



**Guild of
Professional
Toastmasters**

GPT Annual General Meeting

6 September 2026

Location: Civil Service Club, 13-15 Great Scotland Yard, London SW1A 2HJ

Time: 10:00 - 12:00

Zoom Link: <https://us06web.zoom.us/j/89911915267?pwd=rkzisOmof0nGy422bNRkSFtAs4RYQF.1>

AGENDA

Item No.	Item	Presenter
1.0	Welcome, Apologies & Quoracy	Chair
2.0	Previous Minutes & Action Tracker	Chair
3.0	To Elect Committee Members to serve until the Annual General Meeting 2027 (<i>requires majority</i>)	Chair
3.1	Secretary - Dan Rennie-Hale	
3.2	Treasurer - Trudie McGuinness	
3.3	Head of Training & Development - Ian Ellis	
3.4	Co-Opted Member - Norman Brown	
4.0	To Elect assistant positions (non-committee members which enables them to be Graduates or Associates) to serve until Annual General Meeting 2027 (<i>requires majority</i>)	Chair
4.1	Assistant Secretary - Tim Colmans	
4.2	Assistant Treasurer - Norman Brown	
4.3	Assistant Head of Training & Development - Lloyd Allegri	
4.4	Head of Communications - Jeremy Smith	
4.5	Social Secretary - David Pilkington	
4.6	Scrutineers - John Griffiths & Andi Parker	
5.0	To review and confirm Guild Governance to serve until the next Annual General Meeting 2027 (<i>requires majority</i>)	Chair
5.1	Guild Constitution • Removal of Secretary Dues Waiver • Financial Reserves Policy • Guild Training Courses	
5.2	Code of Conduct	
5.3	Livery Standards	
5.4	Pricing Guide	
6.0	To approve the scrutinised accounts for 2025/2026	Treasurer

7.0	To approve the budget for 2026/2027	Treasurer
8.0	To consider the recommendation that Louise McCarron AGPT be admitted to the Guild as a Fellow (FGPT)	Head of Training & Development
9.0	Adoption of a new Guild Logo	Chair
10.0	To consider an environmental/charity donation	Chair
11.0	Training & Development Update • Livery Standards • Attachment Dates	Head of Training & Development
12.0	Any Other Business	



MINUTES

Location: Online via Zoom

Time: 10:00 - 12:00

In Attendance:	
Craig Haslam (CH) Chair	John Ashmele (JA)
Norman Brown (NB) (Until 1030)	Richard Carpenter (RC)*
Ian Ellis (IE)	John Griffiths (JG)
Steve Litson (SL)	Trudie McGuinness (TMcG)
Denise Milani (DM)*	David Pilkington (DP) (until 11:06)
Dan Rennie-Hale (DRH)	Jeremy Smith (JS)
Suzanne Taylor (ST)*	Guy Wade (GW) (until 11:00)
Andy Wright (DW)	
Apologies:	
Lloyd Allegri (LA)	Terry Brazier (TB)
Roy BurrIDGE (RB)*	Tim Colmans (TC)
Andrew Earl (AE)	John Heasman (JH)
David Lloyd-Jones (DJ)*	Louise McCarron (LMcC)*
Paul Miller (PM)*	Andi Parker (AP)
David A Pearson (DaP) *	Alexis Williams (AW)

*Non-voting

Item No.	Item	Presenter
1.0	Welcome, Apologies & Quoracy	Chair
CH welcomed everyone and DRH provided apologies (as listed above), confirming that the meeting was quorate.		
2.0	Minutes & Action Log Update	Chair
The minutes of the March meeting were proposed as an accurate record by TMcG, seconded by IE Seconded and approved. The action log was reviewed with a number of actions closed.		
3.0	Update Reports:	
3.1	Chairman's Report	Chair
CH thanked everyone for their continued commitment to the Guild acknowledged the hard work of the committee and co-opted members; • JS for his work on the new website which now communicates the high and professional standards of the Guild. • DRH for ensuring the effective management of the Guild • TMcG & NB for enhancing financial control and operating with more openness and transparency. • IE & LA for the successful course delivery and planning for the next course to take place in September and with another planned for 2027. • DP for his work on the Guild dinner.		

CH thanks were seconded by a number of members.

CH also extended the Guild's condolences to TMcG following her recent bereavement.

CH highlighted that through social media it is great to see members out and about performing at functions, but that this does provide a spotlight which has shown that members are not always adhering to the livery standards (admitting he himself had been picked up for not appropriately wearing his gloves!). As such all members of the Guild were reminded of the importance of adhering to the high standards that we set for ourselves (and which supersede any previous guidelines) and as outlined in the Livery Standards, which will be re-circulated.

ACTION: DRH to recirculate livery standards to all members

ST enquired if full livery should be worn at wedding fayres - the consensus was that livery did not have to be worn and this was a matter of personal preference.

3.2	Website Update	JS
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JS gave an update that the website was now launched, and that there were a few technical issues pending which Claire was in the process of resolving.

JS would still like members to send him pictures so that we can keep the content of the website up to date and refreshed. He also outlined that he is planning to undertake an annual review/refresh.

JS also updated that the application to Wikipedia has been submitted and is in the process of validation and we should hear back in a few months.

3.3	Training Report	IE
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IE spoke to Action 44 outlining that attachments are an important and a key element of the course for our graduates, and this requires support from fellows. IE outlined that very few returns had been provided from fellows with attachments dates. As we have new training course taking place 7-11 September (currently with 3 delegates) more dates will be required.

ACTION: All Fellows to send dates for attachment to IE ASAP

GW supported this and advocated for the attendance of Graduates at your events as a fellow.

IE outlined that currently all graduates had signed up for and attended dates. IE reminded both graduates and fellows that feedback on the attachment should be provided on the feedback sheet.

NB highlighted that previously he had hosted two graduates at events, however this requires the fellow, venue and organiser/couples to be happy with having more than one in attendance.

IE outlined that the graduate exam will be held in person at an agreed date in November at a suitable venue. The exam will be a multiple-choice of 80 question (replacing the previous written narrative exam which was seen as subjective) and will be closed book (including Debrett's). IE will be proposing to the committee that the pass mark is 75-80% but wanted to seek feedback from members. IE outlined that he has experience of managing an exam writing team.

GW agreed 75% was a good pass mark and that he wouldn't want to see this raised

above 80%. DRH outlined that previously the exam had not been multiple-choice, and that he therefore felt the pass mark should be higher to reflect this. AW was in agreement with this.

JA enquired as to how we support those who are not good at exams but are still good toastmasters. CH & IE responded that this had previously happened, and there was the option to undertake additional observations.

JG outlined his assurance in IE's experience of setting assessments and that he was content to take his recommendation.

DP welcomed the move away from the previous subjective assessment, which was at times punitive, but reflected that the pass mark should probably be higher to reflect the multiple-choice element.

ST raised that multiple-choice questions can sometimes be very close to each other which can make the questions more difficult. IE confirmed that indeed some of the questions would be close to the right answer but not correct.

TMcG reflected that there had been a lot of thought given by IE and the training team as to the development of the exam and suggested that perhaps fellows should be invited to take the exam as part of the validation process. IE agreed that this would be a good exercise.

ACTION: Fellows be invited to take the multiple-choice exam as part of the validation process

GW reflected on the conversation, highlighting that it was good to see this was now a subject for discussion as historically this would not have been the case.

CH reflected that the new course has elements of testing of understanding throughout, and that the quiz undertaken by the current graduates had an average score of 85% which demonstrated that the pass mark of 80% might not be unachievable.

ACTION: Committee to receive IE's recommendation re the pass mark and agree this.

3.4	Treasurers Report	TMcG
TMcG reported that as of today the accounts show; • £18,611.83 Current Account • £16,665.91 Liquidity Savings We have gained £82.23 interest and have received three deposits for September training totalling £1500, with outgoings of £327.50 since the March meeting. Fees due in August - TMcG will write out to all members in July. DRH outlined that he would send TMcG the templates for this used last year, and the log of member fees as two members would see an increase in their fees this year. ACTION: DRH to send TMcG dues templates and log ACTION: TMcG to send dues requests to all members CH confirmed that as he also has access to the account that the figures presented were accurate.		
3.5	Guild Social Dinner	DP
DP updated that currently he had received apologies from 11 members and had 37 confirmed attendees. He has investigated menu options with the ability to provide a		

conventional menu and vegan options.

Due to the number of confirmed attendees, it was expected that ticket prices would be £70-£75 per head, and that there would unfortunately be no budget for entertainment.

GW highlighted the importance of members confirming their attendance (or not) and paying their money promptly, thanking DP for his hard work on organising the dinner.

DRH suggested we should set future dates, as many of us will be booking at least a year in advance, and that may help to increase numbers in future years.

It was agreed that the event should proceed as outlined with the committee considering if there should be a subsidy to reduce ticket costs. Full payment of ticket costs would be required by the end of July.

ACTION: Committee to consider subsidy for the Guild Dinner

IE asked if we should consider a different venue and location for next year. It was agreed that this would be considered, but that a date for 2027 could be determined and published based on booking the Union Jack Club (which can be cancelled without penalty within certain timeframes).

4.0	Guild Logo Design	DRH
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DRH thanked PM for his efforts in supporting the development of the new logo and outlined that he was just presenting the paper.

DRH provided feedback received from TC who believed the logo should reflect the heritage and longstanding status of the Guild, and as such he didn't feel the more modern typefaces were appropriate. He also wanted to reflect that the red coat does not a toastmaster make, and that is down to the high calibre of training received in the Guild. His preference would be for the member design to be taken forward, as it incorporated the gavel (which was in the old logo) and the Guild colours.

RB also outlined his preference for the member design but questioned if the laurel leaves could be seen/become dated.

DM outlined that the Laurel leaves were a nod to the historical meaning of laurel leaves to signify achievement, honour and prestige and examination and that they were fitting in this scenario.

Consensus was for the member design to be taken forward, and DRH suggested that this should include the removal of the white bullet point and stars as these have no significance. It was agreed that the final design will be presented at the AGM for vote and could include a second option of just the roundel with the laurel leaves removed.

5.0	Member Email Accounts Proposal	
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DRH outlined that this came up briefly in AOB at the March meeting as was therefore proposed for further discussion today.

Currently all members are allocated a Guild Email address, although due to costs these are forwarding accounts (where emails are forwarded to another email address, but where there is no physical inbox or ability to reply from the address). It was noted that most Fellows do not use or advertise their Guild address and it was therefore questioned if they were still needed.

DM outlined that as a Graduate being affiliated to the Guild via the email address was useful and gave assurance to potential clients.

In light of this feedback it was therefore agreed that whilst many Fellows do not utilise these accounts, they should remain in place for all members, and that only guild emails should be used on the Guild Website.

ACTION: DRH to provide JS with the list of Guild email addresses for use on the website

6.0	Any Other Business	
JA enquired as to the members section of the website. In response JS & DRH updated that there are some technical aspects of the members area which are still being resolved by Claire to enable the upload/filing of documents, following which members will be sent an email link containing their login details. JA also highlighted lapel pins being worn by members, which were not in concordance with the Livery Standards, but noted that these had been requested to be re-circulated by CH. TMcG noted that the start time of 10am would allow those not living in London to attend in person without the expense of staying the night before. It was agreed that we should adopt this start time moving forward, noting that room bookings are for the morning from 0800-1200. RC enquired as to if Graduates should/could be provided with something similar to the Guild Lapel Pin to validate their presence at events. CH outlined that this had been agreed in the new constitution which would be reviewed at the AGM. DRH outlined that no new individuals had put themselves forward to take committee or co-opted roles. CH therefore outlined he hoped that existing individuals would remain in positions. It was therefore proposed by AW that the existing committee and co-opted members remain for vote at the AGM in September. This was seconded by JG. DRH raised that given the number of new graduates and potential graduates from September it would be useful to understand how many Guild Medallions are held in stock, including the one he is holding from Dan Heath. CH thanked everyone for their attendance and closed the meeting. The next meeting will be on 6 September for the AGM at the Civil Service Club from 1000-1200.		

Guild of Professional Toastmasters - Meeting Action Tracker

Meeting Date	Ref	Action Owner	Action	Update	Status
01.03.26	45	IE	EDI training to be provided as CPD to existing members		On-Going
01.03.26	46	Fellows	Fellows to provide IE with dates for attachment	Dates have been provided but more are required to support the september cohort	On-Going
01.03.26	47	IE & LA	Training Team to develop templates for event information collection		On-Going
01.03.26	50	IE & LA	Training team to reach out to previous graduates to offer support re journey to fellowship.		Complete
01.03.26	51	DRH	Update Constitution for approval at September AGM to include reserves policy £5k training & £5k operations	On Agenda	Complete
01.03.26	53	DRH	Agenda item for Environmental/Charity Donation to be added to AGM Agenda.	On Agenda	Complete
14.06.26	55	DRH	DRH to recirculate livery standards to all members	Circulated with the draft minutes	Complete
14.06.26	56	IE	Fellows be invited to take the multiple-choice exam as part of the validation process		On-Going
14.06.26	57	IE	Committee to receive IE's recommendation re the pass mark and agree this.	Pass mark to be set at 80%	Complete
14.06.26	58	DRH	DRH to send TMcG dues templates and log	Sent to TMcG following the meeting	Complete
14.06.26	59	TMcG	TMcG to send dues requests to all members		Complete
14.06.26	60	CH	Committee to consider subsidy for the Guild Dinner		Complete
14.06.26	61	DRH / JS	DRH to provide JS with the list of Guild email addresses for use on the website	All members now have Guild addresses and these have been updated on the website	Complete
14.06.26	62	TMcG	Guild Medallion stock to be confirmed	20 Medallions in stock	Complete



***Guild of
Professional
Toastmasters***

Constitution

v2.0 (September 2026)

Date Approved:		Date for Review:	
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Clause 1: Guild Name

The name of the Guild shall be the "Guild of Professional Toastmasters" (the Guild). It should be noted the words Toastmaster and Fellow(s) applies to all genders.

For the purposes of the Guild Combined Liability Insurance the term 'Member' covers Graduates, Associates and Fellows only.

Clause 2: Guild Objective

The objective of the Guild shall be the attainment of the highest standards of professional conduct and competence among its Members by:

- encouraging the training and development of Toastmasters and Masters of Ceremonies
- setting high admission standards for all categories of Membership of the Guild, and
- assisting Members in the running of their Toastmaster businesses

Clause 3: Executive Committee

The Guild shall be administered by an Executive Committee of five Fellows, and by co-opted members holding a minimum of Graduate membership.

Where a member holds more than one Executive Committee post, a Fellow or Co-Opted member shall be elected to meet the Executive Committee's minimum criteria.

Executive Committee (Fellows) with voting rights shall comprise:

- Chair
- Secretary - Chair of Governance & Risk Committee
- Treasurer - Chair of Finance Committee
- Head of Training & Development - Chair of The Training & Development Committee
- Fellow Representative (Elected Fellow or Co-Opted Member)

Co-Opted Members (attending as required due to business or to deputise) with no voting rights:

- Assistant Secretary
- Assistant Treasurer
- Assistant Head of Training & Development
- Head of Communications
- Social Secretary

All Executive Committee Members (including those co-opted are to be elected annually at the Annual General Meeting (AGM) and will hold office for a period of twelve months or until the next AGM, with exception of the Chair who will hold office for a maximum of two years. Those elected may not serve on the Executive Committee for more than 6 years consecutively.

Should any Executive Committee member resign from their position or ceases membership, the Executive Committee will appoint an interim from those co-opted members until the next AGM.

Where the Chair is incapacitated, resigns their position or ceases membership the Executive Committee will appoint another member of the Executive Committee to act in this position until the next AGM.

Chair of the Guild of Professional Toastmasters - Craig Haslam FGPT
Chair@guild-of-toastmasters.co.uk
www.Guild-of-Toastmasters.co.uk

Clause 4: Committees

The Executive Committee shall be supported by four Committees, with the following remit:

Training & Development Committee - Chaired by the Head of Training & Development

- Delivery of the Guild training course and other training Initiatives
- Development, mentorship and CPD for all categories of Membership
- Recruitment and retention
- Arranging attachments and observations

Finance Committee - Chaired by the Treasurer

- All Financial matters, including subscriptions and budget preparation
- Annual Accounts

Risk and Governance Committee - Chaired by The Secretary

- Constitution and Code of Conduct
- GDPR and Data Controller
- Equality, Diversity & Inclusion
- Risk Register

Communications Committee - Chaired by The Head of Communications

- Website
- Social media
- Internal communications
- External communications

In addition, the Executive Committee may establish working or task and finish groups as required to deliver the business of the Guild.

All outputs from Committees and Groups or resulting from the business of the Guild (such as, but not limited to; training materials, templates, designs or documents) remain under the ownership and intellectual property of the Guild. As such by undertaking the generation of any such materials the author/creator transfers all copyright to the Guild and forfeits any claim.

Clause 5: Grades of Membership

Toastmasters shall be eligible for the Categories of Guild Membership upon application, if they have satisfied the prevailing admission criteria of the Guild

Categories of Membership and admission criteria are as follows:

Category	Admission Criteria	Style and Post-Nominal	Other Benefits
SOCIAL	None	None	• No expectation or requirement to join the Guild other than as a Social member • No Access to Members Section of Guild Website • No cover provided by the Guilds Combined Liability Insurance
GRADUATE	Successful completion of the Guild Toastmaster training course	Graduate of the Guild of Professional Toastmasters GGPT	• No requirement to belong to the Guild other than as a Graduate member • Non-Voting Attendance at Guild meetings • Photograph and Contact Details on Guild Website • Benefits of Guild Combined Liability Insurance • Access to Members Section of Guild Website

ASSOCIATE	Have qualified as GGPT To have undertaken a minimum of two attachments with Fellows of the Guild covering a range of events, with satisfactory report and feedback and passed the Guild examination.	Associate Member of the Guild of Professional Toastmasters AGPT	- No requirement to belong to the Guild other than as a Graduate member - Non-Voting Attendance at Guild meetings - Photograph and Contact Details on Guild Website - Awarded appropriate lapel badge - Benefits of Guild Combined Liability Insurance - Access to Members Section of Guild Website
FELLOW	Have qualified as AGPT Then to have successfully completed two formally assessed events being observed by Fellows of the Guild. Be proposed, seconded and accepted at a Guild meeting	Fellow of the Guild of Professional Toastmasters FGPT	- Full voting rights at Guild meetings - Photograph and Contact Details on Guild Website - Awarded neck collar and medallion, subject to payment of appropriate deposit - Benefits of Guild Combined Liability Insurance - Qualified to stand as Committee Chair or Executive Committee Member - Access to Members Section of Guild Website
RETIRED MEMBER	Must have been FGPT Election by at least a two-thirds majority of the Fellows at which a candidate's Membership is being considered.	None	- No attendance at Guild Meetings - Access to Members Section of Guild Website but no photograph and contact details on the Guild website - No cover provided by the Guilds Combined Liability Insurance
HONORARY MEMBER	Must have been FGPT Election by at least a two-thirds majority of the Fellows at which a candidate's Membership is being considered.	None	- No attendance at Guild Meetings - Access to Members Section of Guild Website but no photograph and contact details on the Guild website - No cover provided by the Guilds Combined Liability Insurance
AFFILIATE MEMBER	Open to Toastmasters from other Guilds and Associations as well as those Independent. To be proposed and voted at Guild Meeting	None	- No attendance at Guild Meetings - No Access to Members Section or photograph and contact details on the Guild Website - No cover provided by the Guilds Combined Liability Insurance

Alternative routes to membership (including for returning Members) shall be agreed by a two thirds majority of the Fellows following recommendation by the Training & Development Committee and supported by a majority vote of the Executive Committee.

By accepting any grade of membership of the Guild, and continuing to act with such title, Members agree to bind themselves in writing to the Constitution, pay any fees due and observe the Code of Conduct.

Members agree to abide by the laws of The United Kingdom at all times and are directed particularly to the requirements of the Equalities Act 2010 and the Data Protection Act 2017.

Members may join other Toastmaster Associations, Guilds, Groups, etc, however when undertaking Toastmaster duties under the name of the Guild of Professional Toastmasters, member's must only wear the insignia of the Guild of Professional Toastmaster, and may not wear the insignia of any other organisation, association, guild or group.

When undertaking toastmaster duties under the name of another Association, Guild or Group, members must not wear the insignia of the Guild of Professional Toastmasters.

A member will not be covered by the Guilds Combined Liability Insurance unless they carry out the Function solely as a member of the Guild and all relevant documentation prior and following pertaining to the event showing this.

Clause 6: Membership Fees

Members shall pay on joining and annually such fees as set out below;

Joining and Annual fees are as follows (fees stated per annum due by 1st August):

Social Member:	£10
Graduate Member:	£25 for first three years of qualification, £100 thereafter
Associate Member:	£25 for first three years of qualification, £100 thereafter
Fellow Member:	£140
Retired Member:	£25
Honorary Member:	£0
Affiliate Member:	£TBC

Clause 7: Code of Conduct

The Guild shall keep in place a Code of Conduct at all times and shall be subject to regular review by the Training & Development and Risk & Governance Committees, at intervals determined by the Executive Committee, and at least every three years.

Any changes to the Code of Conduct shall be made by at least a two-thirds of the Fellows at a Guild meeting at which any changes to the Code of Conduct are being considered.

Clause 8: Expulsion or Resignation from the Guild

A member may be expelled by resolution passed by not less than seventy-five per cent of the Fellows of the Guild, if the member concerned shall be considered guilty of:

- a serious breach of the Code of Conduct
- persistent minor breaches of the Code of Conduct
- a serious breach of the terms of the Constitution
- any other conduct which in the opinion of any Members has or is likely to bring the Guild into disrepute or is likely to be contrary to the interests of the Guild.

The Executive Committee will investigate any potential concerns that a member has transgressed and should they feel that the member should be expelled arrange a Guild Meeting for such consideration and action by the Fellows.

A member shall automatically cease to enjoy membership in the event that any fees due shall not have been paid within three months of the same being due. Members so ceasing and not otherwise expelled may resume Membership at the sole discretion of the Chairman and Treasurer, if all fees due have been brought up to date within 6 months of the due date.

A member may resign from the Guild by giving written notice to the Secretary for any reason. "Written notice" may be given by mail or email.

Clause 9: Regalia and Insignia

Upon reaching the grades of Associate and Fellow, Members shall be entitled to receive certain regalia and insignias. Members shall pay deposits to the Guild for such regalia as follows:

Category	Regalia/Insignia	Deposit
ASSOCIATE	Lapel Pin	Not Required
FELLOW	Medallion and Collarette	£300.00

All regalia and insignia & Training materials (such as the Guild Handbook) shall remain the property of the Guild and shall be returned forthwith upon cessation of Membership for whatever reason. The Guild may, as soon as reasonably practical, return to a former member deposit paid by them for any regalia and insignia where the same can be re-used, less the cost of refurbishment and restoration.

Clause 10: Meetings

Members shall meet periodically in Regular meetings, but at least once a year in an AGM.

A simple majority of the Executive Committee or one-third of the Fellows may require the Secretary to call an Extraordinary General Meeting (EGM) at any time. Twenty-one days notice shall be given of all such Extraordinary General Meetings including for any proposed changes to the Constitution.

A quorum at any meeting shall comprise at least one quarter of the Fellows or their proxies. In the event that a quorum is not present, then the meeting shall be adjourned to such date as those present shall resolve, at least seven days thereafter, and at such adjourned meeting those present, or their proxies, shall constitute a quorum. Proxies shall be in simple written form.

For the avoidance of doubt, virtual attendance at any meeting (that is, via video link) shall constitute attendance at the meeting under this Clause and does not require a proxy to be submitted.

Resolutions which may be circulated by postal or electronic mail, and signed by the required majority of the Fellows without a formal meeting, shall be binding.

The required thresholds for approval are as follows:

- Additional Expenditure over £2000 – two thirds of the fellows
- All other resolutions - simple majority
- Alternative routes to membership (including for returning Members) - two thirds of fellows (including a majority of the Executive Committee)
- Amendments to the Constitution and code of conduct - two-thirds of the Fellows
- Election of scrutineers - two thirds of the fellows
- Expulsion of a member 75% of fellows
- Request for EGM - Majority of the Executive Committee one third of the Fellows

Clause 11: Use of the Guild Name

A member shall not use the name of the Guild in any way save that whilst a member to describe himself as such in connection with his profession as a Toastmaster.

Clause 12: Bank Accounts

The Guild's bank accounts shall be held in the name of the Guild of Professional Toastmasters and shall have up to 3 nominated signatories from the Executive Committee.

Any such accounts are to be operated in line with the Annual Budget approved at the AGM or any emergency budget approved at an EGM. Additional expenditure outside of the proposed budget

under £2000 can be enacted by any member of the Executive Committee with prior approval of one other Executive Committee Member. Additional expenditure of £2000 or more will be approved by two thirds or more of the Fellows.

The Treasurer shall close the books annually on 31st July. The accounts shall be properly prepared for presentation and adoption at the next AGM of the Guild. Two scrutineers, elected by no less than two-thirds of the fellows of the Guild at each AGM, will make their recommendations on the suitability of the accounts for approval by the Guild.

Clause 13: Service of Notices

All notices and other documents required to be given or sent shall be deemed received if sent by pre-paid mail or by email to the last address given to the Secretary as published in the Guild Contact Sheet.

Clause 14: Financial Reserves

The Guild will operate a financial reserves policy with a minimum allocation of;

- £5k for training
- £5k for operations
- Sufficient fund to cover repayment of Member Medallion Deposits

Clause 15: Guild Training Courses

The Guild will provide a Toastmaster Training Course overseen by the Head of Training and Development. It is the responsibility of the Executive Committee to ensure that courses do not incur a deficit, setting the course fee for both trainees and the training team.

A deposit of £500 is required to secure a place on the Guild Training Course with payment in full received a minimum of 30 days prior to the course start date. The Guild do not offer a credit facility or ability for trainees to pay via a payment plan or in instalments. Where a trainee is experiencing financial difficulty, they may postpone to the next scheduled course, however deposits and part and final payments are non-refundable.



Date Approved:		Date for Review:	
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As a member of the Guild of Professional Toastmasters ('the Guild'), each individual is expected to uphold the integrity, dignity, and excellence of our profession. This Code of Conduct outlines the principles and standards that all members must follow when acting in the capacity of toastmaster, master of ceremonies, or representative of the Guild, including within Guild meetings, communications and social media (including the Whatsapp Group).

Clause 1: Professionalism

Members shall conduct themselves with the utmost professionalism at all times. As such punctuality and preparation are essential for every engagement.

Members shall maintain a respectful calm and composed demeanour, regardless of the situation, with swearing strictly forbidden.

In order to maintain cover by the Guild Combined liability insurance members should only act within the expected duties of a toastmaster whilst at engagements. Where a member gives first aid intervention to an attendee at an engagement this is done so under their own insurance or personal liability.

The efficient management of the members' toastmaster business, particularly with regard to prompt and professional responses to enquiries and correspondence, should reflect the high standards of the Guild.

Clause 2: Respect & Inclusion

All individuals, regardless of background, status or belief must be treated with courtesy and respect. As such members shall foster an inclusive and welcoming demeanour, and avoid any humour, language or commentary which could be perceived as discriminatory, offensive or divisive, either in person, writing or via social media.

Members shall avoid making personal commentary, which might bring the name of the Guild into disrepute and should refrain from all topics of politics and religion.

Whilst in the same professional capacity or as a representative of the Guild, a member should not pass commentary or report on the institutions of the Royal Family or Monarchy or the Government or the UK or any other Country.

Clause 3: Integrity and Ethics

Members shall abide by the laws of The United Kingdom, or country within which they are engaged at all times, and are directed particularly to the requirements of the UK Equalities Act 2010 and the Data Protection Act 2017. As such members shall act honestly and ethically, avoiding conflicts of interest and disclosing any potential concerns to the Guild Executive Committee or organiser promptly.

Members shall not engage in or promote any form of dishonesty, misrepresentation, unethical or illegal behaviour.

Confidential information shared in the course of professional duties shall be respected and not disclosed without consent.

Clause 4: Excellence in Presentation

Members are expected to prepare thoroughly for each engagement, including understanding the audience, the purpose of the occasion, and the preferences of the hosts.

Speech, diction, timing, and presence shall reflect the highest standards of the craft. Members shall remain flexible and composed in the face of unexpected challenges, adapting professionally and maintaining control as suitable.

Clause 5: Dress and Appearance

Members shall uphold the strict Livery Standards of the Guild at all times. When in livery, wearing the insignia of the guild or on duty.

Where livery is not worn, dress shall always reflect the dignity of the Guild, expectations of the role, and be appropriate for the formality and cultural context of the engagement.

Members may join other Toastmaster Associations, Guilds, Groups, etc, however when undertaking Toastmaster duties under the name of the Guild of Professional Toastmasters, member's must only wear the insignia of the Guild of Professional Toastmaster, and may not wear the insignia of any other organisation, association, guild or group, including masonic insignia.

When undertaking toastmaster duties under the name of another Association, Guild or Group, members must not wear the insignia of the Guild of Professional Toastmasters.

Only Authorised (those awarded by or on behalf of a Monarch) miniatures or orders, decorations and medals may be worn.

Remembrance Poppies may be worn during the timeline by the Royal British Legion.

Clause 6: Representation of the Guild

Members are ambassadors of the Guild and shall not act in any way that brings disrepute to the organization or its members.

Guild affiliation shall not be used for personal gain in a manner that undermines the Guild's standards or reputation.

Disputes or issues with clients, colleagues, or organizers should be handled discreetly, respectfully, and, if necessary, reported through proper Guild channels.

In dealings with the Media, a member of the Guild may identify themselves as such, however they should be cautious at all times not to express opinions as though they are the opinions or policies of the Guild. Only the Chair or Members of the Executive Committee may formally represent the Guild or make statements on its behalf.

Clause 7: Inability to cover an engagement

Where a member is unable to fulfil an enquiry for an engagement they should either refer the organiser to the Guild Website or seek consent to share their details with the Guild members or secretary. Referrals received which result in a successful booking, shall be subject to a discretionary £25 referral fee payable to the member making the referral.

Where a member is unable to cover an engagement due to being incapacitated, or unforeseen circumstances they should attempt to arrange suitable cover or inform a member of the Executive Committee as soon as possible.

Clause 8: Continuous Development

Members are encouraged to pursue ongoing development which will support them in the discharge of the duties of a Toastmaster. As such constructive feedback should be welcomed, and members shall support each other's growth and development.

Clause 9: Breaches and accountability

Any member found to be in breach of this Code of Conduct may be subject to review by the Guild Executive Committee and subject to disciplinary action.

All members must read, understand, and agree to abide by this Code of Conduct as a condition of membership to the Guild.



***Guild of
Professional
Toastmasters***

Livery Standards

v2.0 (September 2026)

Date Approved:		Date for Review:	
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General Notes:

As a reminder when in livery, wearing the insignia of the guild or undertaking duties under the name of the Guild of Professional Toastmasters you must;

- uphold high levels of personal hygiene and grooming, as such men should be clean or close shaven, with beards clean and trimmed
- Ensure long hair is secured above the collar
- Refrain from smoking, chewing gum, removing their tailcoat or using their mobile telephone whilst in view
- Refrain from drinking alcohol

Standard Toastmaster Livery:	
Red Tailcoat	In a red open weave cloth with cloth covered lapels and buttons (lapels may not be satin and buttons may not be gold). A white starched cotton pocket handkerchief must be worn in the breast pocket. All buttons must be secured in place.
Red Waistcoat	Low-cut in a red open weave cloth with cloth covering the buttons. A gold pocket watch with plain chain may be worn.
Shirt	White cotton wing-collared shirt with a starched Marcella front. Secured with mother-of-pearl stud buttons. Cuffs must be secured with plain cufflinks (mother-of-pearl, silver, gold or black). Collar wings should be held in the downward position behind the tie. Arm bands must be worn if cuffs are too low below the coat sleeve.
Trousers	Black high waisted dress trousers with single or double satin stripe (traditional) down each side. Secured by black or white braces and not a belt. Trousers should be pressed with a front crease.
Skirts	Plain black skirt to below the knee.
Shoes	Black well-polished leather patent dress shoes are the traditional and preferred footwear. However, as appropriate smart black shoes may be worn.
Socks / Hosiery	Black non-patterned socks or plain black or neutral hosiery.
Bowtie	White starched Marcella bow tie (pre-tied or self-tied).
Gloves	White cotton gloves which when not worn must be carried.
Guild Insignia	Fellows - Guild Medallion Associates - Guild Lapel Pin When undertaking Toastmaster duties under the name of the Guild of Professional Toastmasters, member's must only wear the insignia of the Guild of Professional Toastmasters.
Insignia of other organisations, associates Guilds or Groups	May not be worn whilst undertaking Toastmaster duties under the name of the Guild of Professional Toastmasters. Remembrance Poppies may be worn during the timeline by the Royal British Legion.
Miniatures of orders, decorations and medals	Only Authorised (those awarded by or on behalf of a Monarch) miniatures or orders, decorations and medals may be worn. Remembrance Poppies may be worn during the timeline by the Royal British Legion.
Protective Equipment	Protective Equipment/Clothing must be worn in accordance with the requirements of the venue or organiser. In addition, when required members may wear a traditional formal hat to enable sun protection whilst working outdoors. This should be removed once inside or under cover. Members should refrain from wearing sunglasses unless prescribed.

City of London Toastmaster Livery:	
Black Tailcoat	In a Black open weave cloth with cloth covered lapels and buttons (lapels may not be satin and buttons may not be gold). A white starched cotton pocket handkerchief must be worn in the breast pocket. All buttons must be secured in place.
White Marcella Waistcoat	White low-cut starched Marcella waistcoat with cloth or mother-of-pearl buttons. A gold pocket watch with plain chain may be worn.
Shirt	White cotton wing-collared shirt with a starched Marcella front. Secured with mother-of-pearl stud buttons. Cuffs must be secured with plain cufflinks (mother-of-pearl, silver, gold or black). Collar wings should be held in the downward position behind the tie. Arm bands must be worn if cuffs are too low below the coat sleeve.
Trousers	Black high waisted dress trousers with single or double satin stripe (traditional) down each side. Secured by black or white braces and not a belt. Trousers should be pressed with a front crease.
Skirts	Plain black skirt to below the knee.
Shoes	Black well-polished leather patent dress shoes are the traditional and preferred footwear. However, as appropriate smart black court shoes may be worn.
Socks / Hosiery	Black non-patterned socks or plain black or neutral hosiery.
Bowtie	White starched Marcella bow tie (pre-tied or self-tied).
Gloves	White cotton gloves which when not worn must be carried.
Sash	When in the City of London a red & white satin sash, edged with gold piping must be worn.
Guild Insignia	Fellows - Guild Medallion Associates - Guild Lapel Pin When undertaking Toastmaster duties under the name of the Guild of Professional Toastmasters, member's must only wear the insignia of the Guild of Professional Toastmasters.
Insignia of other organisations, associates Guilds or Groups	May not be worn whilst undertaking Toastmaster duties under the name of the Guild of Professional Toastmasters. Remembrance Poppies may be worn during the timeline by the Royal British Legion.
Miniatures of orders, decorations and medals	Only Authorised (those awarded by or on behalf of a Monarch) miniatures or orders, decorations and medals may be worn. Remembrance Poppies may be worn during the timeline by the Royal British Legion
Protective Equipment	Protective Equipment/Clothing must be worn in accordance with the requirements of the venue or organiser. In addition, when required members may wear a traditional formal hat to enable sun protection whilst working outdoors. This should be removed once inside or under cover. Members should refrain from wearing sunglasses unless prescribed.



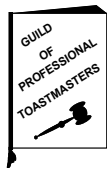
***Guild of
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Pricing Guidance v2.0 (September 2026)

The agreed suggested costs act as a guide for members in quoting for a function, but do not consider the individual nature of contracts such as travel requirements/arrangements, residency discounts, regional variation or the nature, size or length of function.

Function Type	Suggested Pricing
Charity Events	From £350
Civic & Corporate Dinners	£450 - £700
Family Celebrations	From £350
Masonic Festival (including Rotary or Round table)	£400
Wedding (dependent on size)	£600 - £800

There is no set commission for placing a function with another member, however a discretionary token of £25 may be agreed to reflect work already undertaken in securing a function booking.



***Guild of
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Logo Design

Purpose:

Following the presentation of previous design options, to agree adoption of Logo Design 1 or 2.

Design 1:



Design 2:

