



Greetings Club Officers,

A club officer has a very important role within Toastmasters International. The success of a club and its members depend on how well you and your fellow club officers execute your responsibilities. By providing leadership and support, you can foster a positive environment conducive to members' personal and professional growth, allowing them to achieve their Toastmasters education program and personal goals.

Districts must conduct club officer training twice yearly.

The first training must occur between June 1 and August 31, when officers begin their terms – COT Round One. The second training must occur between December 1 and February 28 (or 29).

This means that club officers **must attend training twice a year.**

Clubs that have at least four officers attend training during each of these training periods and receive credit toward the training goal in the Distinguished Club Program.

District 112 Club Officer Training (COT) Round One

The following are the details for our district club officer training, known as COT.

- All sessions will be on zoom
- Eight Sessions for COT Round One
- All round one COT training sessions will be three hours (two 10-minute breaks will be scheduled)
- Officers must attend the full three hours to meet the training criteria
- **July** – designed for brand new officers (but available to any officer)
- **August** – more advanced topics (also available to new officers)
- The district trio will be hosting officer training supported by division and area directors

Special Note: Officers who hold **multiple officer roles** in their club or multiple clubs **will NOT be required** to attend multiple COT sessions unless they wish to for ROUND ONE.

A different approach for ROUND TWO club officer training (more details to come).

Registration

Please Register for this training. Use the links on D112 Calendar for all dates

<https://d112tm.org.nz/district-calendar/>. Pre-registration is important for planning purposes.

If you would like to do club officer training as an executive team event at a private home or your club, you will need a device **each** for the officer breakout room discussions but can be together for all other sessions. All members are most welcome.

Club Officer Training Incentives

- Round One – for all clubs that have all **seven registered club officers** attend COT (full 3 hours), marketing assistance value to \$30 (e.g., Facebook boosting, or help with increasing online presence)
- Round Two – to be confirmed
- Seven Officers at Round One and Round Two – One Prize Ticket to D112 May Conference 2023 for each club to award a member as they feel is best for their club.



New Officers

This training is for new officers or officers taking on a new role for the first time, but anyone is welcome to attend.

Thursday 14 July 2022	Saturday 16 July 2022	Wednesday 20 July 2022	Monday 25 July 2022
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New Officer Agenda – start time 6 pm during the week and start time on Saturday 9 am

6:00 pm	Explanation of Toastmasters, History, Values, Leadership benefits, Support from Area Director Visits and Area Council Meetings
6:15 pm	Getting started – Leadership Manual – Key Pages and Timelines
6:30 pm	D112 Website, resources, and templates for officers
6:40 pm	Being a club officer – What will you learn? What are the benefits (group/panel discussion)
6:50 pm	Break for 10 minutes – stretch your legs, grab a bite or a cuppa
7:00 pm	Officer Breakout Sessions – combined – Presidents and Vice President of Education, VP of Membership and VP of Public Relations, Secretary, Treasurers and Sergeant at Arms
7:50 pm	Break for 10 minutes – stretch your legs, grab a bite or a cuppa
8:00 pm	Distinguished Club Program – what it is and how clubs can track their progress
8:15 pm	Moments of Truth – How – When – What to do with the information
8:30 pm	Club Contests – Rules and dates for the year
8:45 pm	Recap on all officer roles

Advanced Officers

This training is for advanced officers who have previously held officer roles, but anyone is welcome to attend.

Monday 1 August 2022	Wednesday 10 August 2022	Thursday 18 August 2022	Saturday 27 Aug 2022
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Advance Officer Agenda – start time 6 pm during the week and start time on Saturday 9 am

6:00 pm	Being a club officer – What will you learn? What are the benefits (group/panel discussion)
6:15 pm	Pathways Adoption – How is your club tracking?
6:30 pm	Road to DTM - are you on track - how to help members?
6:40 pm	Member Survey - Getting Feedback from your new members and exit checklist
6:50 pm	Break for 10 minutes – stretch your legs, grab a bite or a cuppa
7:00 pm	Officer Breakout Sessions – combined – Presidents and Vice President of Education, VP of Membership and VP of Public Relations, Secretary, Treasurers and Sergeant at Arms
7:50 pm	Break for 10 minutes – stretch your legs, grab a bite or a cuppa
8:00 pm	Creating an Online Presence
8:15 pm	Running successful club contests - conference dates.
8:30 pm	Enhancing Evaluations
8:45 pm	Commonly asked officer questions.

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