



TOASTMASTERS INTERNATIONAL

DISTRICT 70

Club Office Training

November 2023- February 2024

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Acknowledgement of Country

At District 70 we would like to extend a genuine acknowledgement of the traditional custodians of each of the lands on which we meet today. We pay respects to the continuous contributions of Aboriginal and Torres Strait Islander people, and pay our respects to Elders past, present and emerging.

<https://www.aboriginalaffairs.nsw.gov.au/research-and-publications/interactive-boundary-map/>



Thank YOU!

Thank you for taking on the role of Club Officer. These are essential positions to help the members of your club achieve their potential.

These training sessions aim to help you develop your leadership and team building skills.

Experienced Toastmasters - we need you! Everyone learns when you share your expertise, tips and tricks for what you have found that works and what does not. We hope you enjoy sharing and learning from newer members by seeing these positions through fresh eyes.

Taking on a new role? Welcome! We hope you enjoy connecting with your fellow Toastmasters and developing both your confidence and competencies in leadership, team building, support and mentoring skills.

Review 2023 / 2024 Goals

Goals for my club:

Goals for me:

Schedule

The training will consist of two modules, each of 50 minutes. there will be of four modules, you choose two

- Leadership Success and Succession Planning
- First Impression and Membership Orientation
- Fellowship and Variety and Program Planning
- Membership Strength and Achievement Recognition

With each module there will a brief introductory session where each participant will have the opportunity to share

- Which Clubs they are a member of
- How many years they have been a member of a club committee
- What they want from this module

Consider where you could lend or ask for expertise within this group during and after the session.

Background of Modules

In preparation for Round 2 training a survey was conducted amongst all club officers.

These modules are the most popular based on the survey results.

We have also introduced a club based example within each module.

Module 1

Leadership Success and Succession Planning

Leadership Success – *Share your thoughts!*

What is your Leadership experience?

- What makes a good leader?
- What works?
- What doesn't work?
- What is your style?



Enhancing teamwork

- What would you like teamwork to look like in your club?
- What works?
- What doesn't work?

How can you develop further?

- Who can you contact?
- TI resources and Pathways
- Take the next step:
 - District positions
 - Area or Division Director, District PR team, training team, club quality team...

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Your Leadership Experience

How do you enhance teamwork?

How do you develop further?

Your Turn!



CHOOSE

a famous leader you admire
(living or dead)



LIST

the qualities this leader has



NAME ROLES

in Toastmasters which would help
someone to develop these qualities

Be ready to share with the group!

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Choose a famous leader and what skills do they have?

How would you develop these skills?

Succession Planning – *Share your thoughts!*

Spot the talent in your club

- What strengths exist in your members?
- What leadership goals exist?
- Who has shown interest?



Engaging potential leaders

- What could you ask potential leaders?
- What information should you pass on?
- How could you begin developing them NOW?
- What else would you need to know?

What obstacles could there be?

- What are the obstacles or hesitations?
- How do you overcome these?
- Who could you connect with for help?
- Acknowledge these are volunteers with competing priorities and energy levels

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Your Turn!

In your group, decide which member you would allocate to which Club Officer position and why. What questions could you ask these members to help your decision?



- TM of 20yrs+
- Excellent speaker
- Not a fan of Pathways
- Loves mentoring new members



- TM of 5yrs
- Never been a Club Officer
- Works in Sales
- Regularly competes in contests



- TM of 8yrs
- Has been President and VPE
- Very organised
- Has trouble being on time



- New TM
- Enthusiastic
- Has completed 3 projects
- Does not have social media



- TM of 3 yrs
- Very nervous
- Hoping to develop leadership skills for work
- Works in IT

Be ready to share with the group!

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Let's look at what has worked:

Creative Orators OnLine Toastmasters (COOL):

Chartered 21/12/2020

- An online club which meets every Wednesday lunchtime for one hour
- An Advanced club for experienced Toastmasters
- Attained Presidents Distinguished in each of the 2 years since charter and already 6 goals completed this year.
- Always has members willing to step up to executive positions

Why?

The club offers many leadership opportunities, not just for the club executive positions. These include:

- Emphasis on working through Pathways and encouraging higher level projects.
- Four story-telling themed meetings and longer speech-a-thon meetings each year which are led by a project leader.
- Speech contests are run and organised by different members to encourage leadership projects.

This has resulted in club members having the opportunity to develop leadership skills prior to taking on executive roles

What can be applied or adjusted for your club?

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What changes can be made to your club?

Wrap Up

•Leadership Success

- Lessons Learnt
- Team Dynamics
- Your Leadership Development

•Succession Planning

- Identifying Strengths
- Seeking Engagement
- Overcoming Obstacles

Leadership Excellence Series

<https://www.toastmasters.org/resources/resource-library?l=leadership%20excellence%20series>



Building a Team



Delegate to Empower



Developing a Mission



Goal Setting and Planning



Resolving Conflict



Service and Leadership



The Leader as a Coach

Further resources

- Club Leadership Handbook
<https://toastmasterscdn.azureedge.net/medias/files/department-documents/club-document-10-club-leadership-handbook.pdf>
- D70 Club Leadership Toolbox
<https://www.toastmastersd70.org/club-leadership-resources>
- Pathways
- Dynamic Leadership, Leadership Development, Effective Coaching, Motivational Strategies, Team Collaboration

Module 2

First Impressions & Membership Orientation

What makes a 10/10 first Impression?



Quick Challenge!

Imagine: you are a nervous guest arriving at the club. What would make your initial experience an enjoyable one?

What makes a 10/10 first impression?



Name tags and guest book



Greet guests at the door 😊



Build rapport with a big smile



Follow up promptly with email



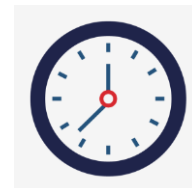
Invite guests to participate/ give feedback



Club banner and/or magazine



Provide refreshments – cookies, tea, coffee, water



Meeting room set up ahead of time.

Time	Role	Participant	Duration
6:45 PM	Call to order - Sergeant At Arms		00:02
6:47 PM	Welcome by Toastmaster, Round Table (20 secs max per speaker)		00:10
6:57 PM	Meeting Agenda Changes		00:02
6:59 PM	Ums, Ah Counter - intro		00:01
7:00 PM	Who said that - intro		00:01
7:01 PM	Timer - intro		00:01
Table Topics			
7:02 PM	Table Topics (Leader (8 questions total)		00:12
7:14 PM	Table Topic Evaluation - Odds		00:03
7:17 PM	Table Topic Evaluation - Evens		00:03
Business Section & Break			
7:20 PM	Business Section		00:05
7:25 PM	5 min Break		00:05
Prepared Speeches			
7:30 PM	Toastmaster for Prepared Speeches		00:07
7:37 PM	Speaker 1 (8-10 mins) EC3 S15 "Overcoming nerves and being a persuasive speaker"		00:10
7:47 PM	Speaker 2 (5-7 mins) FM3 S15 "Fooly, nah, 'accor!"		00:07
7:54 PM	Speaker 3 (5-7 mins) WP3 S15 "Straight Spine, Clear Mind"		00:07
8:01 PM	Speaker 4 (4-6 mins) Ice Breaker "Principles"		00:06
8:07 PM	Evaluator Speaker 1		00:03
8:10 PM	Evaluator Speaker 2		00:03
8:13 PM	Evaluator Speaker 3		00:03
8:16 PM	Evaluator Speaker 4		00:03
Reports & Closing			
8:19 PM	Ums, Ah Counter report		00:01
8:20 PM	Who said that (5 questions)		00:02
8:22 PM	Timer report		00:01
8:23 PM	General Evaluator		00:05
8:28 PM	Guest Feedback		00:03
8:31 PM	Next Meeting TM		00:01
8:32 PM	Meeting Close		

Membership Orientation

Exercise: Jenny has just signed with your club and doesn't know where to start. You are scheduling a 1 on 1 call with her to guide her through. What will you be talking about in the meeting?



Hints:

Set expectations early

Induction/onboarding when joining

Explain pathways program

Assign new member roles asap

Exercise: Jenny has been attending meetings but has only taken on minor roles like Um and Ahs. How would you encourage her to take on Speech or Evaluator roles?



Hints:

Member Goals

Accountability group & buddies

Link meeting roles to member goals

Formally acknowledge new members

Explain mentoring program

Where leaders are made



Want to find out more?

We got you! 😊



<http://www.toastmastersd70.org>



Toastmasters District 70



@d70toastmasters

For more info on the next COT rounds, visit:

<http://www.toastmasterd70.org/training>

Module 3

Fellowship & Variety + Program planning

How can we increase variety in our meetings

Host regular themed meetings. With these encourage members to dress for the occasion.



What themed meetings can you suggest?

Change the agenda around with different roles each meeting.



What roles are included in your club agenda?

How do encourage fellowship amongst our members?

Celebrate personal milestones
e.g., birthdays



Have regular social meetings



Encourage members to have a meal or drinks prior to or after meeting



What personal achievements does your club celebrate?

What social occasions has your club had?

Designing and maintaining a quality program

Scenario:

A club is facing this situation

- Difficult to motivate their members to participate;
- Meeting assignments are being left unfilled;
- Members are not giving notice when they cannot attend a session.

What would you recommend?

Let's look at what has worked:

Club: Concord West Toastmasters

Chartered 10/01/1962

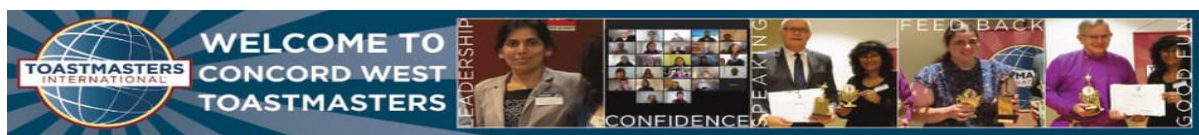
- In recent years won the district (Rick Haynes Trophy) for mentoring,
- A constant source of District Leaders

One reason why: Always has a comprehensive agenda with many different roles listed allowing each member to contribute to the meeting and develop their skills, including their leadership skills.

They also have a page on their website which clearly describes each role

[Meeting Roles - Concord West Toastmasters \(weebly.com\)](#)

The club has regular social functions.



Resources

What are the next steps?

- Organise to create or attend an upcoming social event of your club members;
- Access D70 Toastmaster calendar for future district events;

[Calendar — District 70 Toastmasters \(toastmastersd70.org\)](#)

- Access Pathway resources on TI website;

[Browse for Training - Realize Your Potential: Toastmasters Pathways Base Camp \(csod.com\)](#)

- Look into the resources available on the Toastmaster International website. There are lots of helpful publications available for download.

Links of Examples are

[Toastmasters International -Moments of Truth](#)

[Toastmasters International -Keeping the Commitment](#)

[Toastmasters International -Creating the Best Club Climate](#)

[Toastmasters International -Meeting Roles and Responsibilities](#)

Module 4

Membership Strength & Achievement Recognition

How strong is your club?



Does the club have a strong core of experienced members?

How does the club promote itself in the community?

Does the Club have 20 or more members or an increase of 5 members from the previous year?

How successful are your membership building programs?



How does the club retain and motivate existing members?



What does the club do to create variety in your club agenda each meeting to inspire members?

What does your club do to:

Increase member numbers and return existing members

Create variety in the agenda each meeting

Promote the club in the local community

Recognising and Celebrating Achievements How do you do this?



Hints:

In club meetings how do you
celebrate member's achievement?

Award applications should be immediately submitted to TI

Does your club recognise members who take on
club, district and International roles?

How does your club monitor your
member's progress through pathways?

Where does your club publicise club and member achievements?

Refer to DCP to plan club and member's achievements.

Let's look at what has worked:

Stage Time Toastmasters. Chartered 19/06/2010

Currently 29 members

An advanced club specifically looking at stage craft.

Consistently good results in speech contests.

How do they recognise achievements?

- All Pathways level completions are celebrated, and wherever possible there is the presentation of the certificates;
- Awards meeting at end of year to reward members' contributions throughout the year. (Stage Time Woodie Trophies);
- Membership anniversaries, especially the major ones;
- Major life achievements, new jobs, travel, all are celebrated;
- Events, such as Lifeboat, Cancer walk fund raisers;
- Stage Time moments - at the end of each meeting, everyone very briefly says what their highlights were. Often a way to celebrate particular members and what they have contributed.



Resources

[Moments of Truth \(290\)](#)

[Toastmasters International -Moments of Truth](#)

[Keeping the Commitment](#)

[Toastmasters International -Keeping the Commitment](#)

[Distinguished Club program](#)

[Club Performance - 70 \(toastmasters.org\)](#)

[1111-distinguished-club-program-ff.pdf \(azureedge.net\)](#)

[Toastmasters Magazines](#)

[Toastmasters International -Magazine](#)

[Toastmasters brand portal \(To create marketing materials\)](#)

[Toastmasters International -Brand Portal](#)