



D112 Club Officer Breakout Room Workbook – Presidents and Vice Presidents of Education

Agenda

Time	Action
6	• Introductions 10-30 sec per person
2	• Agenda Overview
5	• Committee Meetings – Check In
5	• DCP tracking as a club – Where are clubs at
13	• Review of Roles - Table Topics Section
15	• Annual Business Meeting – When How and Why?
3	• New Officer List & Officer Installation - When How and Why?

Club Officer Executive Committee Meetings

The executive committee meets as necessary to discuss club affairs. Some clubs' executive committees meet twice a month, while others meet monthly. How frequently the committee meets is its decision, but it is important for a newly elected committee to meet at the beginning of their term to discuss the budget and complete or update the Club Success Plan. Then regularly through the Toastmaster year review your club success plan to see how the club is tracking and changes that may be needed.

Documents on D112 Website use this [link](#)

Club Executive Meeting Template (editable) and Club Success Plan (shortened version)

Distinguished Club Program

Together, club officers set attainable goals for club success and develop a plan to achieve them. Focusing your efforts on achieving in the **Distinguished Club Program** (DCP) (Item 1111) is one of the best ways to ensure your club reaches its goals for education, membership, training, and administration.

A club that performs well in the DCP provides a higher-quality club experience for all its members.

Where is your club at?

Club Name		Club #		Division		Area	
How many Goals Met?			Club Goal? Distinguished, Select, Presidents			D/S/P	

Membership Figures – qualifying criteria 20 members or net growth of 5 new members

Base as at 1 st July 202x		Current Membership		How many new members 2 Goals = 4 + 4 (8)	
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Administration & Training

	1/10/2x	1/4/2x		30/6/2x	30/6/2x
Membership Renewal Dues on Time	Y/N	Y/N	Club Officer List on Time	Y/N	Y/N



Education

	Level 1	Level 2	Level 2 Plus	Level 3	Level 4, 5 or DTM	Level 4, 5 or DTM Plus
No. of awards needed	4	2	2	2	1	1
No. of awards achieved						

All Club Officer Roles (abridged version)

President:	<ul style="list-style-type: none"> Responsible for general supervision and operation of the club. Presides at Club and Executive Committee meetings. Conducts General Business at club meetings. Hosts the Area Director visits. Attends Area Council meetings and District Council Meetings (twice a year). Acts as a mentor and cheerleader for the club Learns how to motivate members to work as a team for the good of the club.
Vice President Education:	<ul style="list-style-type: none"> Responsible for promoting the Toastmasters Educational program to club members Orient and Inducts new members into Pathways Approves education awards in base camp Registers the education award for the member in club central Recognises achievement milestones for members at club meetings Prepares the meeting program, including club speech contests and educationals, club events Attends Area Council meetings and District Council Meetings (twice a year). Assigns mentors to club members Works with members to identify their goals and support them to achieve them Deputise for the president when unavailable, is the successor for the president in the following year
Vice President Membership:	<ul style="list-style-type: none"> Responsible for marketing and promoting the club Responds to queries to the club from prospective guests Maintains membership records. Contact members who leave the club – exit checklist Prepares visitor club information packs for guests Assists guests on their visits, informs them of the benefits of joining toastmasters and establishes interest in joining club or toastmasters (after - feedback on the meeting) Collects and manager paperwork for member application (then to treasurer) Formally induct new members to the club Motivates themselves and others to help in converting guests into members.
Vice President Public Relations:	<ul style="list-style-type: none"> Responsible for developing, implementing, and administering a publicity programme for the club. Maintains clubs social media presence, club website, newsletter, open house meetings Motivates themselves and others to help in getting guests into meetings.



Secretary:	<ul style="list-style-type: none"> Responsible for keeping all the club records and correspondence, submitting membership and officer records to Toastmasters International. Ensures that copies of records reach the correct people and that record retention policy are followed.
Treasurer:	<ul style="list-style-type: none"> Responsible for controlling the club's finances. In corporate clubs may also manage the sponsorship relationship with the company.
Sergeant at Arms:	<ul style="list-style-type: none"> Serves as the master host/hostess and looks after all the club equipment and resources, including refreshment supplies. Team lead in organising social functions, and in opening every meeting with a call to order has a speaking role at every meeting.
Immediate Past President:	<ul style="list-style-type: none"> Provides guidance and serves as a resource to current club officers and members. An active member of the Executive who acts as either a mentor or coach as required. A great role to learn the difference between mentoring and coaching.

Table Topics Section - 13 minutes

Time – 40 secs – max 1:00 (muted) – the timer is the facilitator.

President

Q. One of the responsibilities of the Club President is to	Notes
1. Attend area council and district council meetings? Tell us why you think it is important for president and VPED to attend these meetings? What have you learnt?	
2. To become the Immediate Past President the following year. How do you plan to do this role next year? What suggestions do you have on how you can help the club executive next year?	
3. To inspire members to seek and maintain high standards and move forward with their educational achievements. Do you do this if so, how? If you do not do this, how could you start and what would you do?	
4. Handle conflict in the club, or implement change in the club (e.g., venue hire cost or other venue requirements). Have you had to conflict (or change) in the club – share with us that experience and outcome? If not, how would you handle it, if it was to arise.	



Vice President Education

Q. One of the responsibilities of the VP Education is to	Notes
<p>5. Develop and prepare successful, varied educational meeting programmes, publishing the regular meeting rosters, including frequent educationals in the club programme.</p> <p>Tell us about what you do in your club? What tips would you like to share?</p>	
<p>6. Assign members to serve as Mentors and fulfil meeting roles.</p> <p>Tell us how you do this in your club? What tips would you like to share?</p>	
<p>7. Work towards own succession pathway to take on President role in the following year.</p> <p>What are you doing to get yourself ready for the club president role next year?</p>	
<p>8. VPED brings the DCP results to the executive meeting – how and where do you get it from and the process?</p> <p>Tell us the steps you use to prepare this report and any additional information you might bring to the executive meeting?</p>	
<p>9. Recognise Member Achievements when milestones achieved.</p> <p>How do you do this in your club, and what milestones do you recognise?</p>	
<p>10. Advice and support members in achieving personal development goals</p> <p>How do you establish what goals your members want to achieve and what steps do you put in place to support them?</p>	
<p>11. How far in advance should the club agenda be prepared for and what do you do to encourage members to tell you that they are attending the club meeting?</p>	



Annual Business Meeting – When, How and Why?

Training presentation on D112 website https://drive.google.com/file/d/1UPsAFRQ9tzPx6nfK5yestD5U_OTekKNm/view
See Club Officer Elections in the Leadership Manual. https://toastmasterscdn.azureedge.net/medias/files/department-documents/translations/club-leadership-handbook/1310-club-leadership-handbook_2021.pdf

Before the ABM...

- Start early to find members to stand for committee positions. Some clubs have presentations about the roles; others do Table Topics sessions to explain the roles; others have desk files showing what each role does. You can shoulder-tap people early in the TM year so they can shadow a current committee member and see what they do. That would make their transition into the role easier if they're elected.
- Hold your elections at the first meeting you have in **May** to elect the officers who will take over on 1 July.
- You need at least three committee members: President, VP Education and Secretary. These three must be different people. Club life is easier if you also have the other roles filled.

During the ABM...

- The President runs the ABM and there must be a quorum for the election to count. A quorum is the majority (i.e., more than half) of the active members of the club so make sure you encourage everyone to come to that meeting and you know how to calculate a majority.

Generic Script for a Club Annual Business Meeting | [PDF](#) and [Word](#) (provided by Murray Coutts, DTM, PDDG, and reviewed by Chrissy Meyer, DTM, PDDG)

ABM Agenda Example

Club President

- Welcome
 - Apologies
 - Confirmation of agenda (request for items of general business)
 - Minutes of the last ABM
 - Matters arising
 - Correspondence (relating to ABM only)
 - Matters arising from the correspondence
 - Financial report (presented by club treasurer)
 - Matters arising from financial report
 - Presidents Report (can include all officers reports or club officers can present themselves)
 - Election of officers (refer to [Leadership Manual](#) page 53 short speeches)
 - General business
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- the Secretary brings the minutes of the previous ABM to have them confirmed by the members who attended that meeting.
 - the Treasurer presents a financial report for the year-to-date so the club members can understand how the club funds have been used.
 - the President gives a report.
 - the Secretary takes minutes of the ABM and sends out a draft to the attending members afterwards so anyone who wants any changes can let them know. There's no point in leaving this until the year after because people usually won't remember the meeting well enough.



- Elections are a formal process, and it pays to follow a set procedure, so your club officers are properly elected. If you have questions about it, ask your Area Director before the meeting.

New Club Officer List

Once you've elected your officers, you need to notify: TI, through Club Central - www.toastmasters.org.

Deadline – 30 June but do as soon as election is completed in May.

This is completed by the club secretary, though club presidents should ensure it is completed.

Remember that you're adding the NEW committee. Don't overtype the old committee.

Make sure you do this step so that your committee members get credit for their roles, your Pathways Base Camp managers are right, and the emails with all the Area, Division, District, and International news get to the right people.

Review Club Details – update club visitor pack after 1 July of new club officer details, website – free toast host, easy speak etc.

New Club Officer Installation

Consider having a formal welcome to the new committee at a club meeting. They've just taken on a volunteer role and will be giving up their time to run the club. Suggested script in Leadership Manual.

Get the incoming committee to attend the last few meetings of the outgoing committee so the handover of roles is smooth. The incoming committee takes over on 1 July.