

## J S Battye Library of West Australian History Private Archives – Collection Listing

MN 2460  
Acc. 7083A

### **SPEECHMASTERS**

In 1958 Mr. Alan Foyster (also associated with Rostrum) founded Speechmasters in Perth, under the name Toastmasters.

Speechmasters was a club for men & women that provided a forum for members to develop public speaking skills. The club met twice monthly. Members were rostered to conduct various meeting duties and to give speeches for each meeting.

From 1961 Speechmasters was affiliated with the WA Debating League. Members of Speechmasters took part in debating competitions that were organised by the WA Debating League and some members were involved in its operation.

In 1966 Toastmasters (Perth) were contacted by Toastmasters International and informed they were infringing their Trade Name Registration. At the Christmas meeting in 1966, by democratic vote, the name was changed to Speechmasters. Also in 1966 the club was split into two groups, Speechmasters No. 1 and No. 2.

In 2001 the club closed due to lack of members.

### **The Papers**

The papers were donated to Battye Library by Susan Turner July 2005 (?).  
(Acc.7083A).

Holdings = 1.36m

### **Access**

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SUMMARY OF CLASSES	
ATTENDANCE REGISTERS AWARDS CERTIFICATES CIRCULARS CONSTITUTION CORRESPONDENCE DEBATING FINANCIAL RECORDS FORMS INFORMATIONS SHEETS INVENTORY LICENCES LISTS	MINUTES & AGENDA NOTES PHOTOGRAPHS PROCEDURES PUBLICATIONS PUBLICITY QUESTIONNAIRES & EXERCISES REPORTS SURVEY TIME CAPSULE TOPICS VISITORS BOOKS

ACC. NO.	LOCATION	DESCRIPTION	FORMAT
		ATTENDANCE REGISTER	
7083A/1		15 May 1980 – 3 July 2001	
		Includes duties roster	
7083A/2		1968 – 1987	
		Includes duties roster	
7083A/3		1976	
		Speechmasters No. 2 – includes duties roster	
7083A/4		1958	
		Toastmasters – includes duties roster	
7083A/5		1959 - 1966	
		Toastmasters – includes duties roster	
7083A/6		22 November 1966 – 22 November 1977	
7083A/7		16 May 1968 – 17 April 1980	
		Speechmasters No. 1 – includes duties roster	
7083A/8		1991 – 1993	
		Includes duties	
7083A/9		27 February 1973 – 21 June 1984	
		Includes duties and examples of duty requests	
		AWARDS	
7083A/10		Award given to Mr. Roger James for club loyalty	
		CERTIFICATES	
7083A/11		Certificate of participation in 1998 Excellence in Club Management Awards	
		CIRCULARS	
7083A/12		5 November 1959 – 9 November 1975	
		Toastmasters, Speechmasters No. 1 & 2 – newsletters and programme schedules	

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		CONSTITUTION	
7083A/13		Toastmasters & Speechmasters	
		CORRESPONDENCE	
7083A/14		4 February 1966 – 12 May 1978	
		Speechmasters No. 2 – Inward & Outward correspondence	
7083A/15		15 December 1958 – 17 June 1970	
		Speechmasters No. 1 – Inward correspondence	
7083A/16		28 October 1966 – 30 September 1976	
		Speechmasters No. 1 – Inward correspondence	
7083A/17		31 March 1977 – 20 November 1986	
		Speechmasters No. 1 – Inward correspondence	
7083A/18		2 April 1987 – 18 December 2000 + undated	
		Speechmasters No. 1 – Inward correspondence	
7083A/19		6 March 1959 – 21 December 1971	
		Toastmasters/Speechmasters No. 1 – Outward correspondence	
7083A/20		3 June 1972 – October 1980	
		Speechmasters No. 1 – Outward correspondence	
7083A/21		5 February 1981 – 17 July 2001	
		Speechmasters – Outward correspondence	
		DEBATING	
7083A/22		Papers documenting Speechmasters/Toastmasters involvement with the WA Debating League	
		FINANCIAL RECORDS	
7083A/23		21 January 1975 – 22 November 1977	
		Speechmasters No. 2 Petty Cash Book	
7083A/24		17 January 1980 – 18 March 1986	
		Speechmasters Catering Expenses Book	
7083A/25		20 May 1976 – 11 November 1982	
		Petty Cash Book Includes some meeting notes dated 4 August 1983.	
7083A/26		7 November 1963 – 1980	
		Receipts & Payments Book Includes paid members lists March 1965 – June 1967.	
7083A/27		8 November 1966 – 30 April 1977	
		Speechmasters No. 2 Receipts & Payments Book	
7083A/28		1 November 1976 – May 1978	
		Speechmasters No. 2 Receipts & Expenses Book	

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7083A/29		28 October 1968 – 8 November 1980	
		Speechmasters No. 1 & 2 Receipts & Expenditure File	
		FORMS	
7083A/30		Speechmasters/Toastmasters Membership Nomination Forms 1958 - 1993	
		INFORMATION SHEETS	
7083A/31		Information sheets and handouts about Speechmasters Public Speaking Club	
7083A/32		Information on speaking techniques, preparation and instructions	
		INVENTORY	
7083A/33		Speechmasters goods and books	
		Speechmasters No. 1 & 2 cupboard contents	
		LICENCES	
7083A/34		Speechmasters No. 2 Function Permit	
		LISTS	
7083A/35		1958 –1993 + some undated	
		Toastmasters/Speechmasters members & officials lists, names & contacts	
7083A/36		8 February 1966 – 14 November 1972	
		Speechmasters No. 2 members & officials lists, names & contacts	
7083A/37		8 February 1966 – May 1978	
		Speechmasters No. 2 membership ledger book – list of officials	
7083A/38		File contains listing of critics with contacts & dates acted as critic. Also includes guidelines for critics, list of member's interests & rostering wishes and a 1976 – 1977 roster.	
7083A/39		1972 – 1981 + many undated	
		File contains Speechmasters No. 2 Critic listings	
7083A/40		1964 – 1977	
		File contains Speechmasters No. 2 Critics listing	
7083A/41		Library List	
		Contains book list, borrowing records and library procedure	
7083A/42		General lists including record of minute books, new members packs checklist	

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		MINUTES & AGENDA	
7083A/43		2 October 1958 – 19 January 1961	
		Book containing Toastmasters meeting 1 to 53	
7083A/44		2 February 1961 – 6 February 1964	
		Book containing Toastmasters meeting 54 to 120	
7083A/45		20 February 1964 – 6 April 1967	
		Book containing Toastmasters/Speechmasters No. 1 meeting 121 to 197	
7083A/46		6 October 1960 – 21 May 1964	
		Toastmasters meeting 47 to 127	
7083A/47		4 February 1988 – 21 January 1993	
		Speechmasters meeting 654 to 765	
7083A/48		10 September 1974 – 13 March 1978	
		Speechmasters No. 2 meeting 191 to 265	
7083A/49		17 January 1966 – 22 February 1978	
		Toastmasters/Speechmasters No. 2 Committee meetings	
7083A/50		8 November 1967 – 28 August 1975	
		Book containing Speechmasters No. 1 Committee meetings	
7083A/51		23 September 1975 – 31 October 2000	
		Book containing Speechmasters No.1 Committee meetings	
7083A/52		18 February 1982 – 1 December 1988	
		Book containing Speechmasters No. 1 meeting 526 to 676	
7083A/53		20 April 1967 – 17 June 1971	
		Book containing Speechmasters No. 1 meeting 198 to 291	
7083A/54		1 July 1971 – 20 February 1975	
		Book containing Speechmasters No. 1 meeting 292 to 372	
7083A/55		6 March 1975 – 4 February 1982	
		Book containing Speechmasters No. 1 meeting 373 to 525	
7083A/56		8 February 1966 – 28 May 1968	
		Book containing Toastmasters/Speechmasters No.2 meeting 1 to 52	
7083A/57		11 June 1968 – 23 July 1974	
		Book containing Speechmasters No.2 meeting 53 to 188	
7083A/58		13 August 1974 – 22 May 1978	
		Book containing Speechmasters No. 2 meeting 189 to 269	
7083A/59		20 July 1978 – 1 November 1984	
		Speechmasters meeting 447 to 586	

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7083A/60		15 November 1984 – 1 December 1988	
		Speechmasters meeting 587 to Christmas 1988	
7083A/61		19 January 1989 – 6 December 1990	
		Speechmasters meeting 677 to Christmas 1990	
7083A/62		17 January 1991 – 3 December 1992	
		Speechmasters meeting 721 to 764	
7083A/63		21 January 1993 – 17 November 1994	
		Speechmasters meeting 765 to 806	
7083A/64		19 January 1995 – 21 November 1996	
		Speechmasters meeting 807 to 848	
7083A/65		16 January 1997 – 17 November 1998	
		Speechmasters meeting 849 to 889	
7083A/66		2 February 1999 – 17 July 2001 + undated	
		Speechmasters meeting 890 to 934	
		NEWSPAPER ARTICLE	
7083A/83		N.d. Speechmasters to seek more members, Tom's Weekly	
		NOTES	
7083A/67		Miscellaneous loose notes	
7083A/68		Notebook c1980s	
		PHOTOGRAPHS	
7083A/69		Undated photos of Speechmasters members	
		PROCEDURES	
7083A/70		File containing rules, meeting procedures and guidelines for duties	
		PUBLICATIONS	
7083A/71		Carr, C. & Foyster, A. (1970). Take The Chair. (5 <sup>th</sup> ed.). Australian Rostrum Council: Osborne Park, WA.	
7083A/72		Carr, C & Foyster, A. (1975). Take The Chair. (6 <sup>th</sup> ed.). Australian Rostrum Council: Osborne Park, WA.	
		<i>These editions of Take The Chair are co-written by Alan Foyster, who founded Toastmasters/Speechmasters and later was a member of Rostrum. The first edition of Take The Chair was published in 1962.</i>	
		PUBLICITY	
7083A/73		File contains advertising material, business cards, press release and letters concerning publicity.	

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		<b>QUESTIONNAIRES &amp; EXERCISES</b>	
7083A/74		File contains questionnaires and exercises on meeting procedures and public speaking	
		<b>REPORTS</b>	
7083A/75		April 1960 – November 1986	
		Toastmasters/Speechmasters officers' reports including president, secretary, treasurer, debating and librarian.	
7083A/76		February 1987 – August 1998	
		Speechmasters officers' reports including president, secretary, treasurer, debating and librarian.	
7083A/77		May 1966 – November 1977	
		Speechmasters No. 2 officers' reports including president, treasurer and debating	
		<b>SURVEY</b>	
7083A/78		1986(?)	
		A survey asking members to give comments on the continuation of the club – includes letter to members and members' comments	
7083A/79		<b>TIME CAPSULE</b>	
		Material placed in Nedlands Time Capsule 01/05/1985 includes Speechmasters history of the club, debating and membership list	
		<b>TOPICS</b>	
7083A/80		Lists topics for meeting talks, some are listed with the names and dates talks were given	
		<b>VISITORS BOOKS</b>	
7083A/81		19 March 1970 – 21 November 2000	
		Speechmasters visitors book	
7083A/82		26 March 1968 – 13 March 1978	
		Speechmasters No. 2 visitors book	

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NEWSPAPER CUTTINGS

THE FOLLOWING ARTICLES MAY BE FOUND IN  
NEWSPAPERS HELD IN THE BATTYE LIBRARY

HEADING/KEYWORDS	NEWSPAPER TITLE	DATE/PAGE NUMBER
Speech club turns 20	West Australian	22 <sup>nd</sup> November 1978
Speechmasters (advertisement)	The Western Mail	10 – 11 <sup>th</sup> August 1984
Club looking for speakers	Guardian Express	24 <sup>th</sup> February 1987 / p. 4
Speaking out	Mosman Park – Cottesloe Post	28 <sup>th</sup> May 1991
Hundreds benefit from Speechmasters	Mosman Park – Cottesloe Post	7 <sup>th</sup> May 1996 / p. 46

CB

10 October 2008