



Running an Effective Executive Meeting

Toastmaster Leadership Institute - Summer 2025

District 3

Rick Ladick ACB, CL, LD3

Introduction & Roadmap



Introduction

- Presenter: Rick Ladick
- ACB, CL, LD3, PM0, DTM Wannabe
- Toastmasters Member since: 2015
- Home Club: Softtalkers
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- 2025-26 District 3 Club Extension Committee Chair
- JP Morgan Chase (North) Sponsor/Mentor

Roadmap

- Club Executive Committee Nut & Bolts
 - Who is the Club Executive Committee (EC)
 - What are its Duties
 - How often does it Meet
 - How does the Club EC make Binding decisions
 - Who is invited to Club EC meetings
- Running Effective Club Executive Committee Meetings
 - Meeting Structure
 - Meeting Content
 - Best Practices
- Q & A / Discussion

Roadmap

- Not Covered - Details regarding:
 - Club Success Plan (CSP)
 - Distinguished Club Program (DCP)
 - Club Leadership Handbook (CLH)

Club Executive Committee

Nuts & Bolts

Who are the Eight Club Executives?

- President
- VP-Education
- VP-Membership
- VP-Public Relations
- Treasurer
- Secretary
- Sergeant at Arms
- Immediate Past President

Much of the content in this presentation is covered by the Toastmaster's Club Leadership Handbook. Specifically refer to the Governance section that appears early in that document.

Club Executive Committee Duties

- Create a budget
- Create the Club Success Plan (by Sep 30th for DCP!)
- Strategize Distinguished Club Program Success
- Create and Oversee other Club Committees

Club Executive Committee Meeting Frequency

- 1x a Month?
- 2x a Month?
- ?x a Month?
- Really is up to you... but it's highly recommended that the Club EC meet on a regular basis.
- Avoid cat herding...

Club Executive Committee Binding Decisions

- Club EC makes its decisions based on a quorum
Quorum: majority of Club Officers
- However, any decision made by the Club EC must also be presented to the Club Membership which must ***also*** approve based on a quorum
Quorum: majority of club members in good standing
- Without club approval, Club EC decisions do not stand!

Who is invited to Club Executive Committee Meetings?

- The Club Executive Committee!
- All club members (as silent observers)

Why?

- To provide insight into what the EC is doing, and
- To learn at a deeper level how the club operates

Running Effective Club Executive Committee Meetings

Structure, Content, Best Practices

Meeting Structure

- Led by Club President (sets tone, facilitates, drives pace)
- Time Based Agenda
- Parliamentary Procedure (call to order/adjourn, motion, point of order...)
- Pace
- Participation
- Review
- Forward Thinking
- Creativity

Meeting Structure – Time Based Agenda

Time	Topic
7-7:05pm	Call to order by President who gives opening remarks
7:05-7:15pm	Reading of the Club Secretary's previous meeting minutes and vote to approve them
7:15-7:45pm	Officer and committee reports in reverse order of rank starting with Seargent at Arms
7:45-8:15pm	Unfinished business items
8:15-8:30pm	New business items
8:30-8:45pm	Announcements and closing thoughts
8:45pm	Adjournment

Meeting Structure – Time Based Agenda

Another example of a Club Executive Committee Agenda template

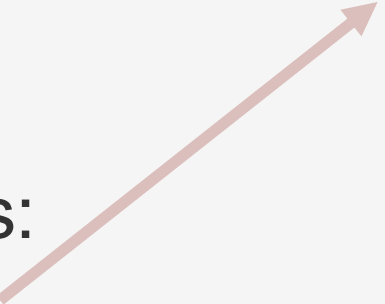
EC Meeting Agenda Template

- [President] Agree on agenda – 2 min
- [President] Review Old Action Items – 5 min
- [Various] Officer Status Reports - VP-E, VP-M, Treasurer, DCP Committee, other? - 5 min
- *[Officer] Information share - 5 min*
- *[Officer] Background info for decision about xxx - 10 min*
- *[Officer] Make a decision regarding xxx - 5 min*
- ...
- [President] Review New Action Items – 3 min
- [President] Close the meeting - 1 min

Meeting Content

- Agenda Item Types:
 - **Standard Reports**
 - Action Item Updates (old business)
 - Information Sharing
 - Decision Making (typically new business)
 - Background Information
 - Brainstorming
 - Pro/Con analysis
 - Ranked voting
 - Decide -> Action Items...

Meeting Content – Standard Reports

- Officer Reports:
 - VP-Education
 - VP-Membership
 - VP-Public Relations
 - Treasurer
 - ...
 - Committee Reports:
 - DCP Committee
 - Membership Selection Committee
 - ...
- 

Softalkers EC DCP Status 01/09/2025

Significance and implication of current work

The DCP program is a key part of Toastmaster's Club operation. A club achieving DCP goals and being distinguished ensures that the club is operating well with respect to administration, training, and education, as well as ensuring the club's membership is healthy.

Major Accomplishments

1. We remain at 1 Goal met: Administration (dues on time, officer list on time)
2. Training: 1st half of TLI Training complete. New TLI season is upon us. The last in-person training session was on January 4th
3. Membership: 1 of 4 New members noted: no change from last month.
4. Education: No points to date

Major red-flag: Membership gate: Baseline 20, current 11. We need to add at least 9 new members to be eligible to be a Distinguished club.

Next Steps

1. Monitor Education goal progress - make consistent speech progress.
2. Continue to bring in and convert prospects to new members.
3. Get all officers signed up for TLI.

Meeting Content – Standard Reports

- Use a report template:

- Purpose of the report
- Past accomplishments
- Red Flags
- Next steps plan

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Meeting Content – Action Items

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Action Items

Identify Who, What, When

Provide update

Identify Roadblocks (if any)

Update target date (When) as necessary

Meeting Content – Decision Making

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Best Practices

- Have a Club EC Governance Document
 - Attendance Expectation
 - Annual Automatic Activities
 - Meeting Agenda
 - Making Decisions
 - Deciding by Consensus
 - Recording Decisions
 - Committees are the Real Club Work Horses

Softalkers - Executive Committee Meeting Process

Status: 2.0

Last Update: 10/04/2023

Last Update by: Rick Ladick

The purpose of this document is to define the Softalkers Executive Council (EC) Meeting process. There are two key elements to the process: 1) that we use a time-based agenda; and 2) that action items and decision processes are recorded. Certain roles and timelines are defined here as well

Best Practices

- Provide Agenda in Advance
- Use a timer!
- Limit report time (2 min?!)
- Encourage Report Practice!

Best Practices

- Have an annual recurring plan...
 - In addition to:
 - Establish Budget
 - Create the year's Club Success Plan
 - Establish your Distinguished Club Program goal
 - Distinguished, Select Distinguished, President's Distinguished, Smedley Distinguished!!!
 - Also include:
 - **Assign action items to all Club Officers to review Club Leadership Handbook!**
 - Make sure all officers have access to pertinent documents: minutes, processes, and other documents used to operate the club (remove access when no longer applicable)
 - Familiarize new officers with Club Central
 - Review EC Meeting Process Annually

Q & A / Discussion



References

Resources	
Governing documents	www.toastmasters.org/govdocs
Club officer information	aztoastmasters.org/club-officer-roles
Club Leadership Handbook	www.toastmasters.org/resources/club-leadership-handbook
Club Success Plan	www.toastmasters.org Club Central Club Success Plan