Club 45 is regularly emailed a **program**. This lists all the scheduled activities for meetings. It also serves as an Agenda for each meeting. The Club's Training Officer composes the roster. The Training Officer carefully chooses tasks for each member, considering their abilities and needs.

## **The Website**

The Malvern Rostrum Club has its **website** at <http://rostrum.com.au/vic/rostrum-victoria-clubs/club-45>.

## **Malvern Rostrum Club 45**

Meeting time: Tuesday morning  
7.20 am – 8.30 am

Venue: Phoenix Park Community Centre  
22 Rob Roy Road, Malvern East, 3145

Cost: Visit meetings – FREE

### **Rostrum fee**

\$86 full subscription

\$42 Students

\$48 Pensioner / Health Card Holder

### **Meeting fee**

Breakfast \$1

No breakfast \$0

If you would like more information about our club please talk to one of our training team: Jenny Blain on 0402 045 430 or email the club at [vicclub45@rostrum.com.au](mailto:vicclub45@rostrum.com.au).