#  **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**