



**President**

# CLUB OFFICER TRAINING

**TOASTMASTERS INTERNATIONAL**

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# PREPARE FOR TRAINING

Welcome to Club Officer Training. As a training facilitator, you are responsible for conveying the information that club officers need to fulfill their roles. Well-trained club officers are equipped to enhance club quality, develop and lead successful teams and thrive in the Distinguished Club Program. All of these abilities contribute to fulfill the club mission.

Club officers dedicate valuable time and provide a tremendous service to Toastmasters. It is important that they understand the importance of their roles and know how appreciated they are.

While many club officers will be content, and even enthusiastic, about their new responsibilities, others may feel uncertain and obligated. Attending the training and fulfilling their roles implies great commitment deserving of recognition.

As a training facilitator, it's important not to overwhelm club officers. Be sure to impart to them that support is close at hand. Their fellow club officers, district leaders, and the staff at World Headquarters are all available and eager to assist them.

Each session in the Club Officer Training consists of a facilitator guide and a PowerPoint presentation.

## Facilitator Guide

This is a tool to guide the facilitator in teaching the session. Each session includes a corresponding facilitator guide. The facilitator should print him or herself a copy of the facilitator guide for each session.

## PowerPoint Presentation

This is to be presented by the facilitator during the session. There is one presentation for each session. The facilitator downloads the presentation to his or her laptop before the training and makes sure to have a projector and screen available during the session. The PowerPoint slides correspond to instructions in the facilitator guide.

## Facilitator Preparation

Before the training, review *From Speaker to Trainer* (Item 257A) for instructions about presenting, especially if you are new to facilitating training sessions.

Learn about the location where the training takes place. Determine the best way to set up the room, and confirm the equipment that is available there.

Communicate with participants well in advance. Make sure they know what to expect — where to go, what to bring, how long sessions last, and so on. Send reminders as the training date nears.

Visit the Logos, Images and Templates page at [www.toastmasters.org/resources/logos-images-and-templates](http://www.toastmasters.org/resources/logos-images-and-templates) for templates to create professional-looking agendas, training invitations, name cards, and other material for the sessions.

## USING THE FACILITATOR GUIDE

The facilitator guide is designed to be easy to use with detailed instructions. Nonetheless, be personable; it's okay to add your own anecdotes to the sessions and share what is unique in your district.

The facilitator guide of each session is organized the same way:

- The introduction begins with an explanation of the session.
- An overview lists the topics presented in the session.
- Objectives are what the club officers will be able to do as a result of attending the session.
- The materials you need to conduct the session are listed after the objectives.
- The length of time it should take you to conduct the session is suggested under the heading Duration.
- Beginning with the title of the first section, the guide presents a series of step-by-step instructions telling you exactly how to conduct the session.
- Throughout the guide, notes to the facilitator provide you with information to help you understand the purpose of the subsequent section or activity. By understanding what club officers are meant to learn, you can more easily guide discussions and answer questions.
- The outside margins provide space for you to take notes.

## Verbs

To help the facilitator refer to the guide at a glance, a limited number of verbs are used to begin each of the numbered steps in the sessions:

1. **SHOW:** to present a visual aid
2. **PRESENT:** to impart knowledge pertinent to session objectives
3. **TELL:** to offer information not directly relevant to session objectives
4. **ASK:** to request actual answers from participants (At times, the question is followed by possible answers. Give participants an opportunity to offer answers; then share any that weren't covered.)
5. **INSTRUCT:** to tell participants to do something
6. **TIME:** to keep track of time
7. **WRITE:** to record ideas so they are visible to participants
8. **DISCUSS:** to facilitate a conversation among the group

## Icons

The following icons appear in the margins throughout the facilitator guide to indicate specific actions the facilitator takes at that step:



Show a visual aid.



Ask questions.



Write on a flipchart.



Instruct participants to work in small groups.

10 minutes



Track time.



## Bullet Points

Color-coded bullet points in the facilitator guide also help you stay on track:

- Session objectives and materials are listed in the overview of each session with yellow bullet points.
- Light blue bullet points indicate content-related information to share with participants.
- Questions are posed using navy blue bullet points.
  - At times, questions are followed by possible answers. Give participants an opportunity to offer answers; then share any that weren't covered.





# President

## NOTE TO FACILITATOR

During this session, you will present content, lead brief discussions and coordinate two activities to familiarize presidents with their role and responsibilities.

First, you will present the role and use an activity to encourage participants to reflect on how the president supports the club mission.

Second, you will present specific responsibilities of the president in the club meeting, outside the club meeting and on the executive committee. Then, you will lead an activity to help presidents prioritize their duties.

Third, you will present participants with a checklist to help them get started in their role.

## Introduction

The purpose of this session is to help presidents understand their role in the Toastmasters club.

## Overview

First, presidents learn about their role within the club. Then, they identify the responsibilities of their role within club and club executive committee meetings. To conclude, presidents find specific resources to help them fulfill their responsibilities.

In this session, facilitators present the following topics:

- President Role
- President Responsibilities
- President Resources

## Objectives

After completing this session, presidents will be able to:

- Identify their role within the club
- Fulfill their responsibilities within the club and club executive committee
- Find resources that help them fulfill their responsibilities

## Materials

- PowerPoint
- Flipchart
- Markers

## Time

- 1 hour

## Facilitator Resources

- [Club Leadership Handbook \(Item 222\)](#)

# Introduction

## NOTE TO FACILITATOR

When you introduce yourself, be sure to mention your background in Toastmasters. Highlight the awards you've received, how long you've been a member and what club officer roles you've served.

If someone asks you a question and you don't know the answer, send the question back to the group. Try asking, "What do you all think?" or "Does anyone have insight on this issue?" Club officers who have served before are great resources.

1. SHOW the Introduction slide.



2. PRESENT

- Congratulations! As the elected president of your Toastmasters club, you have an opportunity to set the tone for your club and provide supportive leadership.
- Your influence and example bring out the best in members and club officers alike.

## NOTE TO FACILITATOR

Make an effort to vary your tone of voice when reading information off of slides.





3. SHOW the Session Agenda slide.

### Agenda



▶ President Role



▶ President Responsibilities



▶ President Resources

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4. PRESENT the session agenda:

- President Role
- President Responsibilities
- President Resources



5. SHOW the Session Objectives slide.

### Session Objectives

- ▶ Identify your role
- ▶ Fulfill your responsibilities
- ▶ Find resources that help you



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6. PRESENT the session objectives:

- After completing this session, you will be able to:
  - Identify your role within the club

- Fulfill your responsibilities within the club and club executive committee
- Find resources that help you fulfill your responsibilities

# President Role

(25 minutes)

## NOTE TO FACILITATOR

As you present this section, think about your experience. If you have served as a president, identify examples you can share with participants.



1. SHOW the President Role slide.



2. TELL presidents they can find information about their role in the *Club Leadership Handbook* (Item 1310).

## NOTE TO FACILITATOR

When asking a question to the group, give participants time to think. Wait at least 10 seconds for participants to reflect and respond.



3. ASK
  - What is the essence of the president role?
    - Sets the tone for the club
    - Provides leadership to executive committee and club members



**NOTE TO FACILITATOR**

Leading large group discussions is easier when participants raise hands and wait to be called on before speaking. This ensures that everyone is heard and interruptions are minimal.

## 4. PRESENT

- Through this session you will learn how to make this manageable.

**NOTE TO FACILITATOR**

Sometimes group discussion goes on for too long or gets off track. Try bringing the group's attention back to the topic by referring to the session agenda and inviting members to continue their conversations after the session.

For example: "I'm glad we all have so many success stories to share about our time with Toastmasters, and I encourage you to continue these conversations after the session. For now, let's get back to discussing your responsibilities on the executive committee."

## 5. ASK

- What are the responsibilities of the president?
  - Preside over meetings
  - Earn distinguished club recognition
  - Lead and guide
  - Base Camp Manager

## 6. Write responses on a flip chart.

## 7. PRESENT

- Your role as president as stated in the Club Constitution and Standard Bylaws of Toastmasters International is: "The club president is the chief executive officer of this club and is responsible for fulfilling the mission of the club. The president presides at meetings of this club and the club executive committee; appoints all committees; and has general supervision of the operation of this club."
- The constitution provides a definition. Yet, there are many responsibilities that make up the day-to-day activities of a president.
- Everything you do as president should support the club mission.





## Activity: President Role

### NOTE TO FACILITATOR

For this activity, you will review the club mission statement with the group and ask participants to get into teams of four. Each team will be asked to brainstorm how their role supports the club mission.



1. SHOW the Activity: President Role slide.



2. ASK
  - What is the club mission?
    - We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.



3. INSTRUCT presidents to arrange themselves in teams of four.
4. INSTRUCT teams to spend 15 minutes brainstorming how the president supports the achievement of the club mission.

### NOTE TO FACILITATOR

Walk around during the team discussions. This will allow you to answer any questions that come up and give you an idea of the responses the teams will share.

15 minutes



5. TIME 15 minutes.

**NOTE TO FACILITATOR**

Indicate that time is up with a positive statement, such as “Let’s talk together now,” rather than simply announcing, “Time’s up!”

6. INSTRUCT each team to share their findings with the group.
7. INSTRUCT presidents to return to their seats.

## Debrief: President Role

### 1. PRESENT

- As president, you preside over meetings and earn distinguished club recognition.
- Everything you do as president supports the club mission.
- Let’s take a closer look at your responsibilities and the tools you can use to fulfill your role.



# President Responsibilities

(30 minutes)



1. SHOW the President Responsibilities slide.



2. PRESENT

- Your president responsibilities are in three categories:
  - The Club Meeting
  - Outside the Club Meeting
  - The Executive Committee
- We'll start by exploring your club meeting responsibilities.

## The Club Meeting

1. SHOW the Club Meeting slide.


**The Club Meeting**

- ▶ Before Club Meetings
- ▶ Upon Arrival at Club Meetings
- ▶ During Club Meetings



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2. PRESENT

- Your club meeting responsibilities are split into three types:
  - Before Club Meetings
  - Upon Arrival at Club Meetings
  - During Club Meetings

3. SHOW the Before Club Meetings slide.


**Before Club Meetings**

- ▶ Ask VPE about special recognition or member inductions.
- ▶ Plan the business portion of the meeting.
- ▶ Review parliamentary procedure.



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4. PRESENT

- Before Club Meetings:
  - Ask the vice president education if any members are to receive special recognition at the meeting.
  - Ask the vice president membership if any new members are to be inducted at the meeting.
  - Plan the business portion of the meeting.
  - Review necessary parliamentary procedure.



5. SHOW the Upon Arrival at Club Meetings slide.

**Upon Arrival at Club Meetings**

- ▶ Review the meeting agenda.
- ▶ Greet guests and members.

A photograph of a man in a light-colored vest over a blue shirt, holding a folder and talking to a group of people. He is smiling and appears to be in a meeting or social setting.


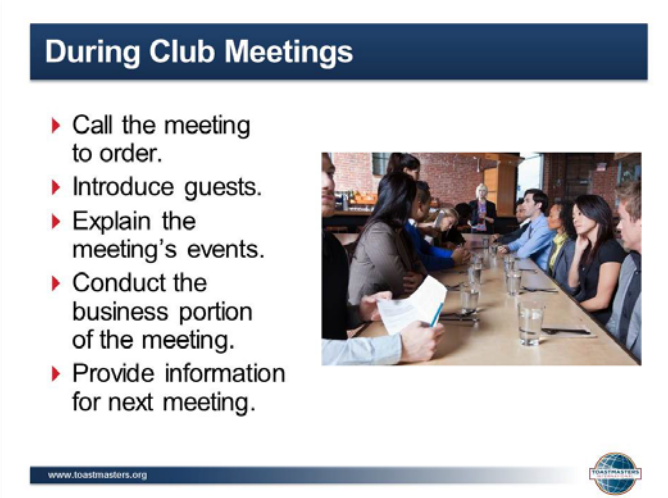
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6. PRESENT


- Upon Arrival at Club Meetings:
  - Review the meeting agenda.
  - Greet guests and members as they arrive to make them feel welcome.

## 7. SHOW the During Club Meetings slide.


  


**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.



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## 8. PRESENT

- During Club Meetings:
  - Call the meeting to order promptly at the scheduled time.
  - Introduce guests.
  - Briefly explain the meeting's events for the benefit of guests.
  - Introduce the Toastmaster of the meeting.
  - Conduct the business portion of meeting.
  - Give the date, time and place of the next meeting.

## 9. SHOW the During Club Meetings slide.


**During Club Meetings**

- ▶ Make any announcements.
- ▶ Adjourn the meeting.



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## 9. PRESENT

- During Club Meetings, continued:
  - Make any announcements.
  - Adjourn the meeting on time.

## Outside the Club Meeting



1. SHOW the Outside the Club Meeting slide.

### Outside the Club Meeting

- ▶ Attend and vote at council meetings.
- ▶ Attend and vote at the Annual Business Meeting.
- ▶ Appoint the audit committee.
- ▶ Appoint the nominating committee.



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## 2. PRESENT

- Outside the Club Meeting:
  - Attend and vote at area and district council meetings.
  - Attend the Annual Business Meeting at the International Convention to vote on behalf of the club or assign your club's proxy to a member who is attending the International Convention.
  - Appoint the club's audit committee near the end of the term.
  - Appoint the nominating committee to nominate new club officers before the beginning of the term.





### 3. SHOW the Outside the Club Meeting slide.

## Outside the Club Meeting

- ▶ Receive official correspondence from World Headquarters.
- ▶ Schedule and chair executive committee meetings.
- ▶ Develop and improve club leadership.
- ▶ Oversee Club administration.

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### 4. PRESENT

- Outside the Club Meeting:
  - Receive official correspondence from World Headquarters, such as *The Leader Letter*, and a copy of the *Club Leadership Handbook* (Item 1310) for each incumbent club officer.
  - Schedule and chair club executive committee meetings.
  - **Develop and improve club leadership.** Club presidents must facilitate the development and achievement of club and member goals. To do this the president must:
    - Ensure club officers know what their responsibilities are and how to fulfill them.
    - Search for leaders, ensure all club offices are filled for the succeeding term and conduct timely elections.
    - Prepare his or her successor for office.
  - **Club administration.** Club presidents ensure that the mechanisms of the club run smoothly. This means attending to details and managerial issues such as:
    - Overseeing the administrative operation of the club in compliance with the Club Constitution and Bylaws.
    - Scheduling and chairing monthly executive committee meetings.



## 5. SHOW the Outside the Club Meeting slide.

### Outside the Club Meeting

- ▶ Advance club and member achievement.
- ▶ Interact effectively with other organization levels.



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## 6. PRESENT

- Outside the Club Meeting, continued:
  - **Advance club and member achievement.** Presidents must focus considerable attention on how to achieve and maintain quality for the club and members. To accomplish this, a president must:
    - Oversee the plan to achieve Distinguished Club Program goals and ensure the club is Distinguished.
    - Ensure the club has an ongoing membership-building program.
    - Encourage communication and leadership development by promoting all education awards (Competent Communicator, Competent Leader, Advanced Communicator Bronze, Advanced Communicator Silver, Advanced Communicator Gold, Advanced Leader Bronze, Advanced Leader Silver, Distinguished Toastmaster, Level 1, Level 2, Level 3, Level 4 and Level 5 of the member's selected path).
    - Facilitate member progress in the Toastmasters Pathways learning experience by verifying education, approving requests, and tracking progress on Base Camp.
  - **Effective interaction with other organization levels.** The president and the executive committee are liaisons between club members and the area, district and International leadership. Two ways the president maintains a relationship with the district and World Headquarters are by:
    - Attending and voting the club's proxy at district council meetings or authorizing a club member to do so.

## The Executive Committee

1. SHOW the Executive Committee slide.



### The Executive Committee

- ▶ Oversee the executive committee.
- ▶ Ensure the executive committee completes its duties




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2. PRESENT

- Now that we've looked at your club meeting responsibilities, we'll look at your executive committee responsibilities.
  - Oversee the executive committee.
  - Ensure that the executive committee has completed its duties


3. SHOW the Executive Committee Duties slide.



### Executive Committee 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.

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4. PRESENT

- Executive Committee 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.

5. PRESENT

- Now that we've looked at your responsibilities in and out of the club, as well as your executive committee, we can explore the specifics.



### Activity: How to Fulfill the President Responsibilities

**NOTE TO FACILITATOR**

This activity begins with a group discussion about the most important responsibilities of the president. Write the responses on a flip chart.

Then, ask participants to get into teams of four and assign each team a responsibility from the flip chart. Each team will create an action plan to fulfill their assigned responsibility. If there aren't enough responsibilities, assign two groups to each responsibility.



1. SHOW the Activity: How to Fulfill President Responsibilities slide.

**How to Fulfill the President Responsibilities**


- ▶ How
- ▶ When
- ▶ Who
- ▶ What

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2. ASK
  - What are the most important responsibilities you have as president?
3. WRITE responses on the flipchart.
4. INSTRUCT presidents to arrange themselves in teams of four and assign each team a president responsibility from the flipchart.
5. SHOW the President Responsibility Action Plan slide.

**President Responsibility Action Plan**

- ▶ How will you fulfill this responsibility?
- ▶ When will each action be completed?
- ▶ Who is available to help you?
- ▶ What materials and resources can you use?

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6. INSTRUCT teams to spend 15 minutes answering the following questions for their category.
  - How will you fulfill this responsibility? (What specific actions will you complete?)
  - When will each action be completed?
  - Who is available to help you?
  - What materials and resources can you use?
7. TIME 15 minutes.
8. INSTRUCT each team to share their findings with the group.
9. INSTRUCT presidents to return to their seats.



15 minutes



## Debrief: President Responsibilities

### 1. PRESENT

- You have responsibilities related to the club meeting and club executive committee.
- All of your responsibilities help to achieve club goals.
- Next, we'll look at some resources to help you fulfill your role.

# President Resources

1. SHOW the President Resources slide.



2. PRESENT

- There are several resources available to help you in your role as president.
- First, there is a checklist to get started.

3. SHOW the Getting Started slide.



4. PRESENT

- Getting Started

- Attend district-sponsored club-officer training program.
- Read the *Club Leadership Handbook* (Item 1310) and *Distinguished Club Program and Club Success Plan* (Item 1111).
- Meet with the outgoing executive committee to transfer any necessary information.
- Meet with the outgoing president to transfer any necessary files or information.
- Meet with the current executive committee and develop the Club Success Plan and budget.



5. SHOW the Additional Resources slide.

### Additional Resources

| <b>President Resources</b>  |  |
|---|--|
| <i>Chairman</i> (Item 200)  | <a href="http://www.toastmasters.org/200">www.toastmasters.org/200</a>                 |
| Club Constitution for Clubs of Toastmasters International           | <a href="http://www.toastmasters.org/policies">www.toastmasters.org/policies</a>       |
| <i>Distinguished Club Program and Club Success Plan</i> (Item 1111) | <a href="http://www.toastmasters.org/1111">www.toastmasters.org/1111</a>               |
| Distinguished Club Program Goals (Item 1111C)                       | <a href="http://www.toastmasters.org/1111C">www.toastmasters.org/1111C</a>             |
| Speechcraft information   | <a href="http://www.toastmasters.org/speechcraft">www.toastmasters.org/speechcraft</a> |

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6. PRESENT

- Additional resources can be found in the *Club Leadership Handbook* (Item 1310) in the President section.



## Debrief: President Resources

1. PRESENT

- There are many resources available to the president through the Toastmasters website and manuals.



# Conclusion

1. SHOW the Conclusion slide.



2. PRESENT

- Club presidents open and preside over all club and club executive meetings.
- The president sets the tone for the entire club through preparation, conducting well-run meetings and providing leadership whenever required.
- Working closely with the executive committee, the president strategizes and communicates with team officers to achieve Distinguished Club status.
- The entire executive committee shares responsibilities to deliver a positive member experience, achieve goals, drive membership growth and look for future leaders.
- Connect with leaders in other clubs to gain knowledge. The club president can impact individuals, an entire club, community and beyond.
- Leadership experience and opportunity await you. Have a great term ahead!

3. INSTRUCT presidents to take the session evaluation.



# Evaluation

|  | BEGINNER                 | INTERMEDIATE             | ADVANCED                 |
|--|--------------------------|--------------------------|--------------------------|
| What level of knowledge of the topic did you have prior to this session? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Indicate to what degree you agree with the following statements about this session.

|   | STRONGLY AGREE           | AGREE                    | NEITHER AGREE NOR DISAGREE | DISAGREE                 | STRONGLY DISAGREE        |
|---|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| Overall, I was satisfied with the session.    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| I will use the content to strengthen my club. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| The learning objectives were met.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| Will you implement at least one idea from this session in the next 30 days? | <input type="checkbox"/> | <input type="checkbox"/> |

Write your comments about the session.

Indicate to what degree you agree that the facilitator demonstrated the following:

|                                       | STRONGLY AGREE           | AGREE                    | NEITHER AGREE NOR DISAGREE | DISAGREE                 | STRONGLY DISAGREE        |
|---------------------------------------|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| Solid knowledge of the subject matter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| Excellent presentation skills         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |

