

2018-2019 Executive Team

President
Michael Fong

VP Education
Sam Fenton

VP Membership
Sabesh Sitsabesan

VP Public Relations
Christine Huynh

Secretary
Vicki Sheehan

Treasurer
Allie Marriot

Sergeant-At-Arms
Vivek Singhal

Meeting on the 1st and 3rd Thursday of the month between 6:30pm and 9:30pm at Parramatta RSL

www.parramattatm.org.au

Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

THE ROLE OF ADMINISTRATION MANAGER By John New

The Role of the Administration Manager at the District 90 Semi Annual Conference
I've been a Toastmaster for a while now, had various club Executive positions, and this year I'm the District 90 Administration Manager. One of my biggest tasks so far was preparing for the Semi Annual Conference, held 3-5 November 2017 at Port Macquarie.

My preparation started 2 months before the SAC and stretched my organisational skills. Like previous years, this conference had a number of distinct events.

Here is what happened:

Contests: The SAC held the finals of the District 90 Table Topics and Humorous Speech Contests. The Admin Manager role was to help the Program Quality Director, Phil Reed. Before the SAC: each of the 6 Divisions held a Division contest; I found out who came 1st or 2nd, and who was competing at the SAC; I printed all the Participation Certificates and blank 1st, 2nd, and 3rd certificates. At the SAC: I gave all this material to the PQD to distribute as needed for the contests finals.

Educational Sessions: There were two at the SAC. The first was on Pathways. The second was "How to Write a World Championship Speech". The Admin Manager role was to print everything needed for each session. Before the SAC: the main tasks were to print Appreciation Certificates, handouts, and feedback forms. At the SAC: I handed material out before each session. I ran around a lot, making sure everything was delivered on time to the session facilitators.

Awards and Recognition Lunch: This was probably the most complicated event because there were so many moving parts. At the lunch, District 90 recognises member anniversaries (10 years, 15 years, etc.); new DTMs; distinguished clubs, areas, and divisions; and others. Before the SAC: the Admin Manager prepares certificates, plaques, badges, and so on. At the SAC: the Admin Manager helps with the presentation of the awards. Getting all the names needed and who would be at the SAC to receive their award took a lot of time.

Business Session: The SAC held a District 90 Council Meeting, which dealt with District business. Helping to get things ready for this was perhaps the most time-consuming to help organise. The reason being that the District 90 Agenda and Reports Book had to be available 30 days before the meeting, and many reminders to District leaders were needed to provide their reports by an early deadline. In such an exercise it becomes clear who writes their report early and who is late!

To help with the organisation of the SAC, I prepared my own Admin Manager run sheet, which turned out to be very useful. It listed everything that had to be done and when. The good news is that I can reuse it for the Annual Conference, 4-6 May 2018 at Rooty Hill. I enjoyed helping to organise the SAC because it helped me test and develop my organisational and time management skills. The Admin Manager is a good District role for anyone who wants to stretch themselves in this area.



THE PARRA-NATTA

PARRAMATTA TOASTMASTERS CLUB

Welcome to the September edition of the Parra-Natta where we revisit the highlights and club achievements that have occurred since August. We have had an exciting set of events over the last month with three great meetings!

Humorous Speaking Competition

Our Humorous Speaking Competition started off with a bang this year with double the amount of contestants from last year with 10 members competing! We had a range of topics covered which made the room resound in laughter—from 6 years or marriage advice by Michael Fong to marriage advice after 36 years by Rosina Tombs. Other topics covered included families, explorations of nicknames, tips and tricks for toastmasters, technology and the hazards of aeroplane messages.



Our winners for the night included Vicki Sheehan (1st), Rosina Tombs (2nd) and Michael Fong (3rd). Michael Fong declared Vicki Sheehan our "Serena Williams" taking out the competition once again! Props to Rosina as well as this was only the second speech that she has delivered at Parramatta Toastmasters!

Parramatta Toastmasters Club
September Edition

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Upcoming Meeting Dates and Themes

- 20th September—Avast Ye Mateys—52nd Anniversary Meeting
- 4 October—Mans Best Friend
- 18 October—Fight or Flight
- 1 November—To Meat or not to Meat

HIGHLIGHTS FROM OUR MEETINGS IN AUGUST

The month of August saw three meetings at Parramatta Toastmasters! We started the month with our meeting “Raise a Glass” which was followed by our surveillance themed night “Big Brother is watching” and topped it off with a humorous third meeting “Ride the wind” which featured some special props.

We had lots of visitors and some familiar faces visit too with Tracey Lane coming in to tell us of her adventures in Glen Innes! Since moving to Glen Innes Tracey has been up to amazing things and she is now also the President of the Toastmasters Club in Glen Innes! Linda Snalam also dropped by for a visit and just like Tracey also won a ribbon on the night!

We have also inducted two more members in the last couple of weeks! Welcome to Sanea and Sinu! Both Sanea and Sinu completed the Speechcraft course earlier in the year and we are excited to hear their first icebreakers as they are set on their path!

