



[D95 – Area F2]

# Club Officer Training

28 February 2018

Mannheim

***Work session***

***Club Management & Membership Orientation***

## Meeting atmosphere

### Situation

Your Club is visited by two guests named Simon Speechless and Fiona Funny. Who welcomes them? What kind of information do they get? How are they involved in the Club meeting? What can be done that they come back?

### *Take action!*

*Describe the current situation and (if so) how it can be improved. Refer to specific roles of Club Officers but also think of the members of your Club!*

## Fellowship, Variety and Communication

### Situation

Think of different types of Table Topics Sessions that already took place at your Club - how did they contribute to an enjoyable experience for everyone? Which ways of communication and tools within the Club community are used for information for members and officers?

### *Take action!*

*Describe the current situation and (if so) how it can be improved. Refer to specific roles of Club Officers but also think of the members of your Club!*

## Membership orientation

### Situation

Hazel Half-Hearted has decided to become a member of your Club, application forms and fees have been forwarded to Toastmasters International. How is she introduced to the club? Who takes care of her and the first steps within the Toastmasters Community? How to find out her specific needs that made her join Toastmasters?

### *Take action!*

*Describe the current situation and (if so) how it can be improved. Refer to specific roles of Club Officers but also think of the members of your Club!*

## Membership Development

### Situation

Take a look at the members at your club! Who could complete a CC/CL/AC/AL manual by the end of June / the end of December? How can this goal be reached?

### *Take action!*

*Describe the current situation and (if so) how it can be improved. Refer to specific roles of Club Officers but also think of the members of your Club!*

## New Officers 2018/2019

### **Situation**

What criterias might be relevant to become a Club Officer? Take a look at the members of your club! Who could fill in a role for 2018/2019? What needs to be done to make him / her agree to be a candidate for the new Offerics team?

### ***Take action!***

*Describe the current situation and (if so) how it can be improved. Refer to specific roles of Club Officers but also think of the members of your Club!*



**The End.**

