

# All Officer Roles

Club Officer Training



# President

Club Officer Training



# Session Objectives

- ▶ Identify your role
- ▶ Fulfill your responsibilities
- ▶ Find resources that help you



# President Role



# President Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee

# The Club Meeting

- ▶ Before Club Meetings
- ▶ Upon Arrival at Club Meetings
- ▶ During Club Meetings



# Before Club Meetings

- ▶ Ask VPE about special recognition or member inductions.
- ▶ Plan the business portion of the meeting.
- ▶ Review parliamentary procedure.



# Upon Arrival at Club Meetings

- ▶ Review the meeting agenda.
- ▶ Greet guests and members.





# During Club Meetings

- ▶ Call the meeting to order.
- ▶ Introduce guests.
- ▶ Explain the meeting's events.
- ▶ Conduct the business portion of the meeting.
- ▶ Provide information for next meeting.



# During Club Meetings

- ▶ Make any announcements.
- ▶ Adjourn the meeting.



# Outside the Club Meeting

- ▶ Attend and vote at council meetings.
- ▶ Attend and vote at the Annual Business Meeting.
- ▶ Appoint and chair the audit committee.
- ▶ Appoint the nominating committee.



# Outside the Club Meeting

- ▶ Receive official correspondence from World Headquarters.
- ▶ Schedule and chair executive committee meetings.
- ▶ Develop and improve club leadership.
- ▶ Oversee Club administration.



# Outside the Club Meeting

- ▶ Advance club and member achievement.
- ▶ Interact effectively with other organization levels.



# The Executive Committee

- ▶ Oversee the executive committee.
- ▶ Ensure the executive committee completes its duties



# Executive Committee Duties

- ▶ Create a club budget.
- ▶ Complete a Club Success Plan.
- ▶ Strategize for success in the Distinguished Club Program.
- ▶ Create and oversee other club committees as necessary.



# Getting Started

- ▶ Attend district-sponsored club-officer training program.
- ▶ Read materials.
- ▶ Meet with outgoing executive committee.
- ▶ Meet with outgoing president.
- ▶ Meet with current executive committee.





# Vice President Education (VPE)

Club Officer Training



# VPE Role



# VPE Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee

# The Club Meeting

- ▶ Before Club Meetings
- ▶ Upon Arrival at Club Meetings
- ▶ During Club Meetings



# Before Club Meetings

- ▶ Review scheduled roles.
- ▶ Offer support to the Toastmaster.
- ▶ Schedule education sessions.



# Before Club Meetings

- ▶ Encourage presentations from The Successful Club Series (Item 289).
- ▶ Notify the club president of education awards.



# Upon Arrival at Club Meetings

- ▶ Verify assigned members have arrived and are prepared.
- ▶ Remind speakers to select an evaluator.
- ▶ Assist the Toastmaster.



# Upon Arrival at Club Meetings

- ▶ Greet guests.
- ▶ Inform Topicsmaster of any guests willing to participate.





# During Club Meetings

- ▶ Initial project completion records. (old system).
- ▶ Approve Pathways levels
- ▶ Ensure members fill out award applications.
- ▶ Recognize members for achievements.



# During Club Meetings

- ▶ Preside over meeting when necessary.
- ▶ Answer education program or speech contest questions.



# Outside the Club Meeting

- ▶ Plan club meetings.
- ▶ Promote participation in the education program.
- ▶ Orient new members.
- ▶ Encourage new members to participate.



# Outside the Club Meeting

- ▶ Assign a mentor.
- ▶ Attend club executive committee meetings.
- ▶ Attend district council meetings.



# Outside the Club Meeting

- ▶ Facilitate member progress on Base Camp.
- ▶ Arrange for your replacement or assistance.
- ▶ Prepare your successor for office.



# The Executive Committee

- ▶ Prepare and present education program reports.
- ▶ Share information on upcoming speech contests.



# Getting Started

- ▶ Attend district-sponsored club-officer training program
- ▶ Read materials
- ▶ Meet with the outgoing executive committee
- ▶ Meet with the outgoing VPE
- ▶ Meet with the current executive committee
- ▶ education committee - 1-3 members to serve
- ▶ Meet with each member: discuss educational goals

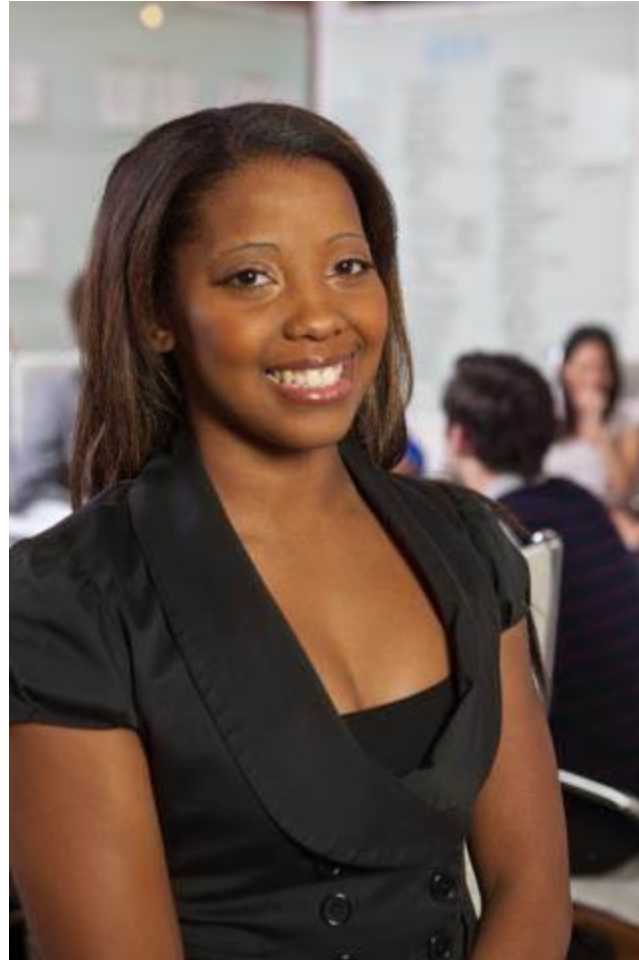
# Vice President Membership (VPM)

Club Officer Training





# VPM Role



# VPM Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee

# Before Club Meetings

- ▶ Make a list of new members.
- ▶ Have a few Guest Packets (Item 387).
- ▶ Contact former guests and members who have not been attending meetings.



# Upon Arrival at Club Meetings

- ▶ Greet all guests and members.
- ▶ Provide all guests with Guest Packets (Item 387).
- ▶ Answer questions guests may have.



# After Club Meetings

- ▶ Meet with guests to answer questions.
- ▶ Invite guests to join the club.
- ▶ Help guests complete the membership application.



# Outside the Club Meeting

- ▶ Follow up on and keep track of guests.
- ▶ Conduct membership-building programs.
- ▶ Promote membership goals.
- ▶ Promote membership-building contests.



# Outside the Club Meeting

- ▶ Bring membership applications.
- ▶ Assist the vice president public relations.
- ▶ Ensure meeting information is correct.
- ▶ Attend club executive committee meetings.



# Outside the Club Meeting

- ▶ Attend and vote at area council meetings.
- ▶ Arrange for your replacement or assistance.
- ▶ Prepare your successor for office.





# The Executive Committee

- ▶ Organize and conduct membership contests.
- ▶ Report on club membership.



# Getting Started

- ▶ Attend district-sponsored club-officer training program.
- ▶ Read materials.
- ▶ Meet with outgoing executive committee.
- ▶ Meet with outgoing vice president membership.
- ▶ Meet with current executive committee.

# Getting Started

- ▶ Invite one to three members to serve on membership committee.
- ▶ Conduct a member survey on Moments of Truth session.
- ▶ Create/Revise Guest Welcome kits.
- ▶ Order any required materials.



# Vice President Public Relations (VPPR)

Club Officer Training



# VPPR Role



# VPPR Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee

# The Club Meeting

- ▶ Before Club Meetings
- ▶ Upon Arrival at Club Meetings
- ▶ During Club Meetings



# Before Club Meetings

- ▶ Verify that information on website and social media is correct.
- ▶ Order promotional materials.





# During Club Meetings

- ▶ Distribute promotional materials.
- ▶ Report results of public relations efforts.
- ▶ Announce public relations campaigns.
- ▶ Solicit volunteers.



# Outside the Club Meeting

- ▶ Publicize the Toastmasters brand.
- ▶ Promote the club.
- ▶ Maintain the club website.
- ▶ Join a Toastmasters-moderated social networking website.



# Outside the Club Meeting

- ▶ Produce and distribute a club newsletter.
- ▶ Promote membership programs.
- ▶ Attend club executive committee meetings.
- ▶ Attend other Toastmasters events.



# Outside the Club Meeting

- ▶ Arrange your replacement or assistance.
- ▶ Prepare your successor for office.



# The Executive Committee

- ▶ Provide a public relations report.
- ▶ Propose new promotion ideas.



# Getting Started

- ▶ Attend district-sponsored club-officer training program.
- ▶ Read materials.
- ▶ Meet with outgoing executive committee.
- ▶ Meet with outgoing VPPR.
- ▶ Meet with current executive committee.
- ▶ Public relations committee: 1-3 members.



# Getting Started

- ▶ Review and order public relations materials.
- ▶ Solicit articles for website.
- ▶ Develop media list.



# Secretary

Club Officer Training





# Secretary Role



# Secretary Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee

# The Club Meeting

- ▶ Before Club Meetings
- ▶ Upon Arrival at Club Meetings
- ▶ During Club Meetings



# Before Club Meetings

- ▶ Post the previous minutes.
- ▶ Prepare a list of actions for the president.
- ▶ Update the club's officer list.



# Upon Arrival at Club Meetings

- ▶ Circulate attendance sheet and guest book.



# During Club Meetings

- ▶ Read previous minutes, note amendments, record current meeting minutes.



# Outside the Club Meeting

- ▶ Maintain accurate roster.
- ▶ Submit club officer list.
- ▶ Handle correspondence.
- ▶ Keep club files.
- ▶ Attend club executive committee meetings.



# Outside the Club Meeting

- ▶ Vote at international business meetings.
- ▶ Facilitate member progress in Base Camp.
- ▶ Arrange for your replacement or assistance.
- ▶ Prepare your successor for office.





# The Executive Committee

- ▶ Read the previous meeting minutes.
- ▶ Note amendments.
- ▶ Record current meeting minutes.



# Treasurer

Club Officer Training



# Treasurer Role



# Treasurer Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee

# The Club Meeting

- ▶ Before Club Meetings
- ▶ During Club Meetings



# Before Club Meetings

- ▶ Prepare a financial report.



# During Club Meetings

- ▶ Collect membership dues.
- ▶ Report on club finances.



# Outside the Club Meeting

- ▶ Prepare a budget.
- ▶ Provide bank with a bank signatory card.
- ▶ Collect and pay dues.
- ▶ Submit new member applications.
- ▶ Issue checks for club expenses.
- ▶ Keep financial records.





# Outside the Club Meeting

- ▶ Present financial reports.
- ▶ Submit club accounts for audit.
- ▶ Attend executive committee meetings.
- ▶ Reconcile deposits, expenditures and cash on hand.



# Outside the Club Meeting

- ▶ Ensure club meets government tax regulations.
- ▶ Receive financial correspondence.
- ▶ Prepare for audit committee.



# The Executive Committee

- ▶ Prepare a budget.
- ▶ Present financial reports.
- ▶ Submit club accounts for audit.
- ▶ Work with executive committee on Club Success Plan.



# Getting Started

- ▶ Attend district-sponsored club-officer training program.
- ▶ Read materials.
- ▶ Meet with outgoing executive committee.
- ▶ Meet with outgoing treasurer.
- ▶ Meet with current executive committee.
- ▶ Review Policies and Protocol.
- ▶ Prepare a budget.



# Getting Started

- ▶ Review records, financial reports and audit committee's report.
- ▶ Provide bank with a signatory card.
- ▶ Create a record-keeping system, if needed.



# Sergeant at Arms (SAA)

Club Officer Training



# SAA Role



# SAA Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee



# The Club Meeting

- ▶ Before Club Meetings
- ▶ Upon Arrival at Club Meetings
- ▶ During Club Meetings



# Before Club Meetings

- ▶ Confirm room reservation.
- ▶ Ensure there are club supplies.



# Upon Arrival at Club Meetings

- ▶ Arrange meeting room early.
- ▶ Arrange tables and chairs.
- ▶ Set out meeting materials and promotional materials.



# Upon Arrival at Club Meetings

- ▶ Check room temperature.
- ▶ Ask guests to sign the Guest Book.



# During Club Meetings

- ▶ Welcome late arrivals.
- ▶ Coordinate food service, if any.
- ▶ Collect ballots and tally votes when necessary.



# After Club Meetings

- ▶ Return room to original configuration.
- ▶ Pack up and store materials.
- ▶ Dispose of trash.



# Outside the Club Meeting

- ▶ Schedule meeting location.
- ▶ Ensure adequate supplies are available.
- ▶ Attend executive committee meetings.



# Outside the Club Meeting

- ▶ Arrange your replacement or assistance.
- ▶ Prepare your successor for office.





# The Executive Committee

- ▶ Update the executive committee on the club meeting space status.
- ▶ Work to coordinate meeting space.
- ▶ Chair social and reception committee.
- ▶ Replace items as needed.



# Getting Started

- ▶ Attend district-sponsored club-officer training program.
- ▶ Read materials.
- ▶ Meet with outgoing executive committee.
- ▶ Meet with outgoing SAA.
- ▶ Meet with current executive committee.
- ▶ Introduce yourself to meeting space contacts.
- ▶ Ask for volunteers to assist you.

**This concludes the session.**

Club Officer Training




# TOASTMASTERS PATHWAYS

— learning experience —

The Toastmasters Pathways learning experience was developed around the five core competencies identified by the Board of Directors.

**FIVE CORE COMPETENCIES**

It is important to note that each member using Base Camp will have the opportunity to select from many electives to extend their learning. With the addition of electives, members have the flexibility to cover all core competencies within each path.

**1**  
**PUBLIC SPEAKING**

**2**  
**INTERPERSONAL COMMUNICATION**

**3**  
**STRATEGIC LEADERSHIP**

**4**  
**MANAGEMENT**

**5**  
**CONFIDENCE**

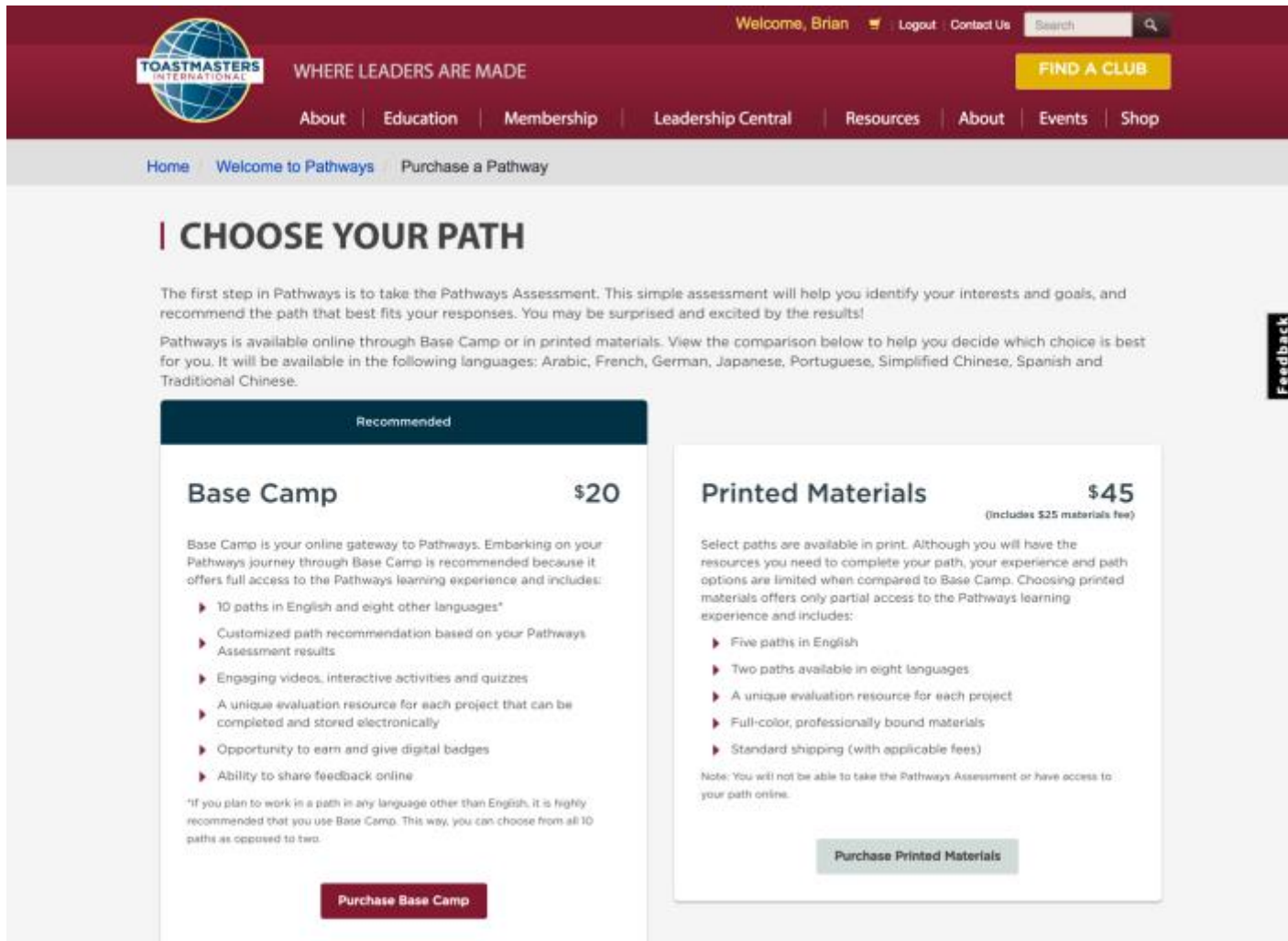
*Confidence is unique because it cannot be taught, but is gained in every path.*

**11 PATHS**

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

- 
**Dynamic Leadership** 1 2 3 5  
*Build strategic leadership and conflict resolution skills*
- 
**Effective Coaching** 1 2 4 5  
*Build interpersonal communication, leadership and coaching skills*
- 
**Engaging Humor** 1 5  
*Build public speaking and speech writing skills.*
- 
**Innovative Planning** 1 4 2 5  
*Build creative project management and communication skills*
- 
**Leadership Development** 1 2 4 5  
*Build communication and leadership skills*
- 
**Motivational Strategies** 1 2 3 5  
*Build motivational leadership and communication skills*
- 
**Persuasive Influence** 1 3 2 5  
*Build skills to lead in complex situations*
- 
**Presentation Mastery** 1 5  
*Build public speaking skills*
- 
**Strategic Relationships** 1 2 3 5  
*Build networking, leadership and communication skills*
- 
**Team Collaboration** 1 4 2 5  
*Build collaborative leadership skills*
- 
**Visionary Communication** 1 3 2 5  
*Build innovative communication and leadership skills*

# Online or Print



The screenshot shows the Toastmasters International website's Pathways section. The header includes the Toastmasters logo, navigation links (About, Education, Membership, Leadership Central, Resources, About, Events, Shop), and a search bar. The main heading is 'CHOOSE YOUR PATH'. Below it, there is introductory text about the Pathways Assessment. Two main options are presented in cards: 'Base Camp' for \$20 and 'Printed Materials' for \$45. The Base Camp card lists benefits like 10 paths in multiple languages, customized recommendations, and digital badges. The Printed Materials card lists benefits like five paths in English, two paths in eight languages, and full-color materials. A 'Purchase Printed Materials' button is visible at the bottom of the Printed Materials card. A vertical 'Feedback' button is on the right side of the page.

Welcome, Brian | Logout | Contact Us | Search

**TOASTMASTERS INTERNATIONAL** WHERE LEADERS ARE MADE

**FIND A CLUB**

About | Education | Membership | Leadership Central | Resources | About | Events | Shop

Home | Welcome to Pathways | Purchase a Pathway

## CHOOSE YOUR PATH

The first step in Pathways is to take the Pathways Assessment. This simple assessment will help you identify your interests and goals, and recommend the path that best fits your responses. You may be surprised and excited by the results!

Pathways is available online through Base Camp or in printed materials. View the comparison below to help you decide which choice is best for you. It will be available in the following languages: Arabic, French, German, Japanese, Portuguese, Simplified Chinese, Spanish and Traditional Chinese.

**Recommended**

### Base Camp **\$20**

Base Camp is your online gateway to Pathways. Embarking on your Pathways journey through Base Camp is recommended because it offers full access to the Pathways learning experience and includes:

- ▶ 10 paths in English and eight other languages\*
- ▶ Customized path recommendation based on your Pathways Assessment results
- ▶ Engaging videos, interactive activities and quizzes
- ▶ A unique evaluation resource for each project that can be completed and stored electronically
- ▶ Opportunity to earn and give digital badges
- ▶ Ability to share feedback online

\*If you plan to work in a path in any language other than English, it is highly recommended that you use Base Camp. This way, you can choose from all 10 paths as opposed to two.

**Purchase Base Camp**

### Printed Materials **\$45**

(Includes \$25 materials fee)

Select paths are available in print. Although you will have the resources you need to complete your path, your experience and path options are limited when compared to Base Camp. Choosing printed materials offers only partial access to the Pathways learning experience and includes:

- ▶ Five paths in English
- ▶ Two paths available in eight languages
- ▶ A unique evaluation resource for each project
- ▶ Full-color, professionally bound materials
- ▶ Standard shipping (with applicable fees)

Note: You will not be able to take the Pathways Assessment or have access to your path online.

**Purchase Printed Materials**

**Feedback**

# Levels and Project Types

<b>LEVEL 1</b> <b>Mastering Fundamentals</b>	<b>LEVEL 2</b> <b>Learning Your Style</b>	<b>LEVEL 3</b> <b>Increasing Knowledge</b>	<b>LEVEL 4</b> <b>Building Skills</b>	<b>LEVEL 5</b> <b>Demonstrating Expertise</b>
"Ice Breaker" "Evaluation and Feedback" "Researching and Presenting"	Two required projects + "Introduction to Toastmasters Mentoring"	One required project + a minimum of two elective projects  *Serve as Topicsmaster, Toastmaster and evaluator by the end of Level 3	One required project + a minimum of one elective project	One required project + a minimum of one elective project + "Reflect on Your Path"



WHERE LEADERS ARE MADE

Welcome,



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Search



**FIND A CLUB**

[About](#) | [Pathways](#) | [Education](#) | [Membership](#) | [Leadership Central](#) | [Resources](#) | [Magazine](#) | [Events](#) | [Shop](#)

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

## I 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.

Club officers: you can order a path for yourself or a path in printed materials for your members.

Yourself

Another Member

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.

Your home club:  
Lakeville Toastmasters

Go to Base Camp

Log in as Base Camp Manager

### 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.

Select Language:

English

Launch *The Navigator*



## Base Camp Manager

Welcome to your Base Camp manager home page. Here, you will find the tools you need to manage member progress in the Toastmasters Pathways learning experience.

As the vice president education, you are responsible for education approvals in your club. Your club president and secretary also have access to the Base Camp manager portal and are your backup approvers for Base Camp manager tasks. For more information on the Base Camp manager approval workflow, **view the Base Camp Manager Overview tutorial**.

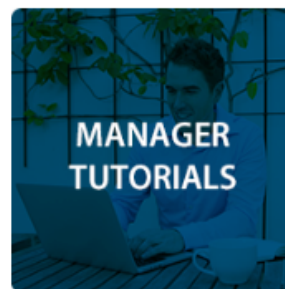
To return to your personal learning experience in Base Camp, **visit the Pathways Start page** and log in as a member.



Approve member requests.



Review member learning reports.



Learn about using Base Camp as a Base Camp manager.

## YOUR EVALUATION

- 5
- 4
- 3
- 2
- 1

Select the tabs above to review the criteria for the evaluation in this project. Your evaluator will use the following scale:

- 5 Exemplary
- 4 Excels
- 3 Accomplished
- 2 Emerging
- 1 Developing

After your speech, log in to complete the second portion of your self-assessment on the "Assess Your Skills—After" screen.



### RESOURCES

-  [Evaluation Resource—First Speech](#)
-  [Evaluation Resource—Second Speech](#)
-  [Evaluation Resource—Evaluator](#)
-  [Print My Project](#)

**Directions** ▲



WHERE LEADERS  
ARE MADE

Select to move to another section: ▼

Visionary Communication 1: Evaluation and Feedback

# Evaluations

## EVALUATION FORM

Make Connections Through Networking

Member Name \_\_\_\_\_ Date \_\_\_\_\_

Evaluator \_\_\_\_\_ Speech Length: 5 – 7 minutes

Speech Title

### Purpose Statements

- The purpose of this project is for the member to develop and practice a personal strategy for building connections through networking.
- The purpose of this speech is for the member to share some aspect of his or her experience networking.

### Notes for the Evaluator

During the completion of this project, the member attended a networking event.

About this speech:

- The member will deliver a well-organized speech that includes a story or stories about the networking experience, the value of networking, or some other aspect of his or her experience networking.
- This speech should not be a report on the content of the "Make Connections Through Networking" project.

### General Comments

You excelled at:

EVALUATION FORM – Make Connections Through Networking

For this evaluation (in case of a group or several evaluations), please complete this form:

5	4	3	2	1
EXEMPLARY	EXCELLS	ACCOMPLISHED	EMERGING	DEVELOPING

**Clarity:** Spoken language is clear and is easily understood

5      4      3      2      1

Comment:

**Vocal Variety:** Uses tone, speed, and volume as tools

5      4      3      2      1

Comment:

**Eye Contact:** Direct eye contact is maintained throughout

Comment:

**Vocal Variety:** Uses tone, speed, and volume as tools

Comment:

5      4      3      2      1

and needs

5      4      3      2      1

**Comfort Level:** Appears comfortable with the audience

5      4      3      2      1

Comment:

**Interest:** Engages audience with interesting, well-constructed content

5      4      3      2      1

Comment:

**Topic:** Shares some aspect of personal experience networking

5      4      3      2      1

Comment:



# EVALUATION CRITERIA

## Make Connections Through Networking

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

### Clarity

- 5 – Is an exemplary public speaker who is always understood
- 4 – Excels at communicating using the spoken word
- 3 – Spoken language is clear and is easily understood
- 2 – Spoken language is clear but unclear or challenging to understand
- 1 – Spoken language is unclear or not easy to understand

### Vocal Variety

- 5 – Uses the tools of tone, speed, and volume to perfection
- 4 – Excels at using tone, speed, and volume as tools
- 3 – Uses tone, speed, and volume as tools
- 2 – Use of tone, speed, and volume requires further practice
- 1 – Ineffective use of tone, speed, and volume

### Eye Contact

- 5 – Uses eye contact to create attention and elicit response
- 4 – Uses eye contact to gauge audience reaction and response
- 3 – Effectively uses eye contact to engage audience
- 2 – Uses eye contact to gauge audience involvement
- 1 – Stares little or no eye contact with audience

### Gestures

- 5 – Fully integrates physical gestures with content to deliver an exemplary speech
- 4 – Uses physical gestures effectively to enhance speech
- 3 – Uses physical gestures effectively
- 2 – Uses somewhat distracting or limited gestures
- 1 – Uses very few, distracting, excessive or no gestures

### Audience Awareness

- 5 – Engages audience completely and addresses audience needs

- 4 – Is fully aware of audience engagement in needs and responsive effectively

- 3 – Demonstrates awareness of audience engagement and needs

- 2 – Audience

- 1 – Audience

### Comfort

- 5 – App

- 4 – App

- 3 – App

- 2 – App

- 1 – App

### Interest

- 5 – Full

- 4 – Eng

- 3 – Eng

- 2 – Content

- 1 – Content

- 2 – Content is interesting but not well constructed or is well constructed but not interesting

- 1 – Content is neither interesting nor well constructed

### Topic

- 5 – Delivers an expert plan speech about some aspect of experience networking

- 4 – Delivers a compelling speech about some aspect of experience networking

- 3 – Covers some aspect of personal experience networking

- 2 – Mentions some aspect of experience networking but does not fully address

- 1 – Speaks on a topic other than personal experience networking

## Vocal Variety

- 5 – Uses the tools of tone, speed, and volume to perfection

- 4 – Excels at using tone, speed, and volume as tools

- 3 – Uses tone, speed, and volume as tools

- 2 – Use of tone, speed, and volume requires further practice

- 1 – Ineffective use of tone, speed, and volume



# Resources

- ▶ D6TM: <http://www.d6tm.org/pathways/>
- ▶ <https://www.toastmasters.org/the-navigator>
- ▶ D6TM Pathways Chair: Rahul Kashyap
- ▶ Navigating base camp button
- ▶ Getting started: [link](#)
- ▶ Pathways Overview (handouts: [Getting started](#), [Quick Start](#), [Base Camp Manager quick start](#))

# Help with Navigation

## Get to know Base Camp

View the following tutorials to familiarize yourself with Base Camp and Pathways:

