

# Toastmaster 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.**



**Jean Pearson, DTM**

**District 6**

**Program Quality Director/South**



# GOOD MORNING!!

Thank you so much for coming to today's Club Revue, Education, and Trainning Event!

By working together we can

CREATE

stronger, high-quality clubs!



# 1<sup>st</sup> Round Club Officer Training

Enter date, time and location



# Agenda

- ▶ Officer roles and impact to club
- ▶ Importance of quality meetings
- ▶ Effective Evaluations
- ▶ Toastmasters education paths
- ▶ Marketing the club to potential members
- ▶ Wrap-up



# President





# Role as President

- ▶ Preside over meeting
- ▶ Earn Distinguish Club Recognition
- ▶ Lead and Guide
- ▶ Base Camp Manager



# First Steps as President

- ▶ Set up Executive Committee meetings
- ▶ Start Club Success Plan
- ▶ Preside over business meetings





# Vice President Education





## Role of the VP Education

- ▶ Maintains a schedule of club meetings
  - ▶ At least 3 to 4 meetings in advance
- ▶ Submits education awards
- ▶ Manages mentor program
- ▶ Base Camp

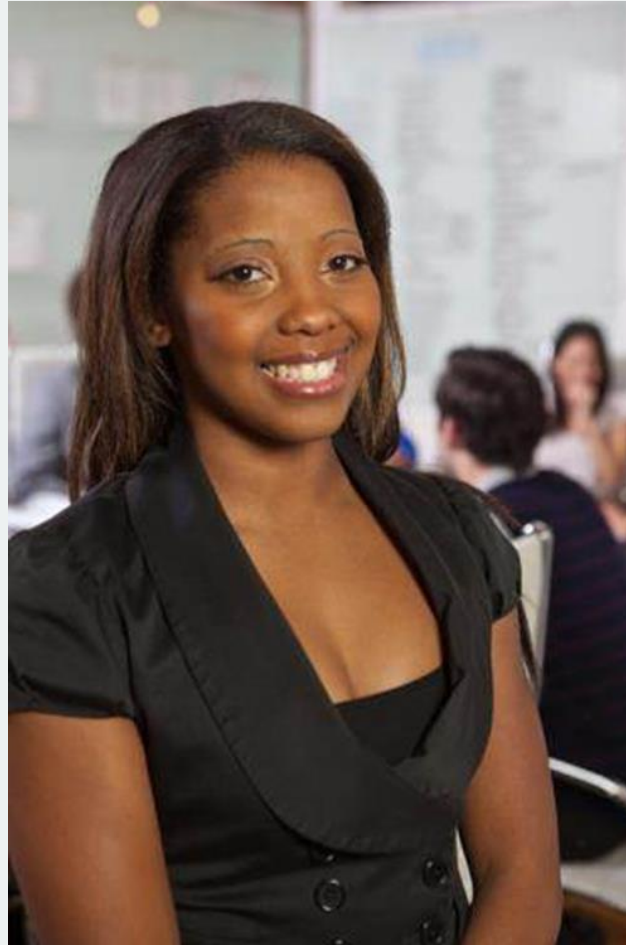


# First Steps as VP Education

- ▶ Send out note to each club member to determine goals for the new year
- ▶ Create and distribute club schedule
- ▶ Assign mentors to new members



# Vice President Membership





# Role of the VP Membership

- ▶ Assists guests
- ▶ Recruit new members



# First Steps as VP Membership

- ▶ Greet all guests
- ▶ Ensure guest packets are prepared



# Vice President Public Relations





# Role of VP Public Relations

- ▶ Publicizes the club
- ▶ Keep club website current





# First Steps as VP Public Relations

- ▶ Update website
  - ▶ Update current officers on website  
*Wait until July 1<sup>st</sup> to do this*
  
- ▶ Update brochure with current officers



# Secretary





# Role of the Secretary

- ▶ Takes minutes at all meetings
- ▶ Maintains files and make any changes needed
- ▶ Base Camp



## First Steps as Secretary

- ▶ Find out from previous Secretary where meeting minutes are maintained
- ▶ Verify the club roster is current



# Treasurer





# Role of Treasurer

- ▶ Creates budget
  - ▶ A plan for the club's income & spending
- ▶ Maintains bank account(s)
- ▶ Pay dues on or before October 1<sup>st</sup> and April 1<sup>st</sup>.



# First Steps as Treasurer

- ▶ Create budget
  - ▶ What funds does the club already have?
  - ▶ What money will come in during the year?
  - ▶ What will the money be spent on?
  
- ▶ Update bank account(s)
  
- ▶ Begin collecting October dues in September



# Sergeant at Arms







# Role of Sergeant at Arms

- ▶ Sets up meeting space on time
- ▶ Responsible for club property



# First Steps as Sergeant at Arms

- ▶ Get club materials from previous SAA
- ▶ Start each and every meeting **on time!**



# Measuring Success

## **Each officer role has competencies**

- Sergeant at Arms: Number of on-time meeting starts
- Treasurer: Dues collected and submitted to TI on time
- Secretary: Meeting minutes distributed
- VP/Public Relations: Number of guests visiting
- VP/Membership: Number of new members
- VP/Education: Number of awards completed
- President: Everything above



# Base Camp Managers

- ▶ Check frequently for requests from members
- ▶ Validate each project as it is completed



# Base Camp Managers

- ▶ Validate the level
- ▶ Printing Certificates when level is completed



# Base Camp Managers

- ▶ For DCP credit enter level into club central
- ▶ Know who are resources for this



# Base Camp Managers

## Resources

- ▶ Resources are fellow club officers
- ▶ Pathway Guide
- ▶ District Officers
- ▶ Toastmasters International

# GROUP ACTIVITY

**Split into 3 groups...**

1. Presidents and VP/ED
2. VP/M and VP/PR
3. Secretary,  
Treasurer, and SAA



# GROUP ACTIVITY

10 to 15 minutes to discuss officer roles within each group.

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Each group addresses the other groups regarding the discussions they conducted on officer roles.



# 10 Minute Break



# Toastmaster 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.**

# Block 1: Quality Meetings

- ▶ Meetings are scheduled in advance
- ▶ Communication Tree is utilized to confirm meeting roles
- ▶ Members attend and are prepared for their roles
- ▶ Speeches are from projects in manuals
- ▶ Table Topics
- ▶ Effective evaluations are given





# Large Group Discussion

**What happens at a meeting when a role is missed or a member is not prepared for a role?**



# Large Group Discussion

**What impact does this  
have on club members?**



# Large Group Discussion

**What impact does this  
have on guests?**



# Large Group Discussion

**What could you do if this happens at your next club meeting?**





# Large Group Discussion

**What are some of the common reasons why members aren't prepared for their roles?**

## Block 2: Effective Evaluations

- ▶ Treat an evaluation as a short speech
- ▶ Express things YOU noticed
- ▶ Pay attention to the objectives of the project

## Block 2: Effective Evaluations

- ▶ Note use of rhetorical devices (alliteration, triads, etc.), grammar, and unique language
- ▶ Be sure to provide 1 or 2 items for improvement
- ▶ Be sure to begin and end with things you **liked** about the speech

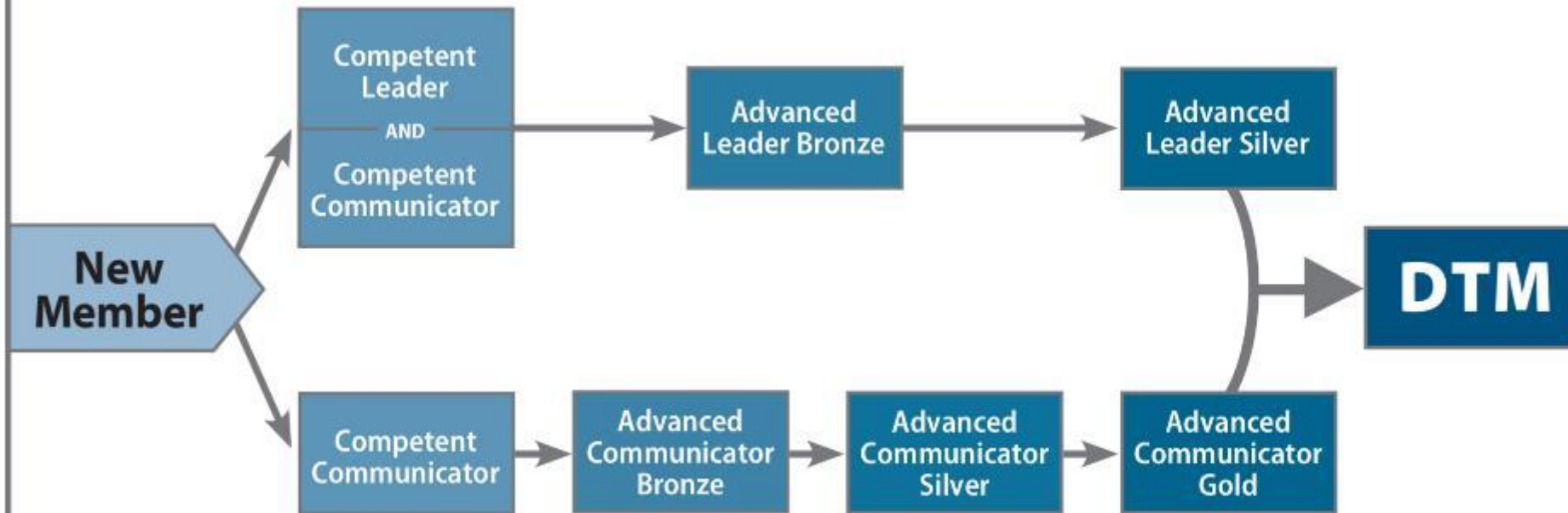
## Block 2: Effective Evaluations

- ▶ Evaluate as you would want to be evaluated
- ▶ Remember Evaluations are for member's growth
- ▶ View Tutorial in Pathways if you have a question on how to evaluate



# Current Systems

## LEADERSHIP TRACK



## COMMUNICATION TRACK



**TOASTMASTERS**

# **PATHWAYS**

— learning experience —





# New System

- 1**  
PUBLIC SPEAKING
- 2**  
INTERPERSONAL COMMUNICATION
- 3**  
STRATEGIC LEADERSHIP
- 4**  
MANAGEMENT
- 5**  
CONFIDENCE

## 10 Paths

The primary core competencies represented in each path are listed in order of emphasis under the path name.



### Dynamic Leadership

Build strategic leadership and conflict resolution skills

1 2 3 5



### Effective Coaching

Build interpersonal communication, leadership and coaching skills

1 2 4 5



### Innovative Planning

Build creative project management and communication skills

1 4 2 5



### Leadership Development

Build communication and leadership skills

1 2 4 5



### Motivational Strategies

Build motivational leadership and communication skills

1 2 3 5

### Persuasive Influence

Build skills to lead in complex situations

1 3 2 5



### Presentation Mastery

Build public speaking skills

1 5



### Strategic Relationships

Build networking, leadership and communication skills

1 2 3 5



### Team Collaboration

Build collaborative leadership skills

1 4 2 5



### Visionary Communication

Build innovative communication and leadership skills


1 3 2 5







# Getting Started

 **WHERE LEADERS ARE MADE** [FIND A CLUB](#)

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[Home](#) / [Welcome to Pathways](#)

## PATHWAYS LEARNING EXPERIENCE

Welcome to Pathways! You'll be challenged and inspired to reach new heights both personally and professionally.

### Choose your path

What are your goals and how will you achieve them? Take the Pathways Assessment to identify the path that best aligns with your interests and objectives.

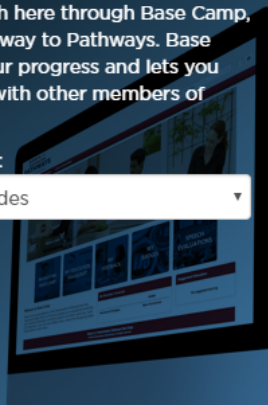


[Continue to Path Selection](#)

### Access my path through Base Camp

Access your path here through Base Camp, your online gateway to Pathways. Base Camp tracks your progress and lets you connect online with other members of your club.


Select your club:



[Log In as Pathways Guide](#)

### The Navigator

View *The Navigator* to guide you through each step of your journey. Refer to it to support your progress and to answer your questions along the way.



[Launch The Navigator](#)

# Small Group Discussion

Split into small groups, each group answer one of the following questions:

- How are you using Pathways to grow your club?
- Discuss ways to invite a guest to your club.

# Small Group Discussion

Split into small groups, each group answer one of the following questions:

- A guest is attending a meeting for the first time and thinking about joining. What do you do?
- You're talking to a guest who doesn't know a lot about Toastmasters. What is most important for them to know?

# Small Group Discussion

Split into small groups, each group answer one of the following questions:

- There's a member of your club who just finished their Competent Communicator manual and they **may not** renew their membership. How do you convince them to stay a member?

# Small Group Discussion

- Does your club use the “***What’s in it for me?***” (WIIFM) approach?
  - One-on-one feedback from visitor
  - A Club representative **LISTENS** to the visitor –  
“Thank you for attending today – what made you decide to attend today’s meeting?”

Let the visitor **tell** you what they’re looking for, take note of their “**needs**,” match what Toastmasters **offers** to their **needs**, and **then** share what we offer and how we can help by putting it in **their words**.

# Bonus Discussion!!

*If there's time...*

# Why should we visit your club?

2 to 3 people (or more...) will be asked to stand and, in 30 seconds or less, share why a guest should visit their club! Table Topic on steroids!

# DCP Program

- ▶ Traditional Education Program
- ▶ 1. Two Competent Communicator (CC) awards
- ▶ 2. Two more CC awards
- ▶ 3. One Advanced Communicator Bronze (ACB), Advanced Communicator Silver (ACS) or Advanced Communicator Gold (ACG) award
- ▶ 4. One more ACB, ACS or ACG award
- ▶ 5. One Competent Leader (CL), Advanced Leader Bronze (ALB), Advanced Leader Silver (ALS) or Distinguished Toastmaster (DTM) award
- ▶ 6. One more CL, ALB ALS or DTM award

# DCP Program

- ▶ Toastmasters Pathways Learning Experience
- ▶ P1. Four members complete Level 1
- ▶ P2. Two members complete Level 2
- ▶ P3. Two more members complete Level 2
- ▶ P4. Two members complete Level 3
- ▶ P5. One member completes Level 4
- ▶ P6. One member completes Level 5
- ▶ **MEMBERSHIP**
- ▶ 7. Four new members
- ▶ 8. Four more new members



# DCP Program

- ▶ TRAINING
- ▶ 9. A minimum of four club officers trained
- ▶ during each of the two training periods\*
- ▶ ADMINISTRATION
- ▶ On-time payment of membership
- ▶ dues accompanied by the names
- ▶ of eight members (at least three of
- ▶ whom must be renewing members)
- ▶ for one period and on-time submission
- ▶ of one club officer list\*



## Wrap up

- Who can explain impacts their officer role has on success/failure of their club?
- What is a part of a quality meeting?
- What's one strategy for helping current members create quality meetings?
- How they are using Pathways to strengthen their club?





# Thank You!!!

One of the ways your commitment to your club being a club of **quality** is displayed by attending ***Club Officer Training.***

We **sincerely appreciate** you taking time out of your busy schedule to attend!