TOASTMASTERS INTERNATIONAL

Club Officers Training 2019-2020

District 6

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Agenda

- Distinguished club program (DCP)
- Moments of Truth (MoT)
- Pathways
- Club officer roles

Distinguished Club Program (DCP)

Club Officer Training



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Distinguished Club Program (DCP)

Education

- Members, who have the opportunity to earn education awards, are reaching their goals

Membership

- With enough members, everyone's experience is enhanced because leadership is provided and meeting and committee assignments are filled

Training

- Trained club officers are better able to serve and support your club

Administration

- Fulfilling administrative duties helps your club run more smoothly, which benefits members

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DCP Education Goals

Current Education Program

- Two CCs
- Two more CCs
- One ACB, ACS or ACG
- One more ACB, ACS or ACG
- One CL, ALB, ALS or DTM
- One more CL, ALB, ALS or DTM

Toastmasters Pathways Learning Experience

- Four members complete Level 1
- Two members complete Level 2
- Two more members complete Level 2
- Two members complete Level 3
- One member completes Level 4
- One member completes Level 5

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Remaining DCP Goals

Membership	Four new members Four more new members
Training	A minimum of four club officers trained during each of 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



Club Officer Training

Moments of Truth

Moments of Truth

- Moments of Truth is a tool that enables sustained club quality through guided evaluation and targeted recommendations
- Each moment of truth represents an opportunity for the club to create a positive impression

A High-Quality Club

- Encourages and celebrates member achievement
- Provides a supportive and fun environment
- Offers a professionally-organized meeting with variety
- Club officers are trained in all aspects of club quality
- Members have access to a formal mentoring program
- Members are provided evaluations that help them grow
- Members are motivated to achieve their goals

Moments of Truth

When anyone comes in contact with any aspect of Toastmasters, the person forms an impression based on her experience at that particular time. These decisive times when initial impressions are formed are known as moments of truth.

Toastmasters' Moments of Truth

- First impressions
- Membership orientation
- Fellowship, variety, and communication
- Program planning and meeting organization
- Membership strength
- Achievement recognition

How to conduct MoT

- Conduct survey
- Discuss results
- Implement one suggestion

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PATHWAYS

learning experience

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learning experience

Paths and Core Competencies

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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

Levels and Project Types

LEVEL 1 **Mastering Fundamentals**	LEVEL 2 **Learning Your Style**	LEVEL 3 **Increasing Knowledge**	LEVEL 4 **Building Skills**	LEVEL 5 **Demonstrating Expertise**
"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"

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Welcome, | Logout | Find a Club | Start a Club | Contact Us | Search

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WHERE LEADERS ARE MADE

FIND A CLUB

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

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.

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*

Live Chat

FAQ | Privacy Policy | Conditions of Use | Browser Compatibility | Copyright | Site Map | Media Center | Careers

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TOASTMASTERS PATHWAYS learning experience

Search

Home | Tutorials and Resources | Check Compatibility

On Friday, May 17, 2019 from 11:00 PM CDT to Saturday, May 18, 2019 at 1:00 AM CDT, your portal will be briefly unavailable due to a software update.

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.

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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

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

5 EXEMPLARY	4 EXCELS	3 ACCOMPLISHED	2 EMERGING	1 DEVELOPING

Clarity: Uses clear language that can be easily understood — Comments:

5 4 3 2 1

Vocal Variety: Uses tone, speed, and volume as tools — Comments:

5 4 3 2 1

Eye Contact: [illegible] — Comments:

5 4 3 2 1

Comfort Level: Appears comfortable with the audience — Comments:

5 4 3 2 1

Interest: Engages audience with interesting, well constructed content — Comments:

5 4 3 2 1

Topic: Shares some aspect of personal experience networking — Comments:

5 4 3 2 1

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

Comment:

5 4 3 2 1

EVALUATION CRITERIA

Make Connections Through Networking

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

Clarity

5 – [illegible]

4 – Excels at communicating using the spoken word

3 – Spoken language is clear and is easily understood

2 – Spoken language [illegible]

1 – Spoken language is unclear or not easily understood

Vocal Variety

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

4 – [illegible]

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 establish connection and elicit response

4 – Uses eye contact to gauge audience reaction and response

3 – [illegible]

2 – [illegible]

1 – [illegible]

Gestures

5 – [illegible]

4 – Uses physical gestures to add clarity to speech

3 – Uses physical gestures effectively

2 – Uses some physical gestures

1 – Uses very few physical gestures or no gestures

Audience Awareness

5 – Engages audience in a way that is meaningful to the audience

4 – Is fully aware of audience engagement and responds appropriately

3 – Demonstrates awareness of audience engagement and needs

2 – [illegible]

1 – [illegible]

Comfor

5 – [illegible]

4 – [illegible]

3 – [illegible]

2 – [illegible]

1 – [illegible]

Interest

5 – [illegible]

4 – [illegible]

3 – [illegible]

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 exemplary speech about some aspect of experience networking

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

3 – [illegible]

2 – Mentions some aspect of experience networking but does not [illegible]

1 – Speaks on a topic other than personal experience networking

©2018 [illegible]

Vocal Variety

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

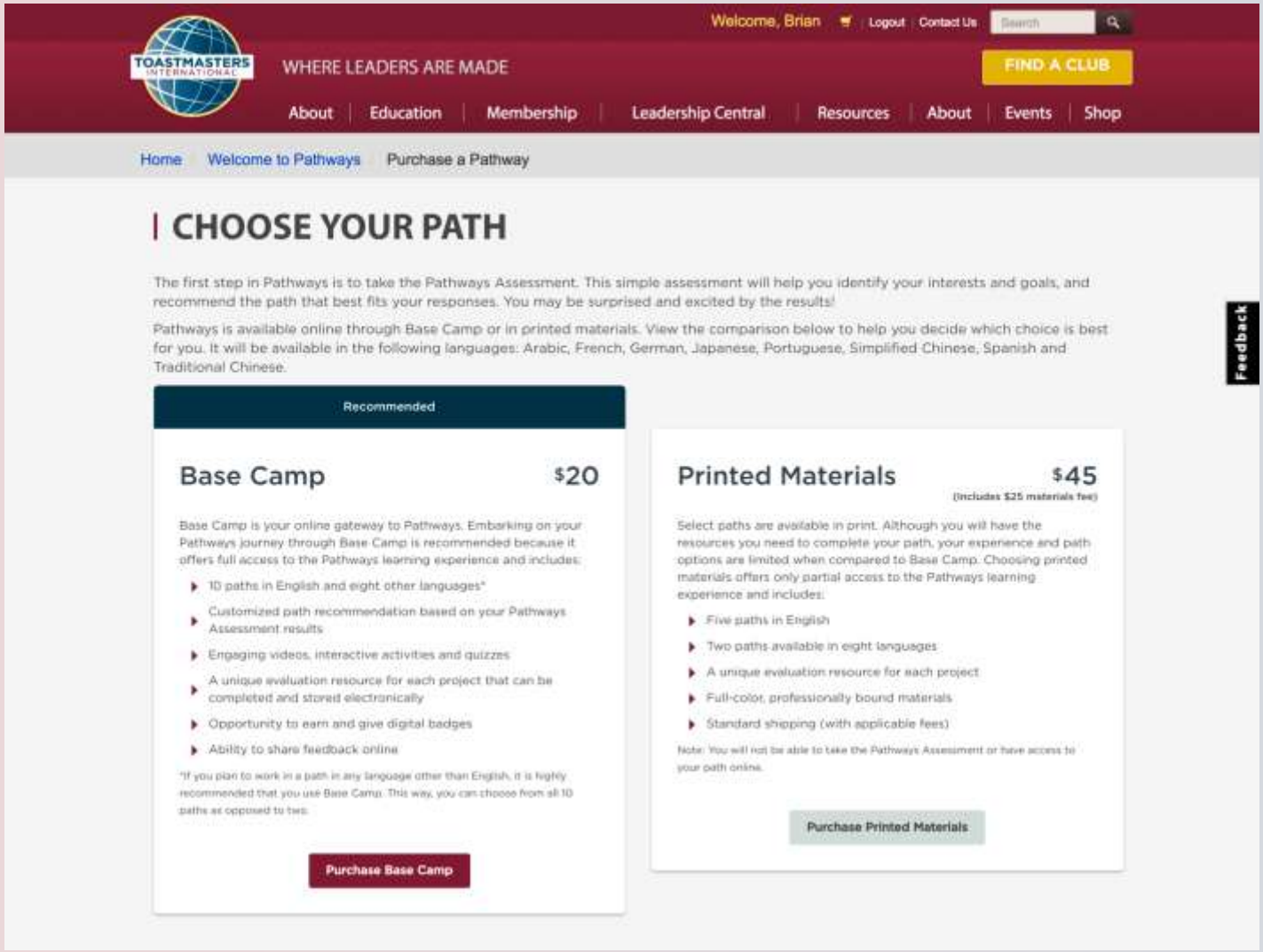
4 – Excels at using tone, speed, and volume as tools

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

Online or Print





Club Officer Training

Club Officer Roles

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Club Officer Roles

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

The President

- Sets the tone for the club
- Provides helpful, supportive leadership
- Facilitates communication
- Knows membership levels and progress
- Serves as Base Camp Manager



The President

- Ensures executive officers are functioning well and the club focuses on Distinguished club status
- Guides the executive committee and club towards goals



President

- Transferable skills include:
  - Experience in leadership
  - Leading teams
  - Meeting goals
  - Motivating and coaching others



The VPE

- Encourages members to complete their communication and leadership goals
- Schedules member speeches and projects
- Serves as Base Camp Manager



The VPE

- Serves as a resource for questions about education awards, speech contests and mentors
- Is a source for Toastmasters knowledge and the education program



VPE

- Transferable skills include:
  - Motivating others
  - Setting and achieving goals
  - Organization and leadership



The VPM

- Promotes the club and manages the process of bringing in guests and transforming them into members
- Initiates contact with guests, makes them feel welcome and provides information to join the club



The VPM

- Works with the VPPR and the treasurer



VPM

- Transferable skills include
  - Sales skills
  - Improved communication skills
  - Confidence to meet new people



The VPPR

- Promotes the club to the community through activities that increase membership
- Publishes meeting times and locations



The VPPR

- Writes a newsletter
- Maintains social media sites such as Facebook, Twitter and MeetUp.



VPPR

- Transferable skills include
  - Marketing experience
  - Proficiency using social media websites and applications
  - Sales
  - Increased confidence to meet the public



The Secretary

- Manages accurate files, all club records and correspondence
- Takes the minutes at every meeting
- Archives historical records
- Records all member and guest attendance



The Secretary

- Distributes the club roster of current paid memberships
- Maintains a current club officer list
- Serves as Base Camp Manager



Secretary

- Transferable skills include
  - Improved communication and listening skills
  - Proficiency using software programs
  - Accurate record keeping
  - Time management
  - Organization



The Treasurer

- Is the club's accountant
- Keeps financial records
- Manages the club's bank account
- Writes checks as approved by the executive committee



The Treasurer

- Collects and pays dues on time to World Headquarters
- Works with the executive committee to create the budget



Treasurer

- Transferable skills include:
  - Receiving and managing money
  - Budgeting
  - Keeping accurate records
  - Disbursing funds.



The SAA

- Is responsible for the club's physical property
- Arrives early
- Sets up the meeting location
- Removes club property after the meeting



The SAA

- Creates a good first impression
- Sets the tone for the entire meeting.



SAA

- Transferable skills include:
  - The ability to hold an effective meeting
  - Preparation
  - Organization



Executive Committee Duties

- Create a club budget
- Develop a *Club Success Plan* (Item 1111)
- Strategize for success in the Distinguished Club Program
- Create and oversee other club committees as necessary

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Optional topics for training

Club Officers Training – Train the Trainers

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Helpful resources

- http://www.d6tm.org/officertraining/

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Questions & Answers

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Contact us



Ravi Rai, DTM
District Director



Susan Rajbhandari, DTM
Program Quality Director



Deb Luu, DTM
Club Growth Director

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Thank you for attending!