



# KeyForce Toastmasters Club

*Supporting Women's Leadership Skills  
through English Public Speaking!*

## Club Mission Statement

1. To foster women's leadership
2. To provide mutual support to develop communication and leadership skills for every member
3. To provide open-minded, cooperative, and inspiring environment

## What is Toastmasters?

It's a place to learn communication and leadership skills through public speaking. It's an international, non-profit & educational organization, the headquarters is located in the California, USA. There are 200,000 members in 65 countries worldwide.

There are over 60 Toastmasters clubs in Japan.

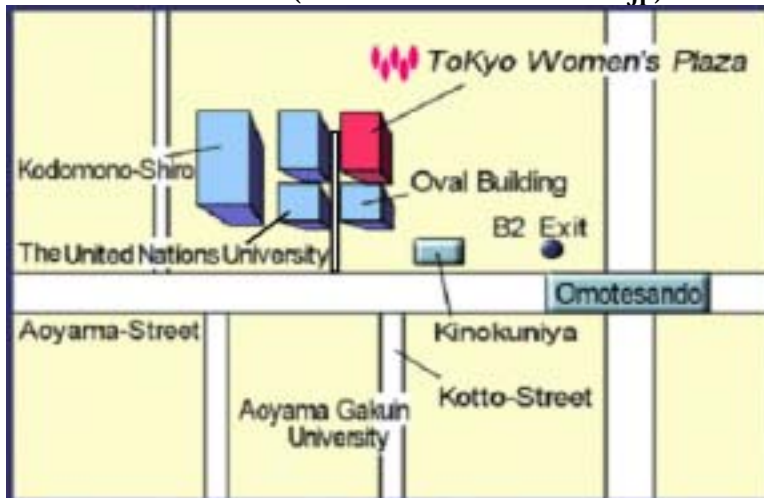
## Meeting Venue & Time

Venue : Tokyo Women's Plaza

Time : The 3<sup>rd</sup> Tuesday of every month for 19:00-21:00 /Fee: ¥1,000.

Web site : <http://homepage1.nifty.com/fujiassociates/kf/>

Contact : Masako Kuroda (makuroda4@mx4.ttcn.ne.jp)



# Comment from President & Founder

## **President's Comment**

In November 2001 I joined Key Force TMC. When I visited this club for the first time I was a bit surprised because there were some male members attending the meeting. I never expected Key Force to have any male members but believed it should be all women's Toastmasters Club. But after joining, I realized that woman's leadership is one of the missions at Key Force Toastmasters Club. It does not mean just having women in the Club, but woman's leadership enlightens, inspires and uplifts all club members regardless of gender.



Furthermore it became more obvious after I was given the chance to have leadership as a club president since last July. Every member is very cooperative with strong teamwork, which supports me greatly to fulfill the leadership of presidency. As you can see in our club mission statement we always provide every member the support to develop communication and leadership skill in open-minded, cooperative and inspiring environment. Everyone has a chance to develop not only the communication skill but also the leadership skill at Key Force Toastmasters Club and to enjoy it. I am now fully learning and enjoying together with all the members.

Please visit our club and you would see at once what I am saying here.

I look forward to seeing you at our meeting.

Masako Kuroda

## **Founder's Comment**

In 1999 I went to the Gallup Leadership Institute to test out my ideas about leadership, especially for women. I had been discussing with the past Toastmasters International Governor, DTM Keck's wife, CTM Laura Crites about creating a club that would put women into the forefront of advancing not only their communication skills but their leadership as well. When I made my speech about the mission of my future Toastmasters Club for women's leadership at Gallup, I was voted the Vision Leader among the participants.

This led me to understand that the timing was ripe. In 1999, Key Force Toastmasters Club was born, because women had the Key to unlock the Force that would inspire and empower all mankind to a better life and world. Women had the power to give Life and surrender to the Force in the universe because they trusted and believed in the journey. Process, as well as the results, was important in building a strong Club that supported each other. Now the leadership of the Club has passed hands from one woman to the next, and each has been an inspiring leader to the Club members who are both women and men.

We will continue to support more women to achieve their authentic leadership with the improved quality of communications. Please join and build with us this majestic vision of women as leaders in every field, using the principles and skills taught in Toastmasters International.

We look forward to seeing you all at our meetings.

Ann Sado Honjyo

Founder and past president, 1999~2001, Area 13 Governor, 2001~2002  
Division B Governor, 2002~2003, Nominating Committee Member, 2003~2004

## Meeting Roles

1. **Toast Master of the Day (TD):** acts as a genial host and conduct the entire program.
2. **Thought of the Evening:** Present a short speech of 1 to 2 min about anything of your current thought.
3. **Table Topic Master:** sets the stage for impromptu speeches by randomly assigning the audience several questions related to one topic.
4. **Prepared Speakers:** present speeches they have prepared for the meeting based on their manuals.
5. **Evaluators:** evaluate a prepared speaker's performance based on the objectives the speaker was to meet for that particular project in the manual.
6. **General Evaluator:** evaluates the operation and coordination of the entire program.
7. **Grammarian:** supervises the meeting in terms of grammar, vocabulary, word usages.
8. **Timer:** watches over the time usage of each speaker.
9. **Vote counter:** collects the ballot sheets and add up votes for best speakers
10. **Um-Ah counter:** count the number of unnecessary words such as Um-Ah during the meeting.

## Regular Meeting Procedure

19:00	Opening Remarks Introduction of the Guests Thought of the Day Toastmaster of the Day	.....	Opening speech by President
19:15	Introduction of Helpers Timer Vote Counter Um-Ah Counter Grammarian	.....	The chairperson of the day will lead the meeting.
19:20	Table Topic Session	.....	1 to 2 min. impromptu speeches on assigned topics.
19:40	Prepared Speech Session	.....	Members present speeches based on their projects based on their manuals.
20:10	Evaluation Session	.....	Offer constructive evaluatio for prepared speeches.
20:25	Reportes Um-Ah Counter Vote Counter Grammarian	.....	Helpers report the results.
20:30	Award	.....	Best table topic speaker, prepared speaker, evaluator are awarded.
20:35	Business Session	.....	Business information such as event, contests.
20:40	Guests' Comments		
20:45	Adjournment		

## Memory of Humorous Speech Contest

Someone like me who does not speak good English is going to participate in a contest, after making a public speech only twice? Honestly speaking, when I was chosen as a contestant, I felt "Me? Oh, No! I am in big trouble. What am I going to do? Oh, I feel so embarrassed." This was my honest feeling because I did not have any confidence at all with my English skills. I knew that my English level was the lowest among the club members, and moreover, I could not understand half of the speeches I listened to in my club. "I wish I could speak accurate English like that freely and with confidence." I was full of admiration and respect to my club members. So, I could not believe that I was going to participate in a contest.

However, Ann, Karen who won the All Japan Speech Contest in the previous year, and many members (they are all charming ladies) coached a poor English speaker like me zealously, with passion. I felt so sorry but was very grateful to them. At this moment, I strongly felt that I wanted to deliver good results for these people, and it made me feel warm and good from the very bottom of my heart.

Since then I practiced my speech every day like crazy in front of a video. When my practice counted 100 times, I began to think that I might be able to win the contest. How simplistic I am?

On the day of the contest, my physical condition was the worst with diarrhea and lack of sleep because of nervousness. As my turn came closer, my heart was beating faster, and I really felt like escaping from the venue. At last, my turn came. My legs were trembling when I walked up the stage. "Anyway, let's get on the stick and be cheerful at least at the opening. The opening is very important. If I could get a good start, things will follow." I had decided so. However, I became another person after about 30 seconds. I was able to see the audience very well. I could see Ann, Karen, and smiles of many other members who came to the contest to support me. I felt so good and cheerful. I felt the sense of achievement and fulfilled when I finished my speech. Frankly speaking, I did not care about the results. I was very happy that I had presented 100% of what I practiced.

My speech title was "Oh My Angel" and when I heard my name as the winner, I thought, "How nice the members of Key Force are. It is a wonderful club and everybody is like an angel." That feeling has not changed even now.

This contest gave me a lot of confidence. I've become to believe truly that if a man practices hard enough, he can survive somehow and he can achieve something." This event has become an unforgettable memory in life for me. My heart is full of appreciation and respect to the club and members, who gave me such a wonderful experience and excitement.

My English is still at the lower level as ever, but I am very excited to attend our meeting every month. Because I can see that not only my English skills but my speeches and communication skills are improving more than when I first attended the meetings, although it is gradual. I am going to study many things together with my good friends at my own pace with pleasure. I am so happy!

Shimoyama

Tommy

Div. B Humorous Speech Contest, 2002

(Translated by Rieko Ichiya and edited by Ann Sado Honjo)

## Summer Gala in 2003

Summer Gala at a restaurant at Meguro. We hold Summer Gala in August and Christmas Gala in December every year and share enjoyable time with many guests.

(Issued by Yasuyo Sato,  
VP PR of KeyForce TMC  
in April, 2004)

