

**TK.2.21**

**Personal and Professional Development**

**Speech Competition Guidelines**

Revised January 2012

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## **Overview**

The New York State Personal and Professional Development Program Speech Competition is a mentoring program which should be fun for participants, organizers and spectators. The Candidates should understand that they are expected to perform at an experienced public speaking level. The experience should be a learning experience which challenges the Candidates to grow personally and professionally, by competing with others, and further developing and testing their ability to effectively communicate their thoughts and opinions to an audience. . By their participation over the weekend, and through the Chapter and District/Region process, the Candidates will have interacted with peers as well as have the opportunity to practice their networking and interpersonal relationship skills, interviewing skills, and public speaking skills. At each level of competition, their mentors should critique their skills, offer constructive criticism, nurture their strengths and guide them so that the learning experience helps their individual personal and professional growth.

New York State Women, Inc. Personal and Professional Development Program Speech Competition provides for opportunities in personal and professional development, increased visibility and opportunities to express their opinion about issues of concern to women.

New York State Women, Inc. Personal and Professional Development Program Speech Competition recognizes the accomplishments of all women with professional development skills and opportunities. New York State Women, Inc. Personal and Professional Development Program Speech Competition involves a competitive selection process within Chapters, Districts/Regions and the State competition. Selection is based on written and biographical information, judge's interviews, impromptu responses and the Candidates ability to prepare for a speech competition on specifically chosen topics.

## **Competition Guidelines**

### **Eligibility**

All Personal and Professional Development Program Speech Competition Candidates must meet the following criteria to be eligible:

1. Membership in good standing of New York State Women, Inc. is required prior to competing at the State Level.
2. Any member of New York State Women, Inc. may compete, but cannot compete in the other speech competitions in the same year.
3. Each Personal and Professional Development Candidate, once selected at the District/Region Level, is responsible for forwarding the following information for the State competition.
4. Submit a completed and signed New York State Women, Inc. Personal and Professional Development Biographical Information form.
5. Submit a signed copy of the New York State Women, Inc. Legislative Platform and Advocacy Statement confirming that the candidate understands and supports the New York State Women, Inc. mission, vision and legislative platform and she/he will not speak against the platform issues in her/his capacity as a Personal and Professional Development Representative.
6. Submit a typed copy of your Five Minute Prepared Speech
7. Submit your photo (maximum size 5 X 7).

# Personal and Professional Development Program

## Speech Competition

### FIVE MINUTE PREPARED SPEECH TOPICS

CHOOSE ONE

#### **CIVIL RIGHTS**

- 1) How would you work to bring NYS Laws into conformity with the Equal Rights Amendment of the New York State Constitution (which was ratified in 1972)?
- 2) How would you support educational and training programs that develop protocols for the protection of victims of domestic violence, and support strong penalties for abusers?

#### **HEALTH**

- 3) How would you actively show support for reproductive choice and full access to health care services, ensure funding for research and/or development of programs which benefit the welfare of women of all ages?

#### **ECONOMIC EQUITY**

- 4) How would you work for, and support, legislation that promotes economic equality, financial security, including pension reform, retirement benefits, pay equity and credit accessibility?

#### **Two Minute Impromptu Speech**

The two minute impromptu speech question shall be asked to each candidate following the five minute speech portion.

Questions will be developed but not published.

For Chapter or District/Region Competition contact Personal and Professional Development Chair for copy. Questions selected for Candidates will be randomly selected.

Timing begins when the Candidate begins speaking, 5 minute, 2 minute and 30 second time card warnings will be given. End time is when the Candidate stops speaking and steps away from the podium. No props, including power point presentations can be used.

## Selection of Judges

A minimum of three (3) impartial judges must be present at all competitive events. The judges may be divided into two separate judging teams in order to facilitate time commitments. Judges should be familiar with the legislative platform, the mission and the objectives of New York State Women, Inc. To maintain impartiality, the State judges should not be a member of the same Chapter or District/Region as the Personal and Professional Development Candidates.

Judges should be familiar with interviewing and presentation/public speaking. All judges should be briefed on all aspects of the competition in advance. If the Personal and Professional Development competition extends to more than one day, it is preferred – not mandatory – that one or more of the judges are present for the entire competition to provide consistency in the judging.

The same guidelines are required at every competition level - Chapter, District/Region, and State. This will provide uniformity and a level playing field for the Personal and Professional Development Candidates.

## Judging and Scoring

Judge #      Initials

### 1.) Biographical Information

Maximum 15 points

Each Personal and Professional Development Candidate will complete and provide biographical information highlighting her/his personal and professional accomplishments, her/his career goals, and response to the essay question. Judges will use the following criteria to score biographical information:

| <u>SCORING</u>                                  | <u>POINTS</u> | <u>TOTAL</u> |
|---|---------------|--------------|
| Personal and Professional Accomplishments       | 1-5           | _____        |
| Written Ability to Express Thoughts and Beliefs | 1-5           | _____        |
| Career Goals                                    | 1-5           | _____        |

GRAND TOTAL \_\_\_\_\_

### 2.) Individual Interview

Maximum 25 points

Each Personal and Professional Development Candidate will be interviewed for a minimum of ten (10) to a maximum of fifteen (15) minutes. The focus of the interview shall be the Candidates knowledge of work/life/family balance issues, her/his knowledge of New York State Women, Inc. and its mission, vision and Legislative Platform or other advocacy issues. The goal of the interview is to assess how the Personal and Professional Development Candidate interacts and responds to impromptu questions. Judges will use the following criteria to score the interview:

| <u>SCORING</u>  | <u>POINTS</u> | <u>TOTAL</u> |
|---|---------------|--------------|
| Ability to verbally express thoughts and beliefs          | 1-5           | _____        |
| Poise/Self-Confidence                                     | 1-5           | _____        |
| Familiarity with/knowledge of, New York State Women, Inc. | 1-5           | _____        |
| Innovation and Creativity of Ideas                        | 1-5           | _____        |
| Sincerity/Genuineness                                     | 1-5           | _____        |

GRAND TOTAL \_\_\_\_\_

### 3.) Impromptu or Group Interaction

Maximum 25 points

Each Personal and Professional Development Candidate will participate in a group interaction opportunity. Evaluation will be based on the candidates' ability to participate and express her/his

ideas while interacting with peers. Judges will assess each candidate's potential mentoring ability and efforts to help others succeed as well as a demonstration of leadership skills.

| <b>SCORING</b>                              | <b>POINTS</b> | <b>TOTAL</b> |
|---|---------------|--------------|
| Interaction with peers                      | 1-5           | _____        |
| Participation                               | 1-5           | _____        |
| Organization of Thought/Expression of Ideas | 1-5           | _____        |
| Mentoring Skills                            | 1-5           | _____        |
| Leadership Skills                           | 1-5           | _____        |

GRAND TOTAL \_\_\_\_\_

**4. Five Minute Prepared Speech**

**Maximum 35 points**

Each Personal and Professional Development Candidate will give a five-minute prepared speech. Speech topics are attached hereto. The Candidate will select their question in advance and submit a written copy of their response with their application.

Timing will begin when the Personal and Professional Development Candidate begins speaking. The Candidate shall remain at the podium during their speech. No props are allowed.

Speeches within +/- 15 seconds receive no deductions in points; 16 seconds or more over or under, 5 minutes will be a 5- point deduction.

| <b>SCORING</b>        | <b>POINTS</b> | <b>EXAMPLES</b>  | <b>TOTAL</b> |
|-----------------------|---------------|--|--------------|
| Preparation & Content | 1-10          | Good opening, logical, knowledge of subject  | _____        |
| Poise/Self-Confidence | 1-10          | Confident, relaxed manner, voice, posture  | _____        |
| Clarity               | 1-5           | Word choices, ease of understanding  | _____        |
| Expression            | 1-5           | Facial expression, gestures, eye contact, "speaking" versus "reading" to audience                  | _____        |
| Adherence to Topic    | 1-5           | Relevance, audience attention, creativity of the presentation, familiarity with the subject matter | _____        |

GRAND TOTAL \_\_\_\_\_ MINUS TIMING \_\_\_\_\_ TOTAL SPEECH \_\_\_\_\_

Judge Comments:

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GRAND TOTAL SCORE \_\_\_\_\_

JUDGES INITIALS \_\_\_\_\_

**TIE BREAKER, IF NECESSARY, please score**

Candidate understands the mission, vision, legislative platform to build powerful women personally, professionally and politically.

Minimally 1

Somewhat 2

Strongly 3

Judges Score \_\_\_\_\_

Grand Total Score Including Tie Breaker Score \_\_\_\_\_ Judges Initials \_\_\_\_\_

**NEW YORK STATE WOMEN, INC.**

**PERSONAL AND PROFESSIONAL DEVELOPMENT SPEECH CANDIDATE**

**BIOGRAPHICAL INFORMATION**

This biographical information will be used in the judging process for the Personal and Professional Development Program Competition.

You may attach additional sheets as necessary.

**PERSONAL DATA**

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

New York State Women, Inc. Local Chapter \_\_\_\_\_

Renewal date: \_\_\_\_\_

**EMPLOYMENT**

Present Position: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

*(If not presently employed, please describe last employment)*

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

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Second Position: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

(If you are presently employed with two different employers, please list the second position in this space. If you have only one position, leave this area blank.)

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

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### **EDUCATION**

Please note all educational degrees/diplomas and major areas of study after high school.

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### **SCHOLASTIC HONORS/PROFESSIONAL OR PERSONAL AWARDS**

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### **PRESENTATIONS, PUBLICATIONS, PAPERS PRESENTED, SPEECHES**

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## New York State Women Inc. Legislative Platform

### Preamble

- The New York State Women, Inc. pledge their support of specific legislation and policy that addresses civil rights, health and economic opportunity for all women.
- Establish a pro-active position by identifying and supporting issues selected by members of New York State Women, Inc. Notify candidates of these issues that we feel will advance our New York State Legislative Platform.

### Civil Rights

- Work to enforce and ratify the Equal Rights Amendment at the State and Federal Level.
- Support domestic violence education and training programs that develop protocols for the protection of victims and their families and support strong penalties for abusers.

### Health

- Actively support reproductive choice and full access to health care services; ensure funding for research and developments of programs which benefit the welfare of women of all ages.

### Economic Equity

- Work for and support legislation that promotes economic equity and financial security, including pension reform, retirement benefits, pay equity and credit accessibility.

## New York State Women Inc. Advocacy Statement

New York State Women Inc. will take actions needed on a local, district, statewide or national level to make a difference in the lives of New York women of every age and demographic, now and into the future through legislative, educational and service advocacy.

These **Advocacy Actions** may include, but are not limited to:

- Public Policy Resolutions
- Legislative Actions
- Educational Workshops
- Media Action
- Organizational Meetings (program, speaker, etc)
- Letter Campaigns (by various communication avenues)
- Coalition Work

- Celebratory Events (such as festival booths, parades, local fairs, State Fairs, Women’s Equality Day, Women’s History Month, Business Expos, Job Fairs, Women of the Year, Business of the Year, National Business Women’s Week, etc)

**Advocacy Topics** are diverse as our state geographical and demographic data and are not always predictable to forecast. Advocacy will be done in a timely manner in both proactive and reactionary situations.

Topics may include, but not limited to:

- Non-equitable situations
- Health (personal and family)
- Finance
- Education
- Professional impact
- Domestic Violence
- Civil Rights
- Work-life Balance
- Safety (personal, family and workplace)
- Situations that devalue women
- Political Campaigns \*

\*New York State Women Inc. will advocate for specific campaigns only through the New York State Women PAC based on the criteria set up by that committee. Outside of the PAC, advocacy by members will be done through nonpartisanship approaches (such as Meet the Candidates events). Individual members may advocate for a specific politician but not use their affiliation with New York State Women Inc. in their endeavors.

I, \_\_\_\_\_ hereby agree with the New York State Women, Inc.’s Legislative Platform and Advocacy Statement and as a Personal and Professional Development Speech Candidate pledge to support it .

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Signature

Date

## How to Organize the Speech Competitions at State, District/Region and Chapter Levels

### Duties of the State Chair

- 1) Prepare information regarding the Personal and Professional Development Speech Competition, as soon as possible after State Conference, for distribution to the District/Region Directors, the Chapters and the membership via e-mail, handouts, website, articles for NIKE and/or the Communicator.
- 2) Organize, coordinate, promote and develop the Personal and Professional Development Speech Competition which is held at the State, District/Region and Chapter levels.
  - Contact the District/Region Director, Chapter President or their designated Personal and Professional Development Chairs, and explain the purpose and requirements of the program. Be available for questions as they plan their District/Region and Chapter competitions.
  - Arrange workshops to explain the program, provide coaches or other support to Districts/Regions and Chapters
  - Encourage each District/Region to sponsor one Candidate to the competition.
  - Coordinate the competition at the State Conference including:
    - Notify the PPD Chair and State President of time needed on the Conference Agenda
    - Notify District/Region of the deadline to send Candidate information and their financial obligations (see Financial Implications) Provide address for mailing completed application and copy of speech.
    - Obtain competition judges (three is recommended), arrange their meals, if needed, with the State Conference Chair (see Financial Implications)
    - Arrange times and locations for interviews and group interaction.
    - Provide each judge with a copy of the completed application and speech.
    - Obtain and tally the Judges score sheets to determine 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place
    - Prepare Award Certificates and Presentation

### Financial Implications

Expenses shall be provided as in the New York State Women, Inc. annual budget

State Level: See state budget for funds provided for expenses, promotion and awards at the State level. The Personal and Professional Development Sub-Chair should coordinate with the

Personal and Professional Development State Chair and State Treasurer for availability of monies for expenses; The Awards to the winning candidates and lunch for judges are paid from the state budget. If additional funds must be raised, it is the responsibility of the State Chair to co-ordinate the fund-raising. The State is responsible to award prizes to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners in the amounts of \$500.00, \$300.00 and \$200.00 respectively.

### **Duties of the District/Region Chair**

- 1) Serve as a Liaison between the District/Region Personal and Professional Development Chair and the Chapter President or Personal and Professional Development Chairs.
- 2) Organize, coordinate, promote and develop the Personal and Professional Development Speech Competition which is held at the State, District/Region and Chapter levels.
  - Contact the Chapter President or their designated Personal and Professional Development Chairs, and explain the purpose and requirements of the program. Be available for questions as they plan their Chapter competitions.
  - Arrange time to explain the program, provide coaches or other support to the Chapters
  - Encourage each Chapter to sponsor one Candidate to the competition.
  - Coordinate the competition at the District/Region meeting including:
  - Notify Chapter Personal and Professional Development Chairs of deadline to submit information on their Chapter's Personal and Professional Development Candidate.  
Note: Chapter speech competition is to select the Chapter's Personal and Professional Development representative, must take place in advance of the District/Region Meeting. The District/Region Competition takes place at the District/Region Meeting prior to the State Conference.
    - Notify the District/Region Director of time needed on the meeting agenda
    - Obtain competition judges (three is recommended), arrange their meals, if needed, with the District/Region Meeting Chair (see Financial Implications)
    - Arrange times and locations for interviews and group interaction.
    - Provide each judge with a copy of the completed application and speech.
    - Obtain and tally the Judges score sheets to determine 1<sup>st</sup> place Candidate to attend State Speech Competition.
    - Prepare Award Certificates and Presentation
- 3) Assist the Personal and Professional Development Speech Competition Candidate to the State Conference by
  - a) Sending the required paperwork by the deadline set by the State Personal and Professional Development Chair
  - b) Assist with competition preparation and travel, lodging, meal arrangements. (see financial Implications)
- 4) At year's end, arrange a transition meeting with the new Chair. Obtain records from the previous chair, maintain records of current participants and pass file to the new chair

## **Financial Implications**

District/Region Level: See District/Region budget for funds provided for transportation, meals and lodging for candidate representing the region at the state competition. The District/Region is responsible for sponsoring the candidate to the State Conference (with the exception of the Registration Fee which is waived). Judges transportation, meals and lodging are the responsibility of the District/Region. If additional funds must be raised, it is the responsibility of the Region Chair to co-ordinate the fund-raising.

## **Duties of the Chapter Chair**

- Encourage participation in the Personal and Professional Development Program. Explain the purpose, benefits and requirements of the program. Work closely with the Chapter Leadership to communicate regularly on programs, policies, procedures, directives and budgets. Organize, coordinate, promote and develop the Personal and Professional Development Program at Chapter meetings.
  - Seek Personal and Professional Development Speech Candidates from the Chapter membership or prospective members.
  - Request a member volunteer to mentor the Candidate in the skills to participate and nurture their development by practicing and critiquing those skills with the Candidate throughout the year.
  - Serve as a Liaison for the Personal and Professional Development Program between the Chapter Leadership and the District/Region Personal and Professional Development Chair.
  - Obtain Personal and Professional Development Program information from the Region or State Chair for distribution to the membership via e-mail, handouts, website, other.
  - Plan the Chapter's Personal and Professional Development Program Speech Competition.
- 5) Organize, coordinate, promote and develop the Personal and Professional Development Speech Competition which is held at the State, District/Region and Chapter levels.
- Coordinate the competition at the Chapter meeting including:
  - Notify Chapter Personal and Professional Development Candidates and Mentors of deadline to submit information Note: Chapter speech competition is to select the Chapter's Personal and Professional Development representative, must take place in advance of the District/Region Meeting. The District/Region Competition takes place at the District/Region Meeting prior to the State Conference.
    - Notify the chapter President of time needed on the meeting agenda
    - Obtain competition judges (three is recommended).

- Arrange times and locations for interviews and group interaction.
- Provide each judge with a copy of the completed application and speech.
- Obtain and tally the Judges score sheets to determine 1<sup>st</sup> place Candidate to attend District/Region Speech Competition.
- Prepare Award Certificates and Presentation
- Notify District/Region's Personal and Professional Development Chair of the Chapter's participation at the District/Region Competition
- Assist the Personal and Professional Development Program Candidate to the District/Region Competition
  - Send the participant's required paperwork to the Region Personal and Professional Development Chair by the required date they have set.
  - Arrange competition preparation, travel and meal arrangements. (see Financial Implications)
- At year's end, arrange a transition meeting with the new Chair. Obtain records from the previous chair, maintain records of current participants and pass file to the new chair

### **Financial Implications**

Chapter Level: See Chapter budget for funds provided for transportation, meals and lodging for candidate representing the Chapter at the District/Region competition. The Chapter is responsible for expenses of the candidate at the Chapter and Region competition. If additional funds must be raised, it is the responsibility of the Chapter Chair to co-ordinate the fund-raising.