

[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



[D95 – Area F2]

Club Officer Training

29 August 2017
Mannheim

“The Club Timeline”

July – September

- ▶ **Start: Toastmasters year & Distinguished Club Program,**
- ▶ **1st 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**
- ▶ **1st round of Area Director's visit (Sep/Oct).**

October – December

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

January – March

- ▶ **2nd 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,**
- ▶ **2nd round of Area Director's visit (Mar/Apr).**

April – June

- ▶ **Due: Membership-renewal dues for credit in the Distinguished Club Program,**
- ▶ **2nd 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 and tmclub.eu**



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Club Officer Training

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“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

Club Constitution for Clubs of
Toastmasters International

www.toastmasters.org/policies

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

www.toastmasters.org/1111

Distinguished Club Program
Goals (Item 1111C)

www.toastmasters.org/1111C

Speechcraft information

www.toastmasters.org/speechcraft

Invocations

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



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Work session: Officer roles

Situation

The Club Contest for International Speeches and Evaluation speeches is ahead. To complete the CL manual Toastmasters Pandora Passionate has asked you if she can be the Contest Chair. Pandora has only participated as a contestant once but is ambitious and talented. You realize club member's low interest in participating in the Club Contest. Although many members are eligible to participate and have delivered wonderful speeches in the past only one person enrolled so far.

Take action!

Describe for each role of Club Officers Team, what she / he can contribute to manage the situation. Be prepared to describe your suggestion in a short presentation!

Situation

At the regular club meeting of the Sloppy Speakers you discover that only 10 voting / feedback ballots are left. Furthermore you realize that there is nothing about Toastmasters you could hand over to guests of the meeting.

Take action!

Describe for each role of Club Officers Team, what she / he can contribute to manage the situation. Be prepared to describe your suggestion in a short presentation!

Situation

It is March and the payment of membership dues for your club -- the Collapsing Communicators -- is ahead. You realize that only half of the club members payed their dues until September.

Take action!

Describe for each role of Club Officers Team, what she / he can contribute to manage the situation. Be prepared to describe your suggestion in a short presentation!

Situation

Ernie Eloquent, member of your Toastmasters Club, has completed 6 speeches of CC manual. But in the last months he attended the regular meetings very rarely.

Take action!

Describe for each role of Club Officers Team, what she / he can contribute to manage the situation. Be prepared to describe your suggestion in a short presentation!

Situation

Hazel Half-Hearted has become member of your Club 2 months ago. Apart from delivering a few Table Topics Speeches she wasn't very active in the meetings. She didn't even start the CC manual.

Take action!

Describe for each role of Club Officers Team, what she / he can contribute to manage the situation. Be prepared to describe your suggestion in a short presentation!

Situation

Toastmasters of the Homeless Word Artists meet twice a month in a separate room of "Hole in the Wall" pub. But now the owner says there is no chance that you can continue the meetings there.

Take action!

Describe for each role of Club Officers Team, what she / he can contribute to manage the situation. Be prepared to describe your suggestion in a short presentation!

Situation

Area Director Iggy Ignorant has announced his visit in 6 weeks. He hasn't been to your Club so far and has only contacted you a few times.

Take action!

Describe for each role of Club Officers Team, what she / he can contribute to manage the situation. Be prepared to describe your suggestion in a short presentation!

Situation

At the beginning of April Toastmaster Bryan Bossy, a new member of the Club, asks you when the new Officers team will be elected. You realize that no preparations for this event have been made yet.

Take action!

Describe for each role of Club Officers Team, what she / he can contribute to manage the situation. Be prepared to describe your suggestion in a short presentation!



[D95 – Area F2]

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Distinguished Club Program

Requirements

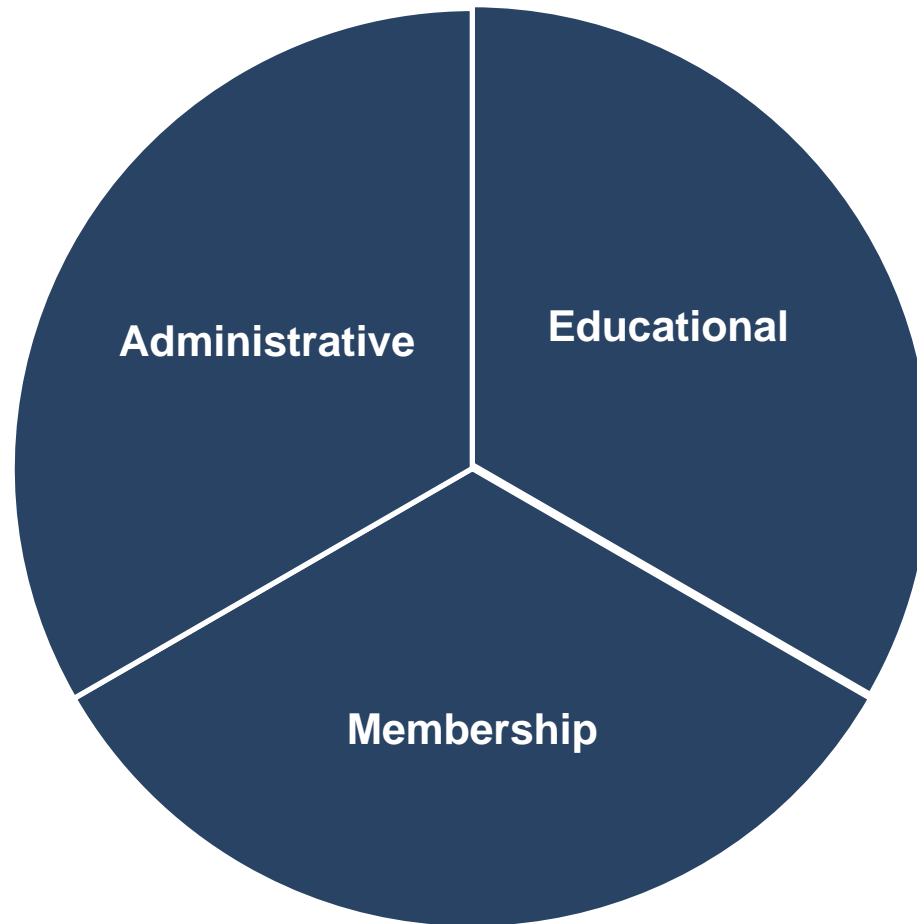
Membership base of 20

or

Membership net growth of 5

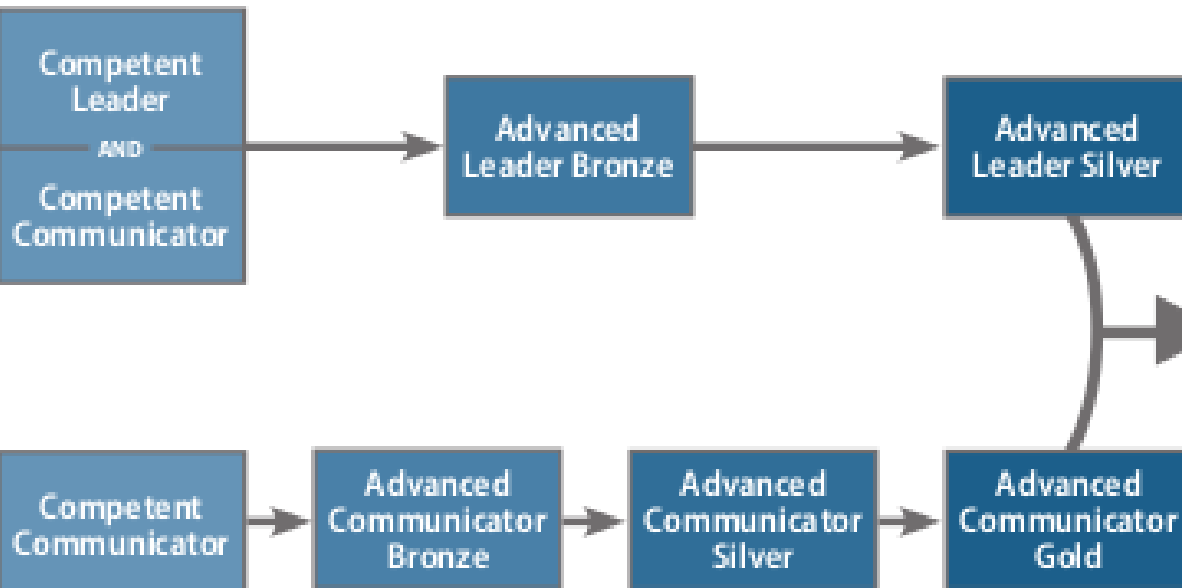
Distinguished Club Program

3 mayor areas



Educational goals

LEADERSHIP TRACK



COMMUNICATION TRACK

Educational goals

Current program

1. Two CC awards
2. Two more CC's
3. One ACB, ACS or ACG award
4. One more ACB, ACS or ACG
5. One CL, ALB, ALS or DTM award
6. One more CL, ALB, ALS or DTM

Future program "Pathways"

1. Four Level 1's
2. Two Level 2's
3. Two more Level 2's
4. Two Level 3's
5. One Level 4
6. One Level 5

Membership goals

- 7. Four new members
- 8. Four more new members

Administrative goals

- 9. Minimum of four club officers trained during each of two training periods
- 10. One membership dues renewal report and one club officer list submitted on time

Recognition

DISTINGUISHED

5 out of 10
Goals Achieved

**SELECT
DISTINGUISHED**

7 out of 10
Goals Achieved

**PRESIDENT'S
DISTINGUISHED**

9 out of 10
Goals Achieved

Club Success Plan

- ▶ Goals described
- ▶ Set additional goals
- ▶ How a club can meet goals
- ▶ Strategies for achieving goals
- ▶ Identifies resources
- ▶ Write assignments, develop a timetable and track accomplishments



Additional materials

- ▶ Distinguished Club Program and Club Success Plan Item 1111

<https://www.toastmasters.org/~media/549134efa75548b6928c43b6baafe433.ashx>

- ▶ Distinguished Club Goals (chart)

http://basf-toastmasters.com/wp-content/uploads/2017/08/DCP_Form_Toastmasters.pdf

- ▶ DCP Club Report

<http://dashboards.toastmasters.org/ClubReport.aspx?id=CLUBNUMBER>

What it needs

- ▶ Find new members
- ▶ Achieve education awards
- ▶ Be trained as a club officer
- ▶ Submit the officer list in time



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***Work session:
Distinguished Club Program***

Distinguished Club Goal

1. Two CC awards
2. Two more CC awards

Achieve it!

What can the club do to meet this goal? Who is involved? How often should the progress be monitored? How realistic is this goal for your club? Be prepared to describe your suggestion in a short presentation!

Distinguished Club Goal

1. Two CC awards
2. Two more CC awards

Achieve it!

What can the club do to meet this goal? Who is involved? How often should the progress be monitored? How realistic is this goal for your club? Be prepared to describe your suggestion in a short presentation!

Distinguished Club Goal

- 3. One ACB, ACS or ACG award
- 4. One more ACB, ACS or ACG award

Achieve it!

What can the club do to meet this goal? Who is involved? How often should the progress be monitored? How realistic is this goal for your club? Be prepared to describe your suggestion in a short presentation!

Distinguished Club Goal

5. One CL, ALB, ALS or DTM award

6. One more CL, ALB, ALS or DTM award

Achieve it!

What can the club do to meet this goal? Who is involved? How often should the progress be monitored? How realistic is this goal for your club? Be prepared to describe your suggestion in a short presentation!

Distinguished Club Goal

- 7. Four new members
- 8. Four more new members

Achieve it!

What can the club do to meet this goal? Who is involved? How often should the progress be monitored? How realistic is this goal for your club? Be prepared to describe your suggestion in a short presentation!

Distinguished Club Goal

9. A minimum of four club officers trained during each of the two training periods

Achieve it!

What can the club do to meet this goal? Who is involved? How often should the progress be monitored? How realistic is this goal for your club? Be prepared to describe your suggestion in a short presentation!

Distinguished Club Goal

10. 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.

Achieve it!

What can the club do to meet this goal? Who is involved? How often should the progress be monitored? How realistic is this goal for your club? Be prepared to describe your suggestion in a short presentation!



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Where will Pathways take you?

Agenda

- What is Pathways?
- Why move to Pathways?
- What are the benefits of Pathways?
- When will we transition to Pathways?
- Who can transition to Pathways?
- How do you participate in Pathways?
- Where can more information on Pathways be found?

What is Pathways?

- A new Toastmasters International education program
- A new Learning Experience
- Pathways features:
 - online learning
 - cutting-edge content
 - interactive tools
 - strong mentoring and evaluation components
 - a multitude of options

Why move to Pathways?

- To modernized our educational program
- Renew the focus on leadership learning
- There is a growing need to provide greater access to educational materials and expanded learning resources
- Creates an educational experience in which you learn skills you can transfer out into the world

What are the benefits of Pathways?

The program's wide-ranging benefits include:

- Customized learning tailored to personal and professional goals
- Real-World applications thru projects
- Early and frequent recognition of accomplishments
- Mobile access to educational materials
- Expanded video and digital content
- Stronger evaluation and mentoring components
- New technological resources to improve speeches and support meeting roles

Progress in Toastmasters learning is a journey of self-development. Pathways will help you reach your potential.

When will we transition to Pathways?

- Phase 1 - January to March 2017 Testing.
 - Pilot Districts: District 51 (Malaysia), District 57 (Northern California), District 27 (Washington, D.C.)
- Phase 2 - Rollout 2: Region 14
- Phase 3 - Rollout 3: Region 2
- Phase 4 - Rollout 4: Regions 6 and 7
- Phase 5 - Rollout 5: Regions 10 and 12
- Phase 6 - **Rollout 6: Regions 1 and 11**
- Phase 7 - Rollout 7: Regions 4 and 13
- Phase 8 - Rollout 8: Regions 3 and 5
- Phase 9 - Rollout 9: Regions 8 and 9

Region 11
District 95
Division F
Area 2
~ March 2018 to
May 2018

Who can transition to Pathways?

- Due to the fluidity of the rollout process, the exact time frame for each phase cannot be predicted.
- Once your region rolls out, you can either work in the Pathways learning experience or continue to work in the current education program during the transition period, when the two programs will run concurrently.
- When the transition ends—two years after the last region rolls out—all members will work in Pathways.

How do you participate in Pathways?

1

Visit the “Base Camp”: work on projects +++ track your progress +++ connect with fellow Toastmasters +++ view earned badges and certificates

2

Complete any two Pathways:

- Motivational Strategies
- Presentation Mastery
- Leadership Development
- Innovative Planning
- Visionary Communication
- Strategic Relationships
- Dynamic Leadership
- Persuasive Influence
- Effective Coaching
- Team Collaboration

3

Complete Leadership Requirements

- Serve as a club officer for 12 consecutive months
- Serve as Club Mentor or Coach
- Serve as Club Sponsor or conduct Speechcraft or Youth Leadership Program
- Serve as a district officer for one year
- Capstone (Reflection Project)

Member Recognition

- DTM will still represent the highest level of educational achievement in Toastmasters
- **All other old educational designations will discontinue (except DTM)**
- New educational designations:

Level 1 Toastmaster

Level 2 Toastmaster

Level 3 Toastmaster

Level 4 Toastmaster

Level 5 Toastmaster

Distinguished Toastmaster

Pathways Levels

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"

Club Transition Challenges

- Two years of managing both education programs
- Talking points for new recruits and new members
 - Jan – March 2018 (~roll out):

“You have two options on how you can pursue your TM journey:

 - 1. Current education program, which you must complete by 2020, OR*
 - 2. Wait a few months to give manual speeches and begin in Pathways, a modernized education program.”*
 - March 2018 onwards:

“You will be participating in our new education program called Pathways.”

Where can more information on Pathways be found?

Toastmasters International web site:

www.toastmasters.org/Pathways

Facebook: Toastmasters Pathways

Podcast: Toastmasters Podcast Europe -

<https://toastmasterspodcast.eu/>

YouTube: Introducing Toastmaster Pathways Learning Experience

<https://youtu.be/b-bNI5z-wY4>

Blog: <http://pathwaysexperience.blogspot.de/>

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19:50 Closing / wrap up



The End.