



[D95 – Area F2]

## Club Officer Training

29 August 2017  
Mannheim

***“The Club Timeline”***

# [D95 – Area F2] Club Officer Training

John-Deere-Str. 70, Mannheim, 29 Aug 2017

- 16:45** Meet at security desk and complete registration
- 17:00** Opening & Introduction
- 17:15** The Toastmasters' year (presentation)
- 17:30** Club Officers Roles (presentation)
- 17:55** Club Officers Roles (group work)
- 18:20** Break
- 18:35** Presentation of group work
- 18:45** Distinguished Club Program
- 19:00** Distinguished Club Program (group work)
- 19:20** Presentation of group work
- 19:35** Pathways
- 19:50** Closing / wrap up

# July – September

- ▶ **Start: Toastmasters year & Distinguished Club Program,**
- ▶ **1<sup>st</sup> round club officer training (July-Aug),**
- ▶ **Smedley Award membership-building program (Aug-Sep),**
- ▶ **Plan and publicize upcoming speech contests,**
- ▶ **Collect and submit membership-renewal dues,**
- ▶ **Hold Humorous & Table Topics speech contest,**
- ▶ **Publicize the upcoming district conference**
- ▶ **1<sup>st</sup> round of Area Director's visit (Sep/Oct).**

# October – December

- ▶ **Due: Membership-renewal dues for credit in the Distinguished Club Program,**
- ▶ **1<sup>st</sup> round of Area Director's visit (Sep/Oct).**
- ▶ **Area Conference,**
- ▶ **Area Contest (Humorous & Table Topics speech contest),**
- ▶ **Publicize the upcoming district conference.**

# January – March

- ▶ **2<sup>nd</sup> round club officer training (Jan-Feb),**
- ▶ **Talk Up Toastmasters! membership-building program (Feb-March)**
- ▶ **Plan and publicize upcoming speech contests,**
- ▶ **Collect and submit membership-renewal dues,**
- ▶ **Hold International & Evaluation speech contest,**
- ▶ **Publicize the upcoming district conference,**
- ▶ **2<sup>nd</sup> round of Area Director's visit (Mar/Apr).**

# April – June

- ▶ **Due: Membership-renewal dues for credit in the Distinguished Club Program,**
- ▶ **2<sup>nd</sup> round of Area Director's visit (Mar/Apr).**
- ▶ **Beat the Clock membership-building program (May-June)**
- ▶ **Area Conference,**
- ▶ **Area Contest (International & Evaluation speech contest),**
- ▶ **Nominate members for new Club Officers Team,**
- ▶ **Club Officer elections to be held at first meeting in May,**
- ▶ **Update 2018/2019 Officers team at [toastmasters.org](http://toastmasters.org) and [tmclub.eu](http://tmclub.eu)**



[D95 – Area F2]

## Club Officer Training

29 August 2017  
Mannheim

***“Club Officers Roles”***

# President

Club Officer Training





# President Responsibilities

- ▶ The Club Meeting
- ▶ Outside the Club Meeting
- ▶ The Executive Committee

# The Club Meeting

- ▶ Before Club Meetings
- ▶ Upon Arrival at Club Meetings
- ▶ During Club Meetings



# Before Club Meetings

- ▶ Ask VPE about special recognition or member inductions.
- ▶ Plan the business portion of the meeting.
- ▶ Review parliamentary procedure.

# Upon Arrival at Club Meetings

- ▶ Review the meeting agenda.
- ▶ Greet guests and members.

# During Club Meetings

- ▶ Call the meeting to order.
- ▶ Introduce guests.
- ▶ Explain the meeting's events.
- ▶ Conduct the business portion of the meeting.
- ▶ Provide information for next meeting.
- ▶ Make any announcements.
- ▶ Adjourn the meeting.

# Outside the Club Meeting

- ▶ Attend and vote at council meetings.
- ▶ Attend and vote at the Annual Business Meeting.
- ▶ Appoint and chair the audit committee.
- ▶ Appoint the nominating committee.
- ▶ Receive official correspondence from World Headquarters.
- ▶ Schedule and chair executive committee meetings.

# Outside the Club Meeting

- ▶ Develop and improve club leadership.
- ▶ Oversee Club administration.
- ▶ Advance club and member achievement.
- ▶ Interact effectively with other organization levels.

# Executive Committee - Your Responsibility

- ▶ **Oversee the executive committee.**
- ▶ **Ensure the executive committee completes its duties.**
  - ▶ Create a club budget.
  - ▶ Complete a Club Success Plan.
  - ▶ Strategize for success in the Distinguished Club Program.
  - ▶ Create and oversee other club committees as necessary.



# Vice President Education (VPE)

Club Officer Training



# VPE Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee

# The Club Meeting

- ▶ Before Club Meetings
- ▶ Upon Arrival at Club Meetings
- ▶ During Club Meetings



# Before Club Meetings

- ▶ Review scheduled roles.
- ▶ Offer support to the Toastmaster.
- ▶ Schedule education sessions.



# Before Club Meetings

- ▶ Ensure a member conducts presentations from The Successful Club Series (Item 289).
- ▶ Notify the club president of education awards.



# Upon Arrival at Club Meetings

- ▶ Verify assigned members have arrived and are prepared.
- ▶ Remind members to select an evaluator.
- ▶ Assist the Toastmaster.



# Upon Arrival at Club Meetings

- ▶ Greet guests.
- ▶ Inform Topicsmaster of any guests willing to participate.



# During Club Meetings

- ▶ Initial project completion records.
- ▶ Ensure members fill out award applications.
- ▶ Recognize members for achievements.





# During Club Meetings

- ▶ Preside over meeting when necessary.
- ▶ Answer education program or speech contest questions.



# Outside the Club Meeting

- ▶ Plan club meetings.
- ▶ Promote participation in the education program.
- ▶ Orient new members.
- ▶ Encourage new members to participate.



# The Executive Committee

- ▶ Prepare and present education program reports.
- ▶ Share information on upcoming speech contests.



# Vice President Membership (VPM)

Club Officer Training



# VPM Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee

# Before Club Meetings

- ▶ Make a list of new members.
- ▶ Have a few Guest Packets (Item 387).
- ▶ Contact former guests and members who have not been attending meetings.



# Upon Arrival at Club Meetings

- ▶ Greet all guests and members.
- ▶ Provide all guests with Guest Packets (Item 387).
- ▶ Answer questions guests may have.



# After Club Meetings

- ▶ Meet with guests to answer questions.
- ▶ Invite guests to join the club.
- ▶ Help guests complete the membership application.





# Outside the Club Meeting

- ▶ Ensure meeting information is correct.
- ▶ Follow up on and keep track of guests.
- ▶ Bring membership applications.



# The Executive Committee

- ▶ Organize and conduct membership contests.
- ▶ Report on club membership.



# Vice President Public Relations

Club Officer Training



# VPPR Responsibilities

- ▶ The Club Meeting
- ▶ Outside the Club Meeting
- ▶ The Executive Committee

# Before Club Meetings

- ▶ Verify that information on website and social media is correct.
- ▶ Order promotional materials.

# During Club Meetings

- ▶ Distribute promotional materials.
- ▶ Report results of public relations efforts.
- ▶ Announce public relations campaigns.
- ▶ Solicit volunteers.

# Outside the Club Meeting

- ▶ Publicize the Toastmasters brand.
- ▶ Promote the club.
- ▶ Maintain the club website.
- ▶ Join a Toastmasters-moderated social networking website.
- ▶ Produce and distribute a club newsletter.

# Executive Committee - Your Responsibility

- ▶ Provide a public relations report.
- ▶ Propose new promotion ideas.



# Treasurer

Club Officer Training



# Treasurer Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee

# Before Club Meetings

- ▶ Prepare a financial report.



# During Club Meetings

- ▶ Collect membership dues.
- ▶ Report on club finances.



# Outside the Club Meeting

- ▶ Prepare a budget.
- ▶ Collect and pay dues.
- ▶ Submit new member applications.
- ▶ Issue checks for club expenses.
- ▶ Keep financial records.
- ▶ Present financial reports.



# The Executive Committee

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



# Sergeant at Arms

Club Officer Training



# SAA Responsibilities

- ▶ The Club Meeting
- ▶ Outside the Club Meeting
- ▶ The Executive Committee



# Before Club Meetings

- ▶ Confirm room reservation.
- ▶ Ensure there are club supplies.

# Upon Arrival at Club Meetings

- ▶ Arrange meeting room early.
- ▶ Arrange tables and chairs.
- ▶ Set out meeting materials and promotional materials.
- ▶ Check room temperature.
- ▶ Ask guests to sign the Guest Book.

# During Club Meetings

- ▶ Welcome late arrivals.
- ▶ Coordinate food service, if any.
- ▶ Collect ballots and tally votes when necessary.

# After Club Meetings

- ▶ Return room to original configuration.
- ▶ Pack up and store materials.
- ▶ Dispose of trash.

# Outside the Club Meeting

- ▶ Schedule meeting location.
- ▶ Ensure adequate supplies are available.
- ▶ Attend executive committee meetings.
- ▶ Arrange your replacement or assistance.

# Executive Committee - Your Responsibility

- ▶ Update the executive committee on the club meeting space status.
- ▶ Work to coordinate meeting space.
- ▶ Chair social and reception committee.
- ▶ Replace items as needed.

# Secretary

Club Officer Training



# Secretary Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee



# Before Club Meetings

- ▶ Post the previous minutes.
- ▶ Prepare a list of actions for the president.
- ▶ Update the club's officer list.



# Outside the Club Meeting

- ▶ Maintain accurate roster.
- ▶ Submit club officer list.
- ▶ Handle correspondence.
- ▶ Keep club files.
- ▶ Attend club executive committee meetings.
- ▶ Vote at international business meetings.



# The Executive Committee

- ▶ Read the previous meeting minutes.
- ▶ Note amendments.
- ▶ Record current meeting minutes.



# Additional Resources

*Chairman* (Item 200)

[www.toastmasters.org/200](http://www.toastmasters.org/200)

Club Constitution for Clubs of  
Toastmasters International

[www.toastmasters.org/policies](http://www.toastmasters.org/policies)

*Distinguished Club Program and  
Club Success Plan* (Item 1111)

[www.toastmasters.org/1111](http://www.toastmasters.org/1111)

Distinguished Club Program  
Goals (Item 1111C)

[www.toastmasters.org/1111C](http://www.toastmasters.org/1111C)

Speechcraft information

[www.toastmasters.org/speechcraft](http://www.toastmasters.org/speechcraft)

Invocations

[www.toastmasters.org/invocationpledge](http://www.toastmasters.org/invocationpledge)

Foundation of Knowledge

<https://www.toastmasters.org/Leadership-Central/Club-Officer-Tools/Club-Officer-Tutorials>

Master Your Meetings

[www.toastmasters.org/1312](http://www.toastmasters.org/1312)