

**Establishing  
an attitude of  
SERVICE**

**District 6**

**Train the Trainer**

**June 19, 2010**

# Objectives

- DCP Purpose/Overview—Diane
- How to Do Training—Vitalia
  - Structure
  - Materials
  - Reporting, Q&A

# Word Association Test. . .

What comes  
to mind when  
you hear. . . .

# “The Distinguished Club Program”

??



DCP POINT 1:  
2 CC's  
DCP POINT 2:  
2 more CC's  
DCP POINT 3:  
1 AC  
DCP POINT 4 ...



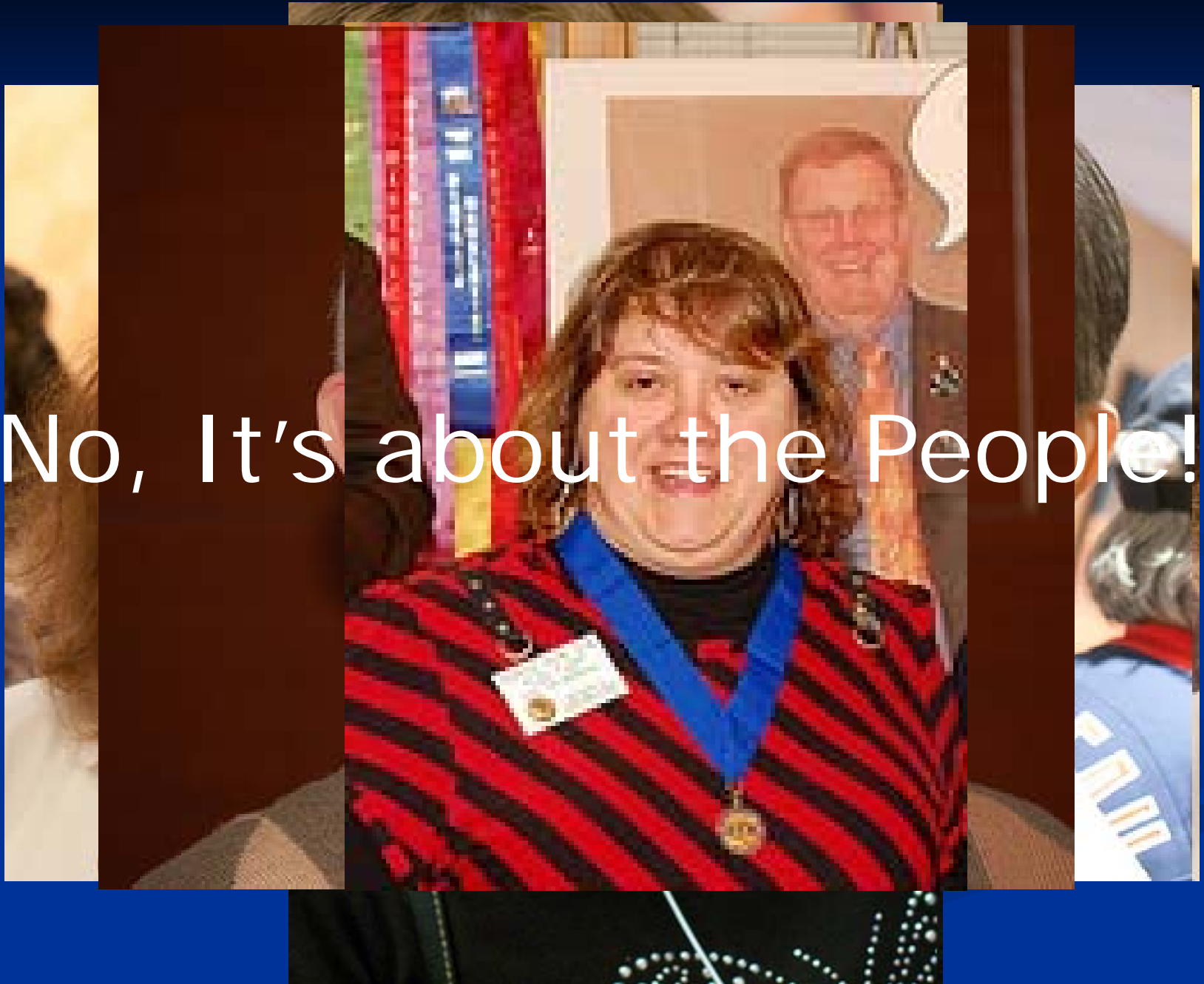
UGH! NOT THE  
SAME OLD  
OFFICER  
TRAINING!



Is the DCP  
just about  
points?



No, It's about the People!





# Reframe the DCP



Put the DCP in  
terms of the

**Members'  
needs**

Remember. . .

**Members  
are the club's  
CUSTOMERS!**

**Help your clubs serve  
their members!**

# Small Group Breakout

-4 minutes

- Goals 1, 2 (2 CC's; 2 more CC's)
- Goals 3, 4 (1 AC; 1 more AC)
- Goals 5, 6 (1 CL, AL, DTM; 1 more)
- Goals 7, 8 (4 new members, 4 more)
- Goal 9 (4 officers trained 2X)
- Goal 10 (1 dues renewal, 1 off. list)
- Membership: 20 or net growth of 5

# Communication Goals

- Two CCs
- Two more CCs
- One AC
- One more AC

# Leadership Goals

- One CL, ALB, ALS, or DTM
- One more CL, ALB, ALS, or DTM

# Membership Growth

- Four new members
- Four more new members



# Trained Officers

- Minimum of four club officers trained during each of two training periods

# Administrative

- One club membership dues renewal and one club officer list submitted on time

# Membership Requirement

- 20 members or a net growth of 5

# CLUB SUCCESS PLAN

- Tool for DCP implementation
- Strategies & Resources
- Timetable
- Assignment and tracking
- Participation ALB requirement

Q&A



# Officer's Training

- How do you organize it?
- What do you include in the curriculum?
- The power point presentation (example)
- What information do you need to report?
- How and to whom do you submit the report?
- How do you confirm the training was posted?
- Q & A

# Officer's Training

- Date – Location – Time
- List your training on the D6 webpage
- Who is helping?
- Handouts
  - < Sign-in sheet
  - < Slide handouts
  - < Bulleted officer duties
  - < DCP outline (for reference)
  - < Evaluation forms

# Training Content

## Suggested agenda:

- Welcome and Introductions
- Open with Club Mission Statement
- Program overview
- What people want to achieve
- TI's Educational System
- Distinguished Club Plan
- General officer responsibilities
- Club officer positions and their main duties.



ATTITUDE of SERVICE  
**Toastmasters Club**  
**Officer Training**

Roman Pundyk

Area 73 Governor

# Club Mission Statement

“The mission of a Toastmaster’s Club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn fosters self confidence and personal growth”

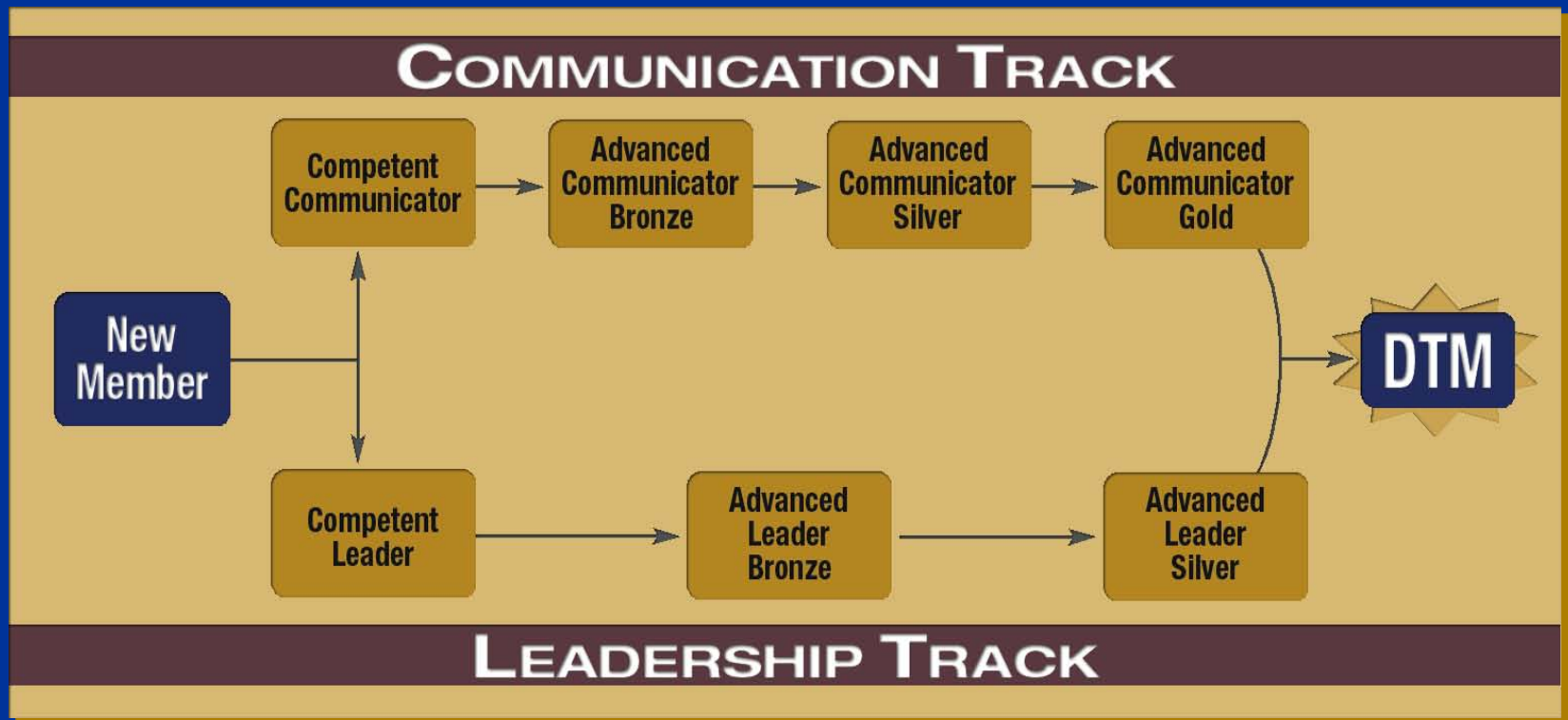
# What People Want to Achieve

- Build Confidence
- Practice Leadership Skills
- Practice Management Skills
- Enhance your resume

# Reasons Why People Join TM

- Quality Meetings
- Personal Development
- Educational Goals
- Leadership Opportunities
- Club Camaraderie

# TI's Educational System



# Distinguished Club Plan (DCP)

- Club responsibilities to member
- Member responsibilities to club
- Goal setting tool
- Measurement tool

# Distinguished Club Plan (DCP)

Membership Requirement:

At year-end (June 30), the club must  
have at least 20 members

**OR**

a net growth of at least 5 members

# 10 Goals for DCP

1. Two CC's
2. Two more CC's
3. One ACB, ACS, or ACG
4. One more ACB, ACS, or ACG
5. One Old CL, New CL, ALB, ALS or DTM
6. One more Old CL, New CL ALB, ALS or DTM
7. Four new members
8. Four more new members
9. Minimum four officers trained each training period
10. One semiannual dues membership report  
and one officer list submitted on time



# Distinguished Designations

- Achieve 5 of 10 goals      Distinguished
- Achieve 7 of 10 goals      Select Distinguished
- Achieve 9 of 10 goals      President's Distinguished

# Toastmaster Annual Calendar

- Toastmaster year runs July 1st to June 30th
- Semi-annual reports and dues are due to TI by October 1st and April 1st
- Officer list must be submitted by June 30th
- Officer training runs June-August and December-February
- Membership count on June 30th determines if club qualifies for DCP recognition

# DCP Quiz

Your club has earned 2 CC's and 2 additional CC's;  
1 ACB, 1 CL and 1 ALB.

The membership base for your club is 12 members.

You added 4 members in the first half of the year.

The second half of the year you lost 2 members and  
only gained one.

How many DCP points do you have and what do  
you need to do to be a distinguished club?

# DCP Quiz

Your club has earned 2CC's and 2 additional CC's;  
2 AC's, 1 CL, 1 ACB, 1 ACG and 1 DTM.

How many points do you have?

Your base is 20 members. You added 4 new  
members, lost 6 members and came back at the  
finish by recruiting 4 new members.

Will you be distinguished?

# DCP Quiz

What is the easiest point to get and what is the deadline that TI needs to receive it by?

# Club Officer Positions

- Sergeant at Arms
- Treasurer
- Secretary
- Vice President Public Relations
- Vice President Membership
- Vice President Education
- President

# General Officer Responsibilities

- Promote Club Excellence
- Attend Club Executive Committee Meetings
- Attend District-sponsored Officer Training
- Greet Guests
- Prepare Successor For Office

# President



## Roles and Responsibilities



# President

Serve as the club's chief executive officer and is responsible for general supervision of the club.

- Lead Club Executive Committee
  - Monitor Officer's Performance
  - Provide guidance to officers
  - Motivate achievements by officers
- Promote the DCP
  - Implement the plan
  - Review the progress

# President

- Conduct Club Business meetings
- Facilitate communications between
  - Club Officers
  - Area and club members
  - Division and club members
  - District and club members
  - Toastmasters International and the club

# President

- Attend area council meetings
- Vote as Club representative
  - Area, Division and District Council
  - Regional Conference
  - International Convention
- Recognize member achievements

# VP of Education



Roles and  
Responsibilities

# VP of Education

Serve as the club's second ranking officer and is responsible for planning successful club meetings to assure members can achieve their goals.

- Promote the educational program
  - Manual speeches only
  - Promote the leadership track
  - Encourage advancement (e.g. complete CC and/or CL)
  - Monitor individual members' progress
  - Submit awards

# VP of Education

- Plan effective and fun meetings
  - Publish monthly assignment schedule
- Help orient new members
  - Assign a mentor
  - Get and keep them involved
    - Table topics participant (1<sup>st</sup> meeting)
    - Meeting role (3<sup>rd</sup> meeting)
    - Ice Breaker (4<sup>th</sup> meeting or sooner)

# VP of Education

- Monitor mentors' performance
- Promote effective evaluation skills
  - Using *Successful Club Series*
    - *Evaluate to Motivate*
    - *Moments of Truth*
    - *Mentoring*
    - *Finding New Members for Your Club*

# VP of Education

- Promote involvement beyond the club
- Vote as Club representative
  - Area, Division and District Council
  - Regional Conference
  - International Convention
- Preside in the President's absence



# VP of Education

- Facilitate communications between
  - Club officers
  - Area and club members
  - Division and club members
  - District and club members
  - Toastmasters International and the club

# VP of Membership



Roles and  
Responsibilities

# VP of Membership

Serve as the club's third ranking officer and is responsible for promoting membership

- Make a plan for club membership
  - One new member each month
  - 20 members by year end
    - Anticipate loss
    - Work on retention
  - Conduct two membership drives each year

# VP of Membership

- Guest orientation
  - Give out a guest packet
  - Know how to fill out a membership application
  - Explain the program
  - Explain how to join
  - Invite them to join
  - Fill out application with them
  - Send a thank you and invite them back

# VP of Membership

- Have the club vote in a new member
- When a guest joins:
  - Present them with a new member packet
  - Explain how they will get their education materials
  - Explain how they get on the assignment schedule

# VP of Public Relations



Roles and  
Responsibilities

# VP of Public Relations

Serve as the club's fourth-ranking officer and is responsible for promoting the club

- Plan a public relations campaign
  - Media
    - Local newspaper – press release
    - Consider TV stations
    - Flyers – place around town
    - Maintain a club website
    - D6 website at [www.d6tm.org](http://www.d6tm.org)

# VP of Public Relations

- Plan a public relations campaign
  - Produce and distribute a monthly newsletter
    - Highlight members and achievements
    - New members joining
    - Special club events
    - Educational articles
    - Add color and photos
    - Use your imagination!



# Secretary



Roles and  
Responsibilities

# Secretary

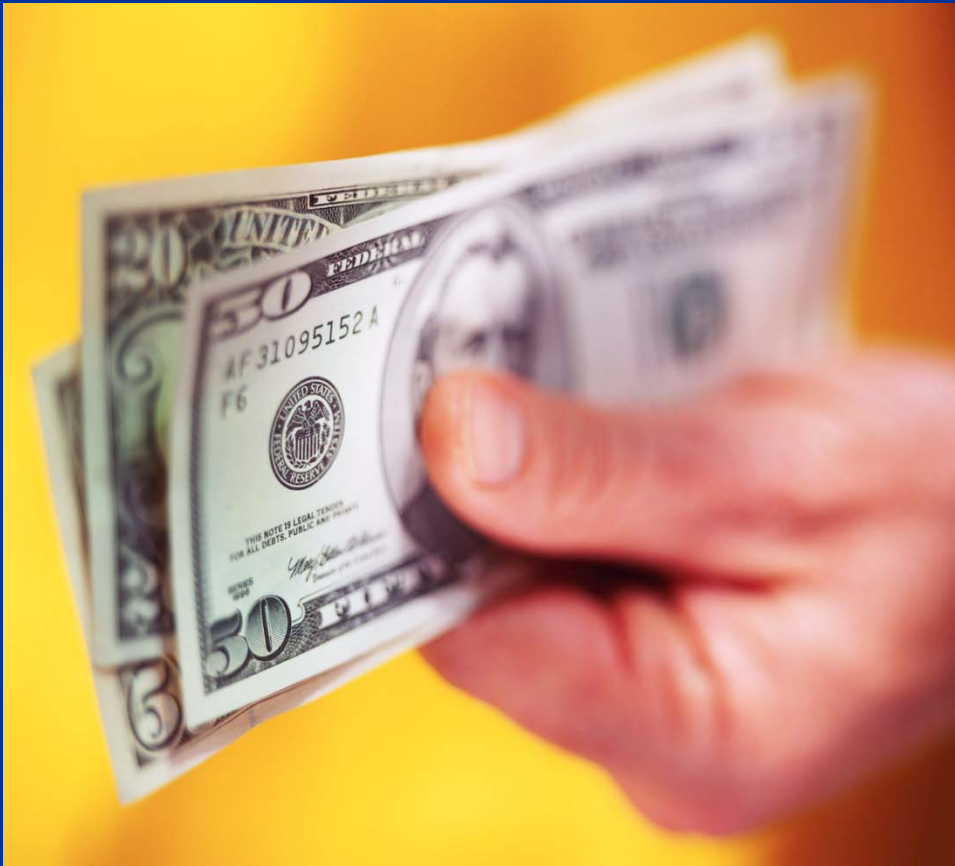
Serve as the club's fifth-ranking officer and is responsible for maintaining documentation

- Maintain and distribute membership roster
- Record meeting minutes and distribute as needed
- Report any officer changes to:
  - Area governor
  - Division governor
  - Toastmasters International at
    - [www.toastmasters.org](http://www.toastmasters.org)

# Secretary

- Handle general club correspondence
- Maintain club archives and history
  - Charter
  - Constitution and Bylaws
  - Minutes
- Arrange for a replacement if unable to attend a meeting

# Treasurer



Roles and  
Responsibilities

# Treasurer

Serve as the club's sixth-ranking officer and is responsible for maintaining club finances

- Prepare a budget
- Prepare and send dues statements
- Collect and send dues to World Headquarters by October 1 and April 1
- Review applications for accuracy

# Treasurer

- Submit new member applications to World Headquarters within 48 hours
- Pay bills
- Keep records of all financial transactions
- Present quarterly reports
- Present club record to club audit committee

# Sergeant At Arms



Roles and  
Responsibilities

# Sergeant At Arms

Serve as the club's seventh-ranking officer and is responsible for maintaining supplies and equipment

- Secure a meeting location
- Assure the location is set up as desired
- Post directions as needed
- Set out materials for guests
- Distribute voting ballots/evaluation materials



# Sergeant At Arms

- Call meeting to order
- Conduct the Pledge of Allegiance
- Collect materials and equipment and return to storage
- Clean up and arrange meeting room appropriately

# Summary / Questions

- What are your goals?
- What is something you can do in your officer role to improve your club?
- How will you Dare to Be Distinguished?
- Questions?

# Training: what to report

- **Date** of training
- **Name** of person conducting training
- **Location** of training
- **For each person trained**
  - Name
  - Officer position(s) held
  - Club Name
  - Club Number

# Training Reporting, con't

- Email info to Catherine Rai-Cardenuto:  
[catherine@festivefinale.com](mailto:catherine@festivefinale.com)
  - Excel, Word or pdf preferred formats
- Don't send or scan sign-in sheets  
(keep)
- Send within 1-2 days of training
- Deadlines:
  - train by 8/28; info to Catherine by 9/6

# How to confirm training?

- Catherine will confirm via email
  - in 1-2 days, starting in mid-July
- Check report on D6 website
- Check Reports (Distinguished Club by Area) on **TI**
- No changes after 9/30
  - If no confirmation (after mid-July) call Catherine at 952-607-6672

Q&A



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are the club's  
CUSTOMERS!**

**Help your clubs serve  
their members!**