# **Club Officer Training Session Outline**

6:00 – 7:30 PM (for example)

* **Distinguished Club Plan/Club Success Plan**  **6:00**
  + Cover the 10 DCP points and requirements and their importance
  + Review the importance of managing with a Club Success Plan
* **Moments of Truth (MOT) and Mentoring** **6:15**
  + Review the value in running a Moments of Truth club evaluation
  + Ask clubs to have a commitment to run a MOT now if not already run
  + Discuss a few learnings from clubs who have already run the MOT
  + Recommend that VPEs have a robust Mentoring process
* **Membership Building** **6:30**
  + Discuss various ways to bring new members into a club (15 min)
    - Emphasize the importance of running high quality and coherent meetings for potential members
    - Provide a membership building ideas/resources handout
    - Point out that the best way to get new members: personal invitation
  + Conduct a breakout session (30 min)
    - Break the group into 5 or 6 team member groups
    - Have teams discuss successes and challenges of membership building efforts
    - Have teams plan to have a recorder and a reporter
    - The group discussion should be 15 – 20 minutes (20 min)
    - Have a report-out session wherein each group presents that top five membership building techniques they recommend (10 min)
* **Important Information** **7:15**
  + Proxies ( 5 min)
    - Provide overview of how proxies work
    - Encourage club officers or proxies to attend District Business Meeting
  + Key Dates ( 5 min)
    - Review key dates
    - Show officers where they can find key dates on the D6 website
  + Q & A - End with the query, “What questions do you have?”( 5 min)
* **Adjourn** **7:30**