**District 3**

**Toastmasters Leadership Institute**

**(TLI)**

****

**SUMMER 2019**

**WELCOME TO TLI!**

**Connect with, learn from, give support to and inspire those around you today!**

**Distinguished Club Program (DCP)**

**CONNECT WITH US ON SOCIAL MEDIA**

**POST PICTURES & VIDEOS OF YOUR EXPERIENCE TODAY ON FACEBOOK, TWITTER, AND INSTAGRAM USING #D3TLI**

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# Room Rotation Schedule

**Officer Training Credit**: To receive officer training credit towards Goal #9 of the Distinguished Club Program, Toastmasters International World Headquarters requires officers to attend the entire training event.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Start & End Times** | | **Room Rotation Schedule** | | | | | | |
| **START** | **END** | **PRES** | **VP ED** | **VP MEM** | **VP PR** | **SEC** | **TREAS** | **SAA** |
| **9:00 AM**  **6:00 PM** | **9:30 AM**  **6:30 PM** | Room A | Room A | Room A | Room A | Room A | Room A | Room A |
| **9:40 AM**  **6:40 PM** | **10:40 AM**  **7:40 PM** | Room D | Room B | Any | Any | Room C | Any | Any |
| **10:50 AM**  **7:50 PM** | **11:50 AM**  **8:50 PM** | Room A | Any | Room D | Room C | Room A | Any | Any |
| **12:00 PM**  **9:00 PM** | **1:00 PM**  **10:00 PM** | Any | Any | Any | Any | Any | Room C | Room D |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Session Times** | | **Room Rotation Schedule** | | |
| **START** | **END** | **ROOM** | **SESSION TITLE** | **OFFICER TRACKS** |
| **Day**  **Evening** | **Day**  **Evening** |  |  |  |
| **General Session – 30 Minutes** | | |  | |
| 9:00 AM  6:00 PM | 9:30 AM  6:30 PM | A | **General Session: Expectations,**  **District Director Announcement, DCP** | All Officers |
| **Break 10 Minutes** | | |  | |
| **Session #1 – 1 hour** | | |  | |
| 9:40 AM  6:40 PM | 10:40 AM  7:40 PM | A | Team Building | All |
| B | Nuts & Bolts: VP Education | VPE |
| C | Nuts & Bolts: Secretary | Secretary |
| D | Nuts & Bolts: President | President |
| **Break 10 Minutes** | | |  | |
| **Session #2 – 1 hour** | | |  | |
| 10:50 AM  7:50 PM | 11:50 AM  8:50 PM | A | Toastmasters Way | Pres / Sec |
| B | Pathways Decoded | All |
| C | Nuts & Bolts: VPPR | VPPR |
| D | Nuts & Bolts: VPM | VPM |
| **Break 10 Minutes** | | |  | |
| **Session #3 – 1 hour** | | |  | |
| 12:00 PM  9:00 PM | 1:00 PM  10:00 PM | A | Club Conduct | All |
| B | Coaching Clubs to Success | All |
| C | Nuts & Bolts: Treasurer | Treasurer |
| D | Nuts & Bolts: SAA: | SAA |
| **Day Events End at 1:00 PM**  **Evening Event Ends at 10:00 PM** | | | | |

# Summary of Session Objectives!

**Nuts & Bolts:** These sessions look inside the club officer’s roles. You will hear “what to do” and practical advice on learning, managing and “sharing” this leadership opportunity. Only a small portion will be dedicated to a presentation. Most of each session will be devoted to breakout groups lead by “guides;” who are experienced toastmasters who will drive discussions and Q&A tailored to “your” information needs.

**Beyond the Nuts & Bolts:**

At the beginning of this leadership year our focus is on the foundation and structure of clubs in District 3. We’ll focus on definition and leadership….

**Coaching Club to Success:**

Are you planning to earn your DTM by serving as a club coach; or are you a club officer looking for help to boost your struggling club out of the doldrums and into distinguished territory? Whichever it may be, this session is for you! Come learn about how club coaching can help you reach your personal and club goals. We’ll discuss the myths around coaching, specific techniques that empower clubs to make the most of the coaching relationship, and best of all, how to determine when you’ve successfully completed the relationship. The session is built to allow lots of interactivity and sharing.

**Club Conduct**

Wondering what “authority” you have to keep your meetings free of disturbing members? Here is where you find out just how far you can go within Toastmasters International rules to protect the environment of your clubs.

**Team Building**

Henry Ford said "Coming together is a beginning. Keeping together is progress. Working together is success." The foundation of this success is building a team of motivated individuals, committed to the group goal and willing to contribute to the group process. This is a thought-provoking, interactive and visually stimulating session focusing on practical skills to maximize successful teams!

**Toastmasters Way**

We protect the Toastmasters International brand through the image of our clubs. When guests visit our clubs, what they see is every bit as much a part of the brand as the Toastmasters International logo. In this session attendees will learn how to use form and function in their club to reflect a positive image of Toastmasters International. This is key to a quality club experience and to club growth.

**Pathways Decoded**

Our summer Pathways session will give officers the “keys to the secret decoder ring” for unleashing your abilities to successfully orient non-enrolled Pathways members and mentor Levels 1-3. As officers, one of your primary responsibilities is ensuring that all new members receive “proper orientation and mentoring” of the educational program (plus we know there are still some ‘resistors’ out there among our existing members too). You can even earn an official Pathways Mentor certification for your efforts! We’ll also include a tour of the newest “Engaging Humor” Path and, as always, provide Pathways Assistance for any of your Pathways related questions/concerns.

# Toastmasters Leadership Institute explained!

**How it Works:** Today’s program includes a half hour kick off by District 3 Executive leaders followed by three hours of leadership training specifically designed for cross training club officers desiring to improve their leadership skills. Not every officer will attend every topic offered; however, you’re encouraged to take notes and share what you learned with your fellow officers at your next executive committee meeting. Club Pride points will be awarded for all attendees

**Officer Training Credit:** To receive credit for Goal #9 of the Distinguished Club Program, officer training, World Headquarters requires officers to attend the full training event.

**First Time Officer Attendees:** Toastmasters Leadership Institute (TLI) is all about making connections. Look for Toastmasters badges, club achievement ribbons, and seek out volunteers in neon vests to help you get connected with your next session location, district leaders and fellow officers.

**Dual Officers:** If you hold multiple officer positions in your club, or are an officer in multiple clubs, please report your additional club officer positions to the Registrar and confirm your training credits with the Registrar before leaving the event.

**Non-Officers:** Non-officer participants are welcome to attend any sessions based on their leadership goals.

**Nuts & Bolts Sessions**: Toastmasters International World Headquarters requires all club officers to attend the Nuts & Bolts session for the officer role to which they have been elected to serve. Dual officers (those holding multiple officer roles in one or more clubs) should attend the Nuts & Bolts session for the officer role in which they have the **LEAST** experience.

**Participant Feedback**: Based on the participant feedback from the last event (yes, we really do read them!), this TLI offers more detailed officer role instruction. Nuts & Bolts sessions are 45 minutes and will focus on the basics and instruction for new Toastmasters stepping into officer roles, but also more advanced leadership content for our seasoned officers.  Please, practice your evaluation skills, and let us know how we are doing, especially which sessions you found most valuable and what we can do next time to add more value.

**LIVE STREAMING, SOCIAL MEDIA, PHOTOGRAPHY**: Some TLI sessions may be photographed or streamed live on Facebook. If you do not want your image posted or video recorded, please stay in the “safe zone” of the classroom, which will be the front 3 rows on the ***LEFT SIDE of the room as you FACE towards the Facilitator.*** *Please complete* a Media Release form. This will be collected and kept on file.

# Club Officer Responsibilities & DCP/Club Success Plan Responsibilities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Toastmasters Club Officers Responsibilities** | | | | | | |
| **President** | **VP Education** | **VP Membership** | **VP Public Relations** | **Secretary** | **Treasurer** | **Sgt. At Arms** |
| **\***Provide leadership club needs to recruit & retain members, meet TI standards, fulfill club mission and become a quality (distinguished) club  **\***Ensure ongoing membership building programs  **\***Promote education goal achievement  **\***Attend & vote (for Delegate) club’s proxy at District and International meetings  \*Approve member achievements; promptly submit info for recognition when VPE unavailable  \*Performance Reports  \*Pathways BCM | **\***Plan & maintain schedules (meetings, speeches, educational modules & other events) to meet individual & club goals  **\***Provide & maintain positive & supportive environment so members can improve their communication & leadership skills  **\***Help members progress toward their educational goals  **\***Approve member achievements; promptly submit info for recognition  **\***Provide new member orientation and assign mentor  \*Pathways BCM | **\***Organize & implement plan to meet member needs to assure a strong (charter strength or more) membership base  **\***Explain Toastmaster program to guests, get their commitment to join & collect applications  **\***Assist VPPR (as necessary)  **\***Induct members  **\***Celebrate member success! | **\***Manage creation & maintenance of club image  **\***Coordinate a continuous publicity program to attract guests (website maintenance, club newsletters, publicity campaigns, & press releases)  **\***Greet members & guests | **\***Manage correspondence & club documents including admin details between club & TI  **\***Maintain club files, including charter, by-laws & constitution  **\***Record/read minutes of Exec Team and club meetings  **\***Submit officer list to World Headquarters within 10 days of election  \*Approve member achievements; promptly submit info for recognition when VPE unavailable  \*Performance Reports  \*Pathways BCM | **\***Manage club’s financial health \*Handle club finances, including collecting club dues & paying bills  **\***Receive & disburse funds to further operation of club & its officers  **\***Twice annually, notify members of dues collection  **\***Collect club dues from each member (submit early!) | **\***Manage club meeting facilities  **\***Arrange room & setup for all meetings, prior to meeting start  **\***Set out & care for club materials & supplies  **\***Greet all visitors, escort them to the VP Education to assign a meeting mentor  **\***Ensure meeting begins/ ends on time. |
| **Distinguished Club Program and Club Success Plan Responsibilities** | | | | | | |
| **\***Oversee Club Success Plan to achieve & sustain Quality Club status (e.g. Distinguished)  **\***Responsible for getting officers to training (goal 9) | \*Responsible for helping members obtain education goals (maximum of six).  \*Performance Reports  \*Advance members through Levels | **\***Retain members and help guests join (goals 7,8, and 10-dues) | **\***Coordinate activities to bring guests to meetings and open houses providing the opportunity for guests to join the club (goals 7, 8) | **\***Ensure officer list get submitted on time (before June 30th, and for semi-annually electing clubs before Dec. 31st) (goal 10– paperwork) | **\***Collect new member dues, submit immediately to TI (goals 7, 8)  **\***Submit dues to TI before deadline, aim for March 1st and September 1st (goal 10, dues) | **\***Ensure a sharp, welcoming meeting environment that makes guests and members feel good so they join/stay (goals 7, 8) |

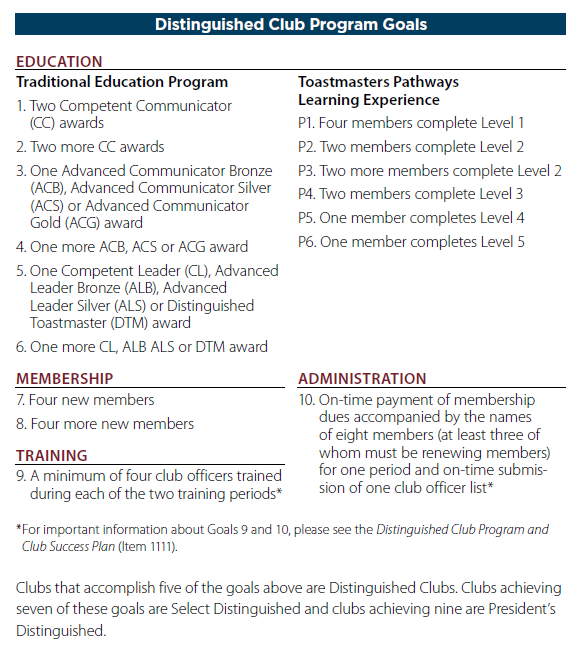
# Skills Development / Career Assessment Matrix – Translating TI Leadership experience to the workplace

|  |  |  |  |
| --- | --- | --- | --- |
| **President** | **VP Education** | **VP Membership** | **VP Public Relations** |
| * Team Building / Dynamic Leading / Strategic Planning /   Guidance   * Conflict Resolution   Negations / Project  Management   * Meeting Facilitation * Time Management * Parliamentary Processes * Consulting * Mentoring * Networking | * Scheduling * Conflict Resolution * Negotiations * Strategic Planning * Time Management * Recognition Incentives, Badges * Event / Meeting Planning * Personnel Development * Career Planning * Training * Networking * Performance Reports | * Personnel Orientation * Personnel Development * Career Planning * Customer Service * Public Relations * Reward / Incentive * Planning * Campaign Development * Marketing & Sales * Consulting * Seminar Development * Networking | * Media Relations * Campaign Development * Reward / Incentive * Planning * Consulting * Journalism * Publications * Advertising & Promotion * Photography * Graphic Design * Seminar Development * Networking |
| **Treasurer** | **Secretary** | **Sergeant at Arms** | **Past President** |
| * Budget Preparation * Revenue Tracking * Revenue Forecasting * Revenue Generation * Money Management * Policy Administration * Purchasing * Consulting | * Report Writing * Policy Administration * Purchasing * Order Processing * Historian / Librarian * Research * Document Control * Event Coordination | * Inventory Management * Master of Ceremonies * Interpersonal Communication Skills * Customer Service * Negotiations * Consulting * Event Planning | * Team Building * Strategic Guidance * Consultation * Training * Coaching * Career Planning * Parliamentary Processes * Policy Administration |

# Step-by-Step Guide: How to Achieve DCP early by June 1st

|  |  |  |
| --- | --- | --- |
| **MONTH** | **STEP** | **ACHIEVED** |
| **July to August** | **Summer Toastmasters Leadership Institute (TLI):**   * At least 4 club officers attend officer training at **TLI (one of two requirements for goal 9)** * Complete your Club Success Plan |  |
| **August** | **Smedley Award {Aug. 1– Sept. 30} Add 5 new, dual or reinstated members (Complete goal 7):**   * Last chance for club officers to attend club officer training. |  |
| **September** | **September Dues Renewals:**   * Submit club dues renewals to WHQ by October 1st (**one of two parts required for goal 10**) |  |
| **October** | **Leadership Lessons {2 past officers present the four fundamentals}:**   * Schedule 2 past officers (who have attended TLI) and completed their CL manuals to present 2 each of the 4 recommended training modules, submit for their ALB awards. (**Goals 5 & 6 are completed**) |  |
| **December**  **to January** | **Winter Toastmaster Leadership Institute (TLI):**   * At least 4 club officers attend club officer training at Winter TLI (**2nd of two requirements for Goal 9**) * Other club members attend TLI for information, tips, and networking opportunities |  |
| **February** | **Talk-up Toastmasters Award {February 1– March 31st} Add 5 new, dual or reinstated members:**   * Add 4 new members and your club will complete **Goal 8** |  |
| **March** | **Dues Renewals {Meet the Membership Requirement}:**   * Submit charter strength club dues renewals to WHQ. Beat the deadline. |  |
| **April** | **Hall of Fame Education Award Recognition by Spring Conference:**   * Club members complete at least 2 educational goals by spring conference (**2 of goals 1, 2, 3 & 4**) * Ensure members attend conference & get recognized for their educational achievement. |  |
| **May to June** | **Beat the Clock {May– June}:**   * Hold Club Officer elections– Submit Club Officer list before June 30th (One of two requirements for **Goal 10 next year**) |  |

# Distinguished Club Program



A MAXIMUM OF SIX EDUCATION GOALS APPLY TOWARD DCP!

# MOMENTS OF TRUTH: Club Quality Standards

# Club Leadership Handbook: Missions, Values and Promises

|  |  |  |
| --- | --- | --- |
| Toastmasters International Mission  We empower individuals to become more effective communicators and leaders. | District Mission  We build new clubs and support all clubs in achieving excellence. | Club Mission  We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth. |

Toastmasters International Values

* Integrity
* Respect
* Service
* Excellence

Toastmasters International Brand Promise

Empowering individuals through personal and professional development.

This is the promise Toastmasters International makes to club members. Once we have reached this goal consistently, through all clubs across the globe, we will have achieved club excellence.

A Toastmaster's Promise

* As a member of Toastmasters International and my club, I promise
* To attend club meetings regularly
* To prepare all my projects to the best of my ability, basing them on the Toastmasters education program
* To prepare for and fulfill meeting assignments
* To provide fellow members with helpful, constructive evaluations
* To help the club maintain the positive, friendly environment necessary for all members to learn and grow
* To serve my club as an officer when called upon to do so
* To treat my fellow club members and our guests with respect and courtesy
* To bring guests to club meetings so they can see the benefits Toastmasters’ membership offers
* To adhere to the guidelines and rules for all Toastmasters education and recognition programs
* To act within Toastmasters' core values of integrity, respect, service and excellence during the conduct of all Toastmasters activities

MODEL CLUB CHECKLIST(Successful Club Series: Creating the Best Club Climate, Item 294A)

**Does the club**

Use the Distinguished Club Program for planning and recognition?

Present its Distinguished Club Program plan to members?

Immediately submit education award applications to

Present its Distinguished Club Program plan to members?

Immediately submit education award applications to World Headquarters?

Quickly recognize member achievement?

Provide printed meeting agendas?

Explain meeting participants’ responsibilities?

Orient new members and focus on what they would like to achieve through Toastmasters?

Immediately assign mentors to new members?

Vote in and formally induct new members (this includes presenting the new member with a pin and New Member Kit)?

Conduct ongoing membership-building programs?

Keep the officer list up-to-date with World Headquarters?

Have an organized meeting space?

Arrange seats, display the club banner, set up the lectern, and prepare name cards for club members and guests before each meeting begins?

Display the guestbook prominently, ready to sign at the beginning of every meeting?

Follow club protocol and teach this protocol to new members?

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Display the guestbook prominently, ready to sign at the beginning of every meeting?

Follow club protocol and teach this protocol to new members?

**Are club meetings**

Well organized?

Productive?

Run on time?

Focused on members’ education goals?

Planned to include exciting themes and thought-provoking Table Topics™ sessions?

**Do members receive**

Effective, supportive evaluations based on project objectives and their individual learning needs?

Reminders of upcoming meeting assignments at least a week in advance?

A current club newsletter?

**Are guests**

Welcomed?

Informed about the meeting, the club, and Toastmasters?

Asked to return or join?

Asked for comments?

**Do club officers**

Attend district-sponsored training twice per year?

Understand their roles and fulfill their responsibilities?

Submit membership applications promptly?

Submit dues renewals to World Headquarters on time?

Meet at least monthly?

Discuss the club’s progress in the Distinguished Club Program at executive committee meetings?

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Informed about the meeting, the club, and Toastmasters?

Asked to return or join?

Asked for comments?

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Meet at least monthly?

Discuss the club’s progress in the Distinguished Club Program at executive committee meetings?

294A)

# A screenshot of a cell phone Description automatically generatedPresident - Nuts & Bolts

***Objectives:***

Every officer should walk away from today’s session being able to:

* Identify their role within the club
* Fulfill their responsibilities within the Club and Club Executive Committee
* Find resources that help fulfill their responsibilities
* Support club in reaching **Distinguished Club Status by June 1st**

***Role:***

1. Serve as the club’s Chief Executive Officer
2. Sets the tone for the club
3. Provides leadership to executive committee and club members

***Responsibilities:***

* Preside over meetings
* Earn distinguished club recognition: See Distinguished Club Status Handout
* Meet with the outgoing president to transfer any necessary files or information
* Hold regular club executive committee meetings
* Meet with Club Executive Committee to develop Club Success Plan
* Provide leadership to executive team: create a nurturing learning environment; enhance club quality; connect with club officers & members; serve on committees (except nominating); and resolve conflicts
* Attend Area and District Meetings and other Toastmasters events
* Keep club informed of Area, District, and International events and news
* Immediate Past President chairs nomination committee
* Appoint and chair audit committee
* Assign club proxy if not attending District Conference, District Council Meeting or International Convention
* Attend Toastmasters Leadership Institute twice a year

***Resources:***

* Getting Started Checklist
* [Club Leadership Handbook (Item 1310 Rev.3/2019)](https://www.toastmasters.org/shop/1310--Club-Leadership-Handbook)
* [Chairman (item 200)](https://www.toastmasters.org/shop/200--Chairman)
* [Distinguished Club Program and Club Success Plan](https://www.toastmasters.org/resources/distinguished-club-program-and-club-success-plan-english)
* [The Leader Letter](https://www.toastmasters.org/leadership-central/the-leader-letter)
* Club Officer List (Leadership Central, Club Central, Club Officer Assignment)

***Officer Essentials:***

Support Club by knowing and using Roberts Rules of Order to conduct club business

***Other Things to Remember:***

* Dues must be paid by Sept 30th and March 30th in order to be in good standing
* At least 4 officers must attend Officer Training TWICE a year in summer and winter in order to achieve Goal # 9 of the Distinguished Club Program

# A screenshot of a cell phone Description automatically generatedVP Education - Nuts & Bolts

***Objectives:***

Every officer should walk away from today’s session being able to:

* Identify their role within the club
* Fulfill their responsibilities within the Club and Club Executive Committee
* Find resources that help fulfill their responsibilities
* Support club in reaching **Distinguished Club Status by June 1st**

***Role:***

1. Manage club mentor program, ensuring all members are assigned a mentor
2. Ensure all awards are recorded in a timely manner
3. Coordinate club schedule to support members’ educational goals
4. Plan Contests

***Responsibilities:***

* Conduct member survey to determine status of members’ goals and progress
* Ensure all roles are filled for each meeting
* Schedule speech contests as required
* Identify resources for contest roles (contest manager, chief judge, etc.)
* Invite one to three members to serve on membership committee
* Attend club executive committee meetings
* Assign club proxy if not attending District Conference or District Council Meeting
* Attend other Toastmasters events
* Invite one to three members to serve on education committee
* Order and distribute membership materials from the Toastmasters Store
* Meet with the outgoing vice president education to transfer any necessary files or information
* Meet with Club Executive Committee to develop Club Success Plan
* Attend Toastmasters Leadership Institute

***Resources:***

* Getting Started Checklist
* [Club Leadership Handbook (Item 1310 Rev.3/2019)](https://www.toastmasters.org/shop/1310--Club-Leadership-Handbook)
* [Chairman (item 200)](https://www.toastmasters.org/shop/200--Chairman)
* [Distinguished Club Program and Club Success Plan](https://www.toastmasters.org/resources/distinguished-club-program-and-club-success-plan-english)
* [Speech Contest Rulebook (Item 1171)](https://www.toastmasters.org/shop/contests/additional-materials/1171--Speech-Contest-Rulebook)
* [The Leader Letter](https://www.toastmasters.org/leadership-central/the-leader-letter)
* Club Officer List (Leadership Central, Club Central, Club Officer Assignment)

***Officer Essentials:***

Support Club by tracking member’s educational goals and awards. Help to ensure club meetings run smoothly and all members achieve personal goals.

***Other Things to Remember:***

* Dues must be paid by Sept 30th and March 30th in order to be in good standing.
* At least 4 officers must attend Officer Training TWICE a year in summer and winter in order to achieve Goal # 9 of the Distinguished Club Program

# A screenshot of a cell phone Description automatically generatedVP Membership - Nuts & Bolts

***Objectives:***

Every officer should walk away from today’s session being able to:

* Identify their role within the club
* Fulfill their responsibilities within the club and executive committee
* Find resources that help fulfill their responsibilities
* Support club in reaching **Distinguished Club Status by June 1st**

***Role:***

1. Recruit new members
2. Conduct membership contests
3. Assist guests
4. Process membership applications

***Responsibilities:***

* Meet with the outgoing vice president membership to transfer any necessary files or information
* Meet with Executive Committee to develop Club Success Plan
* Create guest packets
* Conduct new member induction ceremonies
* Promote Membership Campaigns
* Meet with guests to answer questions and explain the benefits of Toastmasters.
* Invite guests to join the club or to attend another club meeting if they are hesitant to join.
* Help guests who do wish to join to complete the Membership Application
* Attend club executive committee meetings
* Attend other Toastmasters events
* Invite one to three members to serve on membership committee
* Order and distribute membership materials from the Toastmasters Store
* Attend Toastmasters Leadership Institute twice a year

***Resources:***

* Getting Started Checklist
* [Club Leadership Handbook (Item 1310 Rev.3/2019)](https://www.toastmasters.org/shop/1310--Club-Leadership-Handbook)
* [Chairman (item 200)](https://www.toastmasters.org/shop/200--Chairman)
* [Distinguished Club Program and Club Success Plan](https://www.toastmasters.org/resources/distinguished-club-program-and-club-success-plan-english)
* [Speech Contest Rulebook (Item 1171)](https://www.toastmasters.org/shop/contests/additional-materials/1171--Speech-Contest-Rulebook)
* [The Leader Letter](https://www.toastmasters.org/leadership-central/the-leader-letter)
* [From Prospect to Guest to Member (Item 108)](https://www.toastmasters.org/-/media/dcd-items/108-from-prospect-to-guest.ashx)
* [Membership Growth (Item 1159)](https://www.toastmasters.org/1159_MembershipGrowth)
* [Toastmasters Intl. Application (Item 800 Rev. 8/2018)](https://www.toastmasters.org/~/media/5a31f535e9714c9cb50da2579cd2c526.ashx)
* Club Officer List (Leadership Central, Club Central, Club Officer Assignment)

***Officer Essentials:***

Support Club by providing guest packets and membership materials to promote membership growth and retention.

***Other Things to Remember:***

* Dues must be paid by Sept 30th and March 30th to be in good standing
* At least 4 officers must attend Officer Training TWICE a year to achieve Goal # 9 of the Distinguished Club Program

# VP Membership – A screenshot of a cell phone Description automatically generatedSample Guest Packet List

* Guest information sheet {that they return to you}
* [Toastmasters International Application (Item 800 Rev. 8/2018)](https://www.toastmasters.org/~/media/5a31f535e9714c9cb50da2579cd2c526.ashx) Pre-print club name & number on form)
* Toastmasters magazine (if available [ask members to bring in])
* Meeting agenda sample
* One sheet about your club with meeting information
* [Find Your Voice (Item 99F)](https://www.toastmasters.org/Shop/99--Find-Your-Voice)
* [Your Path to Leadership (Item 101F)](https://www.toastmasters.org/Shop/101F--Confidence-The-Voice-of-Leadership)
* [All About Toastmasters (Item 124)](https://www.toastmasters.org/Shop/124--All-About-Toastmasters)
* [The Benefits of Toastmasters Membership (354INDV)](https://www.toastmasters.org/resources/the-benefits-of-toastmasters-membership) Flier
* [Promotional Bookmark (Item 6818)](https://www.toastmasters.org/Shop/6818--Promotional-Bookmark)
* [Promotional Magnet (Item 6770)](https://www.toastmasters.org/Shop/6770--Promotional-Magnet)
* Promoting at a job fair, targeting corporations?
* [Develop Your Leaders from Within (Item 103)](https://www.toastmasters.org/Shop/103--Clear-Communication-Your-organization-needs-it) (Clear Communication: Your organization needs it.)
* Handing out to club guests?
* [Promotional Welcome Ribbon (Item 393W)](https://www.toastmasters.org/shop/393W--Promotional-Welcome-Ribbons-set-of-10)

**Sample New Member Orientation Package**

* [New Member Profile (Item 1162F)](https://www.toastmasters.org/resources/new-member-profile-sheet)
* [Pathways Ice Breaker](https://www.toastmasters.org/pathways-overview/ice-breaker)
* [10 Tips for Successful Public Speaking (Item 105)](https://www.toastmasters.org/shop/105--10-Tips-for-Successful-Public-Speaking)
* Mentor Checklist

# VP Public Relations - Nuts & Bolts

***Objectives:***

Every officer should walk away from today’s session being able to:

* A screenshot of a cell phone

  Description automatically generatedIdentify their role within the club
* Fulfill their responsibilities within the club and executive committee
* Find resources that help fulfill their responsibilities
* Support club in reaching **Distinguished Club Status by June 1st**

***Role:***

1. Promote the club to the local community
2. Notify the media about club activities and benefits
3. Keep club website current
4. Safeguard the Toastmasters brand, trademarks, and copyrights

***Responsibilities:***

* Meet with the outgoing vice president public relations to transfer any necessary files or information
* Attend club executive committee meetings
* Meet with Executive Committee to develop Club Success Plan
* Create and maintain a current club website
* Manage and report on public relations campaigns and activities
* Produce and distribute a club newsletter, preferably via email
* Publicize the Toastmasters brand
* Promote membership programs
* Promote the club to local media
* Attend other Toastmasters events
* Order and distribute public relations materials from the Toastmasters Store
* Invite one to three members to serve on public relations committee
* Participate in a Toastmasters-moderated social networking website
* Attend Toastmasters Leadership Institute twice a year

***Resources:***

* Getting Started Checklist
* [Club Leadership Handbook (Item 1310 Rev.3/2019)](https://www.toastmasters.org/shop/1310--Club-Leadership-Handbook)
* [Chairman (item 200)](https://www.toastmasters.org/shop/200--Chairman)
* [Distinguished Club Program and Club Success Plan](https://www.toastmasters.org/resources/distinguished-club-program-and-club-success-plan-english)
* [Let the World Know (Item 1140)](http://www.toastmasters.org/lettheworldknow)
* [The Leader Letter](https://www.toastmasters.org/leadership-central/the-leader-letter)
* [From Prospect to Guest to Member (Item 108)](https://www.toastmasters.org/-/media/dcd-items/108-from-prospect-to-guest.ashx)
* [Membership Growth (Item 1159)](https://www.toastmasters.org/1159_MembershipGrowth)
* [Toastmasters Intl. Application (Item 800 Rev. 8/2018)](https://www.toastmasters.org/~/media/5a31f535e9714c9cb50da2579cd2c526.ashx)
* [Toastmasters International Public Relations Links](https://www.toastmasters.org/Leadership-Central/Club-Officer-Tools/Club-Officer-Roles/Public-Relations)
* [TI Logos, Images and Templates](https://www.toastmasters.org/Resources/Logos-Images-and-Templates)
* Club Officer List (Leadership Central, Club Central, Club Officer Assignment)

***Officer Essentials:***

Support Club by providing materials, digital content & press releases to promote notable Club activities and achievements

***Other Things to Remember:***

* Dues must be paid by Sept 30th and March 30th
* At least 4 officers must attend Officer Training TWICE a year.

# A screenshot of a cell phone Description automatically generatedSecretary - Nuts & Bolts

Objectives:

Every officer should walk away from today’s session being able to:

* Identify their role within the club
* Fulfill their responsibilities within the club and executive committee
* Find resources that help fulfill their responsibilities
* Support club in reaching **Distinguished Club Status by June 1st**

***Role:***

1. Maintain and manage club records, files, and correspondence (including club charter, constitution, bylaws, etc.)
2. Ensures club organization and updated information

***Responsibilities:***

* Maintain an accurate record of club meetings and activities
* Maintain an accurate record of club executive committee meetings and activities
* Maintain an accurate and complete roster of individual members, including address and membership status
* Provide meeting minutes to membership, including motions and amendments
* Report new officers to Toastmasters International
* Handle general club correspondence
* Order and distribute materials from the Toastmasters Store
* Assign club proxy if not attending International Convention
* Meet with outgoing Executive Committee to transfer club files and information
* Meet with Executive Committee to develop Club Success Plan
* Attend Toastmasters Leadership Institute

***Resources:***

* Getting Started Checklist
* [Club Leadership Handbook (Item 1310 Rev.3/2019)](https://www.toastmasters.org/shop/1310--Club-Leadership-Handbook)
* [Distinguished Club Program and Club Success Plan](https://www.toastmasters.org/resources/distinguished-club-program-and-club-success-plan-english)
* Club Officer List (Leadership Central, Club Central, Club Officer Assignment)

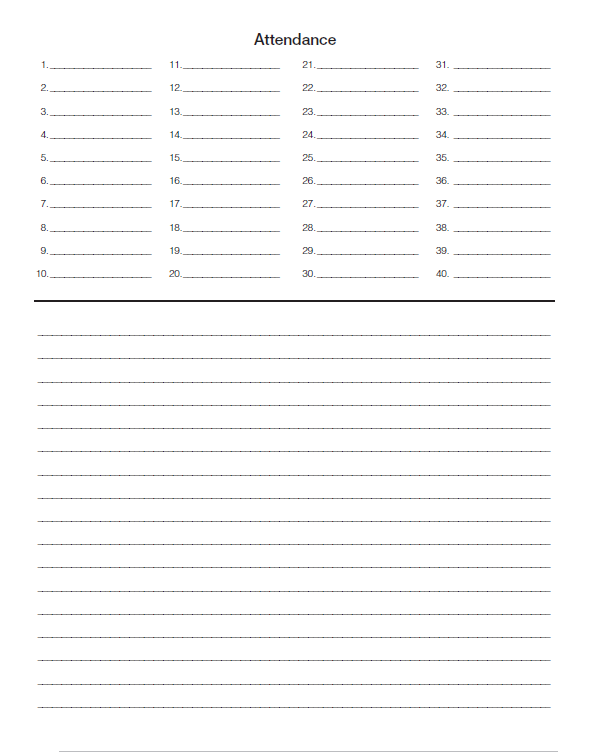
***Officer Essentials:***

Support Club by maintaining accurate and complete records to document the club’s

meetings and activities.

***Other Things to Remember:***

* Dues must be paid by Sept 30th and March 30th in order to be in good standing
* At least 4 officers must attend Officer Training TWICE a year in summer and winter in order to achieve Goal # 9 of the Distinguished Club Program



**SECRETARY: SAMPLE MEETING MINUTES**

**SECRETARY: SAMPLE MEETING MINUTES**

# A screenshot of a cell phone Description automatically generatedTreasurer - Nuts & Bolts

***Objectives:***

Every officer should walk away from today’s session being able to:

1. Identify your role
2. Fulfill your responsibilities
3. Find resources
4. Support club in reaching **Distinguished Club Status by June 1st**

***Role:***

* The Treasurer is the Club finance manager.

***Responsibilities:***

Before the meeting:

* 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
* Present financial reports
* Submit club accounts for audit
* Attend executive committee meetings
* Reconcile deposits, expenditures, and cash on hand
* Ensure club meets government tax regulations
* Receive financial correspondence
* Prepare for audit committee
* Utilize send invoices etc. using your Club policy.

As part of the Executive Committee:

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

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Description automatically generatedTreasurer - Nuts & Bolts (Cont.)

***Resources:***

* Getting Started Checklist
* [Club Leadership Handbook (Item 1310 Rev.3/2019)](https://www.toastmasters.org/shop/1310--Club-Leadership-Handbook)
* [Distinguished Club Program and Club Success Plan](https://www.toastmasters.org/resources/distinguished-club-program-and-club-success-plan-english)
* Club Officer List (Leadership Central, Club Central, Club Officer Assignment)
* To submit club dues: www.toastmasters.org/clubcentral

***Officer Essentials:***

Support Club by being a good steward of the club’s resources and maintaining accurate and complete financial records and reports often.

***Other Things to Remember:***

* You are the steward of the club’s resources. Maintain accurate and complete financial records
* Dues must be paid by Sept. 30th and March 30th for your club to be in good standing
* At least 4 officers must attend officer training TWICE a year (summer and winter TLI)
* New officers should be with the outgoing officers to confer on how the officers perform their duties and how the officers work together for the good of the club

\*Audit-review of financial records. See “Items to prepare…" on p. 39 of [Club Leadership Handbook (Item 1310 Rev.3/2019)](https://www.toastmasters.org/shop/1310--Club-Leadership-Handbook)

# A screenshot of a cell phone Description automatically generatedTREASURER RESOURCES: Do’s & Do Not’s of Fund-Raising

**Fund-Raising Activities:**

From time to time, clubs, areas, divisions or districts may conduct fund-raising activities to offset costs for educational sessions and to raise funds to further the purpose of Toastmasters International, provided certain guidelines are met. These guidelines are:

1. The profits are used for the furtherance of Toastmasters International's tax-exempt purpose, which is: the building and improving of clubs; the training of club and district officers; purchasing educational program materials; and covering general administrative expenses connected with the operation of the club or district
2. Products or services rendered is donated or voluntary
3. No individual member profits monetarily
4. At least one third of club’s total financial support must come from dues
5. Fund-raising is conducted on an infrequent and irregular basis

**Do’s**

* Conducting Speech craft, Success/Communication Programs, or Success/Leadership Programs, Better Speaker Series, Successful Club Series and Leadership Excellence Series
* Raffle, auction or white elephant sale during a club function
* Advertising in club newsletters
* Selling entertainment or dining books

**Do Not’s**

* Resale of items
* Raising funds for social events
* Raising funds to donate to worthy causes
* Raising monies to set up a fund
* Holding or participating in tournaments or ‘thons
* Holding pancake breakfasts, fireworks displays, or picnics
* Fund raising activities which have a risk of physical injury

# TREASURER RESOURCES: SAMPLE BUDGETS





SAMPLE BUDGET – Consolidated SAMPLE BUDGET – By Officer Role

**Download these Excel Spreadsheet templates at:** [**www.aztoastmasters.org/TLI**](http://www.aztoastmasters.org/TLI)

**Download these Excel Spreadsheet templates at:** [**www.aztoastmasters.org/TLI**](http://www.aztoastmasters.org/TLI)



# A screenshot of a cell phone Description automatically generatedImportant Dates for Club Treasurers

# JUNE / AUGUST

Attend first-round club officer

Meet with outgoing committee/ Treasurer (for knowledge and handover of records)

Review Policies and Protocol and past financial records/ audits

Provide bank with signatory card (*Advise 501C3 non-profit unincorporated)*

Meet with current executive committee

Collaborate on Club Success Plan

Prepare budget

Plan ‘process’ for submitting renewals and new member applications

Verify Club Central Log-in on TI website (active on July 1)

Prepare budget and present to members for approval

# AUGUST

Renewals invoices to members

Invoices to corporates

# MID / END SEPTEMBER

Follow up on unpaid renewals

**Renewals must be paid by Oct. 1**

# Ongoing

Register new members asap

Prepare and present verbal and written financial reports to the executive committee quarterly

Adjust budget as required

Issue checks to cover club expenses.

Keep records of all financial transactions

# Resources for Treasurers:

* Club Leadership Handbook (www.toastmasters.org /resources/club-leadership-handbook)
* Distinguished Club Program and Club Success Plan [www.toastmasters.org/1111](http://www.toastmasters.org/1111)
* To submit club dues: [www.toastmasters.org/clubcentral](http://www.toastmasters.org/clubcentral) **or**  [www.toastmasters.org](http://www.toastmasters.org) then click on Leadership Central, then Club Central
* Club Officer Tools: [www.toastmasters.org](http://www.toastmasters.org), click on Leadership Central, then Club Officer Tools)
* Managing and Auditing Club Funds: [Club Constitution for Clubs of Toastmasters International](https://www.toastmasters.org/Leadership-Central/Governing-Documents), club policies and current budget
* Success Communication Series and Success Leadership Series [www.toastmasters.org/successprograms](http://www.toastmasters.org/successprograms)

Club Finance Resources

* Club business: [www.toastmasters.org/financialresources](http://www.toastmasters.org/financialresources)
* Tax questions (email): [irsquestions@toastmasters.org](mailto:irsquestions@toastmasters.org)
* Other finance questions (email): [financequestions@toastmasters.org](mailto:financequestions@toastmasters.org)
* Treasurer Tutorial <http://origin-qps.onstreammedia.com/origin/ToastmastersInternational/eLearning/COT/06072017/Treasurer_v2_06072017/story_html5.html>
* The Toastmaster Leader Letter (can be found in Leadership Central)
* Toastmasters World Headquarters Club and Member Support +1 720-439-5050, (Mon– Fri, 6 a.m.–7 p.m. MT.)

# Sergeant at Arms Handout - Nuts & Bolts

***Objectives:***

Every officer should walk away from today’s session being able to:

1. Identify their role within the club
2. Fulfill their responsibilities within the club and executive committee
3. Find resources that help fulfill their responsibilities
4. Support club in reaching **Distinguished Club Status by June 1st**

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***Role:***

* Manage club property
* Make sure everything is ready for a successful meeting

***Responsibilities:***

* Setting up meeting room; have it ready 15 mins before meeting
* Make up guest packages. (see list below)
* Greet everyone as they walk in the door, guest and members
* Creates/Establishes first Impression of the club for guests and members
* Some clubs SAA calls meeting to order
* Attend officer training; Toastmasters Leadership Institute
* Attend club executive committee meetings
* Attend Area and District Meetings and other Toastmasters events
* Meet with Executive Committee to develop Club Success Plan
* Meet with outgoing SAA to transfer any necessary supplies or information
* Train members in set up tasks and ask for their help

***Resources:***

* [Club Leadership Handbook (Item 1310 Rev.3/2019)](https://www.toastmasters.org/shop/1310--Club-Leadership-Handbook)
* [Distinguished Club Program and Club Success Plan](https://www.toastmasters.org/resources/distinguished-club-program-and-club-success-plan-english)
* [The Leader Letter](https://www.toastmasters.org/leadership-central/the-leader-letter)
* Club Officer List (Leadership Central, Club Central, Club Officer Assignment)

***Officer Essentials:***

Support Club by knowing and using Roberts Rules of Order to conduct club business

***Guest Packet:***

* Guest information sheet (Guest returns to you).
* [Toastmasters Intl. Application (Item 800 Rev. 4/2018)](https://www.toastmasters.org/~/media/5a31f535e9714c9cb50da2579cd2c526.ashx) (Add club name & number on form).
* Toastmasters magazine
* Meeting agendas (Consider [Free Toast Host](https://www.toastmastersclubs.org/welcome/?WQAE) or [Easy-Speak](https://easy-speak.org/portal.php?page=-1&marknow=0)!)
* One-sheet listing your club with meeting information
* One-sheet that explains functionary roles
* [Find Your Voice. (Item 99F)](https://www.toastmasters.org/Shop/99--Find-Your-Voice)
* [Your Path to Leadership (Item 101)](https://www.toastmasters.org/Shop/101F--Confidence-The-Voice-of-Leadership)
* [All About Toastmasters (Item 124)](https://www.toastmasters.org/124)
* [The Benefits of Toastmasters Membership (Item 354INDV)](https://www.toastmasters.org/resources/the-benefits-of-toastmasters-membership) Flier
* [Promotional Bookmark (Item 6818)](https://www.toastmasters.org/6818)
* [Promotional Magnet (Item 6770)](https://www.toastmasters.org/6770)
* Dictionary for Grammarian

# Identifying & Promoting Your Club’s Unique Qualities

***Objectives:***

Club officers will learn how to identify unique club qualities and the tactics that can be used to promote their club to their market of potential members.

1. (Know Your Club) – How to identify the unique qualities of your club, including the club environment for members and visitors.
2. A screenshot of a cell phone

   Description automatically generated(Know Your Market) - Learn to apply what you know about your club when identifying your target market for prospective members.
3. Discuss the value of connecting your club and your target market for effectively getting the word out about your club.

***Roles:***

* Lead the club in identifying ‘Who are we?’ and the best tactics for reaching potential members.
* Lead the club in getting the word out, beginning with the ‘Elevator Speech’.

***Responsibilities:***

* Building a meeting atmosphere that promotes positive first impressions for guests and members.
* Creating a supportive environment for building fellowship, communication and members’ achievements.
* Applying club strengths to communication and promotional tactics for growing membership.

***Resources:***

[“Spread the Word: Grow Your Club” – Toastmasters Magazine February 2018 (pp 16 – 19)](https://www.toastmasters.org/-/media/files/department-documents/magazine/magazine-pdfs/2018-magazine-pdfs/web-full-issue-r-0218.ashx)

[“Membership Retention: Is Your Bucket Leaking?” – Toastmasters Magazine March 2018 (pp 16 – 19)](https://www.toastmasters.org/-/media/files/department-documents/magazine/magazine-pdfs/2018-magazine-pdfs/web-full-issue-r-0318.ashx)

[Moments of Truth Manual (Item #290 – Rev 3/2015)](https://www.toastmasters.org/~/media/E017290D7ED0458C8C278A364689F7AF.ashx)

[Toastmasters Membership Growth Manual (Item #1159 – Rev 1/2018)](https://www.toastmasters.org/-/media/files/department-documents/marketing-documents/1159-membership-growth.ashx)

[Let the World Know – Publicity & Promotion Handbook (Item #1140 – Rev 9/2017)](https://www.toastmasters.org/-/media/files/department-documents/marketing-documents/1140-let-the-world-know.ashx)

Club Unique Qualities Analysis Worksheet (Handout)

Marketing Definitions Sheet (Handout)

[How GOOD Is Your CLUB? – Moments of Truth evaluation tool](file:///C:\Users\Curtis\Documents\Novels\Toastmasters\TLI%20Committee\FINAL\1.%09https:\www.toastmasters.org\-\media\files\department-documents\club-documents\club-evaluation-tool.ashx)

[Toastmasters Abridged Brand Manual](https://www.toastmasters.org/~/media/15C8B7576FC24D8EB5A5838402D172F9.ashx)

Read about [“How to Access District 3 Social Media Platforms” in D3 Roadrunner Vol 1 Issue 4 Summer 2018 (pp. 42-43)](http://aztoastmasters.org/wp-content/uploads/Summer-2018-Roadrunner.pdf) and click on a link in the online issue for a copy of an Arizona Media List and a sample Press Release.

[District 3 Events](http://aztoastmasters.org/events/): http://aztoastmasters.org/events/

[District 3 on Facebook](https://www.facebook.com/groups/151430084948754/): https://www.facebook.com/groups/151430084948754/

[District 3 Meet Up](https://www.meetup.com/District-3-Toastmasters/): https://www.meetup.com/District-3-Toastmasters/

[District 3 Twitter](https://twitter.com/d3_toastmasters): https://twitter.com/d3\_toastmasters

[District 3 Instagram](https://www.instagram.com/d3_toastmasters/): https://www.instagram.com/d3\_toastmasters/

[District 3 YouTube](https://www.youtube.com/channel/UCRqzsUSpcwIFNciHqVGW4oQ): https://www.youtube.com/channel/UCRqzsUSpcwIFNciHqVGW4oQ

[District 3 LinkedIn](https://www.linkedin.com/company/district-3-toastmasters-international/): https://www.linkedin.com/company/district-3-toastmasters-international/

[District 3 Pinterest](https://www.pinterest.com/toastmastersdistrict3/): https://www.pinterest.com/toastmastersdistrict3/

# A screenshot of a cell phone Description automatically generatedClub Conduct

***Objectives:***

Every officer should walk away from today’s session being able to:

1. Identify threats to club growth and survival
2. Identify Toastmasters International documentation protecting clubs
3. Understand the purpose of “Voting In” and “Voting Out”
4. Understand disciplinary protocol
5. Identify Moments of Truth in club health
6. Support club in reaching **Distinguished Club Status by June 1st**

***Roles:***

* Club Conduct Manager
* Meeting Etiquette Trainer

***Responsibilities:***

* Creates/Establishes first impression of the club for guests and members
* Greets everyone as they walk in the door, guest and members
* Maintains Meeting Tone and Order
* Monitors Meeting Mood
* Train Members in common Robert’s Rules of Order
* Provides council to disruptive members

***Resources:***

[Toastmasters International Governing Documents](https://www.toastmasters.org/leadership-central/governing-documents)

[Club Leadership Handbook (Item 1310 Rev.3/2019)](https://www.toastmasters.org/shop/1310--Club-Leadership-Handbook)

[Distinguished Club Program and Club Success Plan](https://www.toastmasters.org/resources/distinguished-club-program-and-club-success-plan-english)

[The Successful Club Series, Moments of Truth (Item 290A)](https://www.toastmasters.org/-/media/files/department-documents/club-documents/290a-moments-of-truth.ashx)

[The Leader Letter](https://www.toastmasters.org/leadership-central/the-leader-letter)

[A Toastmaster’s Promise (402A)](https://www.toastmasters.org/-/media/files/department-documents/club-documents/402-a-toastmasters-promise.ashx)

Robert’s Rules of Order

***Officer Essentials:***

Support Club by knowing and using Roberts Rules of Order to conduct club business

## Toastmasters International Excerpts

**TOASTMASTERS INTERNATIONAL ARTICLES OF INCORPORATION**

**Policy 3.0: Ethics and Conduct**

**1. Standards**

**D.** Members shall not conduct or condone programs, activities, or communications which are defamatory, malicious, offensive, derogatory, damaging, false, libelous, or otherwise detrimental to the best interests of Toastmasters International. Members shall not assist, support, aid, facilitate, invite, or condone anything that interferes with the programs, proceedings, or affairs of Toastmasters International or its clubs.

**Club Constitution: In Article II Section 7 it states the following:**

Discipline/Expel/Suspend/Decline to Renew Membership Section 7 This club may establish, from time to time, routine procedures for dropping individual members who fail to pay club dues, who miss a certain number of meetings, or who fall below other minimum standards as determined by the club or Toastmasters International. This club may discipline, expel, suspend, or decline to renew club membership of any individual member Who does not support this club’s purposes Who does not constructively contribute to this club’s program and activities Who acts in a manner inconsistent with standards of conduct set by this club or by Toastmasters International For other just cause Such standards include ethical, political, and other standards of conduct that may be established or modified by the Toastmasters International Board of Directors from time to time. This club shall follow such policy and protocol as may be adopted by Toastmasters International, containing standards and procedures for the continuation of individual members. If this club does not expel an individual member for violations of Toastmasters International standards of conduct, after written request to do so is made by the International President, this club may be expelled from Toastmasters International unless its failure to act can be justified to the satisfaction of the Board of Directors.

**Toastmasters International Excerpts (Cont.)**

**Toastmasters International Membership Application & Payment Information**

**TM Membership Application Item 800 Revision 4/2018**

**Member's Agreement and Release**

Consistent with my desire to take personal responsibility for my conduct, individually and as a member of a Toastmasters club, I agree to abide by the principles contained in A Toastmaster's Promise and the Toastmasters International Governing Documents and my club. I will refrain from any form of discrimination, harassment, bullying, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I agree to reimburse Toastmasters International, my club or other clubs, or other individuals involved with Toastmasters, for any damages, losses or costs resulting from my conduct. Understanding that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, I release and discharge Toastmasters International, its clubs, governing bodies, officers, employees, agents, and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Toastmasters International. Should a dispute of some nature arise, I expressly agree to resolve all disputes, claims, and charges relating to Toastmasters, districts, clubs and Toastmasters members in accordance with Protocol 3.0: Ethics and Conduct.

By submitting this application, I expressly agree to the following:

The collection use and processing of the personal information I provide to Toastmasters in this membership application for the purposes of organization administration, payment of my dues, and inclusion of my contact information in a members' directory that will be distributed to members and employees of Toastmasters. In addition, the collection, use and processing of my personal information collected by Toastmasters International through Toastmasters' website and by electronic communications.

That my information may be accessed and used by Toastmasters, its employees and agents, district officers and club officers, by submitting my personal information to Toastmasters, accessing Toastmasters' website or communicating with Toastmasters.

Maintain changes to my personal contact information to ensure it is accurate and current by updating my personal profile page located on the Toastmasters International website: www.toastmasters.org\login. I understand that the majority of the data requested in this application is necessary for administrative and planning purposes.

That Toastmasters International, its employees and agents, district officers and club officers may send me communications, emails and messages, and may contact me through electronic communications, emails, messages, phone calls and mail.

# A screenshot of a cell phone Description automatically generatedToastmasters Way: Protecting & Perpetuating the Brand

***An in-Depth Look:***

* Missions
* Values
* Promises
* Moments of Truth

***Distinguished Club Program***

* Measures of Success
* Titles of Distinction

***Model Clubs***

* A Look “Under the Hood”

***Club Meeting Roles: Impact Beyond the Club Meeting***

* Toastmaster
* Timer
* Evaluator
* General Evaluator
* Grammarian
* Ah-Counter

***Essential Club Information: Professional Formality***

* Motions
* Quorum
* Roles

***Service: The Engine that Drives it All***

* Club
* Area
* Division
* District

***Club Pride:***

* Linking Club goals with District Volunteerism

***What it means to you outside your club:***

* Professional Character
* Family Harmony
* Workplace Synergy
* Community Peace

***Resources:***

[Toastmasters International Governing Documents](https://www.toastmasters.org/leadership-central/governing-documents)

[Club Leadership Handbook (Item 1310 Rev.3/2019)](https://www.toastmasters.org/shop/1310--Club-Leadership-Handbook)

[Distinguished Club Program and Club Success Plan](https://www.toastmasters.org/resources/distinguished-club-program-and-club-success-plan-english)

[The Successful Club Series, Moments of Truth (Item 290A)](https://www.toastmasters.org/-/media/files/department-documents/club-documents/290a-moments-of-truth.ashx)

[The Leader Letter](https://www.toastmasters.org/leadership-central/the-leader-letter)

[A Toastmaster’s Promise (402A)](https://www.toastmasters.org/-/media/files/department-documents/club-documents/402-a-toastmasters-promise.ashx)

Robert’s Rules of Order

# A screenshot of a cell phone Description automatically generatedTeam Building

**Group and Individual Goals in Toastmasters Program**

1. Toastmasters International Goals
2. Club Goals
3. Member Goals (WIIFM)

\* Family, Work, Community Groups

Professional Team Building

Social intelligence - negotiate complex social relationships

1. Be sensitive to cultural/co-cultural differences
2. Don't overshare
3. Communicate in a principled manner
4. Exceed expectations
5. Keep your cool
6. Be savvy
7. Acknowledge gaffes and move on

Goleman, Social intelligence: The new science of human relationships, 2006

Essential Leadership Skills

“Leaders who focus on the objectives and the situation accomplish more than those who are primarily motivated by the desire to achieve personal glory or maintain harmony.”

“Leaders often emerge naturally, as the ones who are most engaged and capable when needs arise.”

Adler, Rodman and du Pre, Essential Communication, 2015

Importance of Followers

“’Followership’ involves a sophisticated array of skills … self-confidence, & a strong commitment to excellence, even if that means questioning status quo.”

“Followers’ contributions are often undervalued, but . . . can be substantial.”

Adler, Rodman and du Pre, Essential Communication, 2015

Types of Followers

1. Isolates - indifferent, lack communication
2. Bystanders - engaged, but hang back and watch
3. Participants - attempt to have constructive impact
4. Activists - energetically and passionately engaged
5. Diehards - may sacrifice themselves for the cause

Kellerman, Followership: How followers are creating change and changing leaders, 2008

[Derek Sivers: How to Start a Movement (aka Shirtless Dancing Guy), TED Talk](https://www.ted.com/talks/derek_sivers_how_to_start_a_movement)

Structured Problem-Solving Approach – Dewey’s Reflective Thinking

1. A screenshot of a cell phone

   Description automatically generatedIdentify problem
2. Analyze problem
3. Develop creative solutions
4. Evaluate solutions
5. Implement plan
6. Follow up on the solution

*Dewey, J. How We Think, 1910*

Team Building Activity – Marshmallow/Spaghetti Challenge

[Tom Wujec: Build a Tower, Build a Team, TED Talk](https://www.ted.com/talks/tom_wujec_build_a_tower)

How a GROUP becomes a TEAM

1. Clear and inspiring shared goals
2. Results-driven structure
3. Competent team members
4. Unified commitment
5. Collaborative climate
6. Standards of excellence
7. External support and recognition
8. Principled leadership

Adler, Rodman and du Pre, Essential Communication, 2015

[Lessons from the Geese, You Tube Video](https://www.youtube.com/watch?v=hazitrxzhPk)

# A screenshot of a cell phone Description automatically generatedCoaching Clubs to Success

***Attitude***

***Why do you want to coach?***

***The First Club Visit***

* Before the meeting
* During the meeting
* After the meeting

***The Second Meeting***

***Coaching Technique: OARS***

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***What is Coaching? What is a coaching relationship?***

***Getting Started Coaching – Gathering Data***

***Communication***

***To Join or not to Join – That is the Question!***

***The District Club Assist Chair***

… is responsible for identifying the struggling clubs (that qualify for a coach) and for recruiting members to serve as Club Coaches. Clubs with membership below 12 members qualify for a Club Coach.

The Club Assist Chair can be reached at:

[membership@aztoastmasters.org](mailto:membership@aztoastmasters.org)

# Pathways Decoded

## Paths and Core Competencies – Engaging Humor

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**Paths and Core Competencies – Engaging Humor**

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## Base Camp Manager (BCM) – What you Really Need to Know

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My Pathways Notes

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| **President** | |
| Leading the Club to Success (item 1313i) | <http://www.toastmasters.org/1313i> |
| District Club Program & Club Success Plan | [www.toastmasters.org/1111](http://www.toastamsters.org/1111) |
| Distinguished Club Program (item 1111C) | [www.toastmasters.org/1111c](http://www.toastmasters.org/1111c) |
| District 3 Website | [www.aztoastmasters.org](http://www.aztoastmasters.org/) |
| **VP Education** | |
| Membership Achievement Record | [www.toastmasters.org/memberachievementrecord](http://www.toastmasters.org/memberachievementrecord) |
| Speech Contest Information | [www.toastmasters.org/speechcontest](http://www.toastmasters.org/speechcontest) |
| Speech Contest Rulebook (item1171) | [http://www.toastmasters.org/1171](http://www.toastmasters.org/Shop/Speech%20Contest%20Rulebook_1171) |
| **VP Membership** | |
| Membership Achievement Record | [www.toastmasters.org/memberachievementrecord](http://www.toastmasters.org/memberachievementrecord) |
| Membership Application | [www.toastmasters.org/membershipapps](http://www.toastmasters.org/membershipapps) |
| Success 101 (item 1622) | [www.toastmasters.org/1622](http://www.toastmasters.org/1622) |
| Speechcraft | [www.toastmasters.org/speechcraft](http://www.toastmasters.org/speechcraft) |
| **VP Public Relations** | |
| Brand Portal | [www.toastmasters.org/vbp](http://www.toastmasters.org/vbp) |
| PR Corner | [www.toastmasters.org/prcorner](http://www.toastmasters.org/prcorner) |
| Virtual Brand Portal | [www.toastmasters.org/vbp](http://www.toastmasters.org/vbp) |
| **Secretary/Treasurer** | |
| Club Central | [www.toastmasters.org/clubcentral](http://www.toastmasters.org/clubcentral) |
| **Sergeant at Arms** | |
| Ordering Club Supplies | [www.toastmasters.org/successfulclubmeetings](http://www.toastmasters.org/successfulclubmeetingsl) |
| Use of Toastmasters Materials | [www.toastmasters.org/memberslist](http://www.toastmasters.org/memberslist) |
| Ballots and Brief Evaluations (item 163 or 165) | [www.toastmasters.org/163](http://www.toastmasters.org/163) or 165 |
| Social Media – Connecting with Toastmasters Worldwide | [www.toastmasters.org/socialnetworking.aspx](http://www.toastmasters.org/socialnetworking.aspx) |
| **Membership Building & Retention** | |
| Membership Growth (Category = Membership Building, Keyword = 1159) | [www.toastmasters.org/Resources/Search-Resources](http://www.toastmasters.org/Resources/Search-Resources) |
| Moments of Truth (Category = Club Officer Tools, Keyword = 290) | [www.toastmasters.org/Resources/Search-Resources](http://www.toastmasters.org/Resources/Search-Resources) |
| **Club Administration** | |
| Club Constitution (Category = Starting a Club, Keyword = Constitution) | [www.toastmasters.org/Resources/Clubconstitution](http://www.toastmasters.org/Resources/Clubconstitution) |
| Logos, Images and Templates | http://[www.toastmasters.org/brandportal](http://www.toastmasters.org/brandportal) |
| Club Central Tip Sheet | <http://aztoastmasters.org/flyers/ClubCentralTipSheet.pdf> |
| District 3 Site Map Directory | <http://aztoastmasters.org/sitemap.html> |

# Additional Officer Resources

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| **Toastmasters Acronyms** | |
| Communication Awards: | Leadership Positions: Club Level |
| CC Competent Communicator award | PRES President |
| ACB Advanced Communicator Bronze award | VPE Vice President Education |
| ACS Advanced Communicator Silver award | VPM Vice President Membership |
| ACG Advanced Communicator Gold award | VPPR Vice President Public Relations |
| Leadership Awards: | SEC Secretary |
| CL Competent Leadership award | TREAS Treasurer |
| ALB Advanced Leader Bronze award | SAA Sergeant at Arms |
| ALS Advanced Leader Silver award | IPP Immediate Past President |
| HPL High Performance Leadership award | Leadership Positions: District Level |
| DTM Distinguished Toastmaster award | AD Area Director |
| Other Acronyms: | DVD Division Director |
| DCP Distinguished Club Program | PRM Public Relations Manager |
| WHQ World Headquarters | CGD Club Growth Director |
| TI Toastmasters International | PQD Program Quality Director |
| TM Toastmasters | IPDD Immediate Past District Director |
| D3 District 3 (Arizona) | DD District Director |
| TLI Toastmasters Leadership Institute |  |
| OTMOTY Outstanding Toastmaster of the Year |  |
| GE General Evaluator |  |
|  |  |
| Pathways: Level # indicated after the abbreviation (i. e. DL1, PI5) | |
| DL# Dynamic Leadership | PI# Persuasive Influence |
| EC# Effective Coaching | PM# Presentation Mastery |
| IP# Innovative Planning | SR# Strategic Relationships |
| LD# Leadership Development | TC# Team Collaboration |
| MS# Motivational Strategies | VC# Visionary Communication |

# Contacts I met at TLI

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