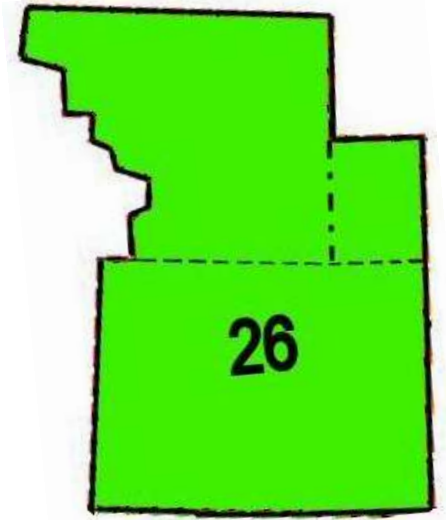


Welcome to Toastmasters



District 26 Combined Officer Training

Created by Michelle Chapman – Updated by Bea Macliz



Today's Agenda

- Introductions
- TM Important Information
- DCP Overview
- Each Club Officer Position
 - Primary Responsibilities
 - Discussion of Best Practices

Introductions

■ District Officers (The Trio)

- District Governor, Norm Frickey
- Lieutenant Governor Education & Training, Bea Macliz
- Lieutenant Governor Marketing, Tom Hobbs

■ Other District Officers

- Public Relations Officer, Carol Harris
- Treasurer, Gus Ray
- Secretary, Connie Akins
- Immediate Past District Governor, Julia Davis


Introductions

■ Your Division Leaders


- Metro Division Governor, Elaine Love
- Metro Area 1 Governor, Mark Krekeler
- Metro Area 2 Governor, Paul Kent
- Metro Area 3 Governor, Amber Clark
- Metro Area 4 Governor, Tyler Hart
- Metro Area 5 Governor, Dalila Martinez
- Metro Area 6 Governor, Shari Quackenbush



The Mission of a Toastmasters Club



To provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills which in turn foster self-confidence and personal growth.





You're Part of Something Big

- Since 1924
- Over 12,500 clubs
- 106 countries
- > 325,000 members

Fall 2011 Contests

Humorous Speech Contest

4:30 – 7:30 minutes

Evaluation Contest

2:00 – 3:30 minute(s)

Eligibility

- Must be a member in good standing of the club they represent
 - The club must also be in good standing
- Speech must be substantially original; avoiding one-liners
 - Maintain eligibility at all levels of the contest
- Complete the Speaker's Certification of Eligibility and Originality

Fall 2011 Contests Dates

Club Level Contests

Prior to Area

Area Contests (As Announced)

Prior to Division

Southern Division

October 8

Metro & Denver Division

October 15

Eastern & Foothills Divisions

October 22

Northern Division

October 29

District 26 (Spring Conference)

November 11 & 12

Communication and Leadership Tracks

TI's Educational System



Distinguished Club program (DCP)

10 Goals

- 1) **Two CCs**
- 2) **Two more CCs**
- 3) **One ACB, ACS or ACG**
- 4) **One more ACB, ACS or ACG**
- 5) **One CL, ALB, ALS or DTM**

Distinguished Club program (DCP)

10 Goals

- 6) One more CL, ALB, ALS or DTM**
- 7) Four new members**
- 8) Four more new members**
- 9) Minimum four officers trained each training period**
- 10) One dues renewal invoice and one officer list submitted on time.**



A Few TM Basics

- TM year July 1 – June 30th
- Officer List Due: June 30, December 31
- Dues due: October 1, April 1
- Great info at:
 - www.toastmasters.org
 - www.d26toastmasters.org

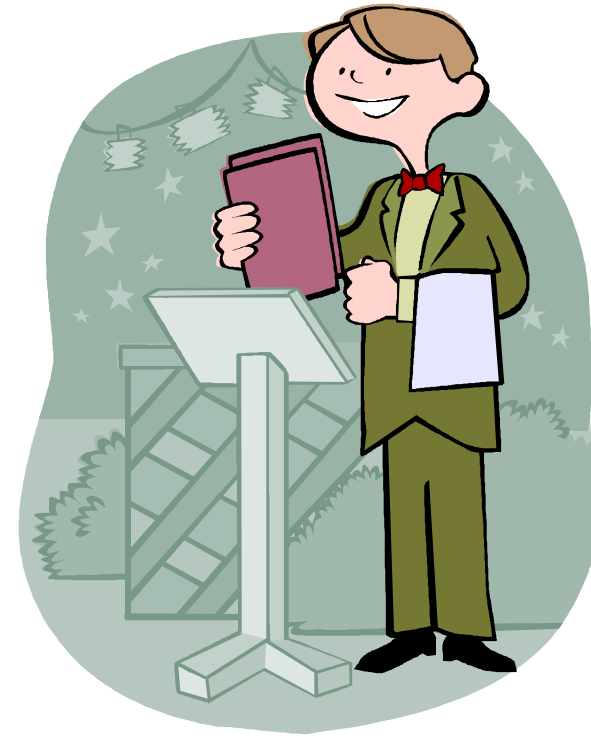
THE TEAM

- **Sgt-at-Arms**
- **Secretary**
- **Treasurer**
- **VP Public Relations**
- **VP Membership**
- **VP Education**
- **President**



Sgt-at-Arms

- **Maintain equipment/supplies**
- **Arrange room**
- **Greet members/guests**
- **Introduce guests to specific members**
- **Officer meeting participation**





Secretary

- **Maintain Membership Roster**
- **Submit Timely Officer List to TI**
- **Manage Club Files**
- **Greet Members/Guests**
- **Prepare Meeting Minutes**

Treasurer

- **Manage Budget/Bank Account**
- **Collect/Pay Member Dues**
- **Timely File Annual IRS Report**
- **Greet Members/Guests**
- **Officer Meeting Participation**



VP Public Relations



- Plan PR Program
- Prepare PR Materials
 - Club Website
 - Fliers
 - Newsletter



FreeToastHost.org

A free Web-hosting service for clubs!

**Use it to
create and maintain a professional-
looking Web site**

No Web-site design experience necessary!!

VP Membership

- **Welcome Guests**
- **Explain Benefits**
- **Help Complete Application**
- **Welcome New Members**
- **Prompt Follow-up**



VP Education

- **Cook Up Creative Meetings**
- **Assign Meeting Roles**
- **Promote Both Tracks**
- **Orient New Members**
- **Manage Mentor Program**
- **Encourage TM Activities**

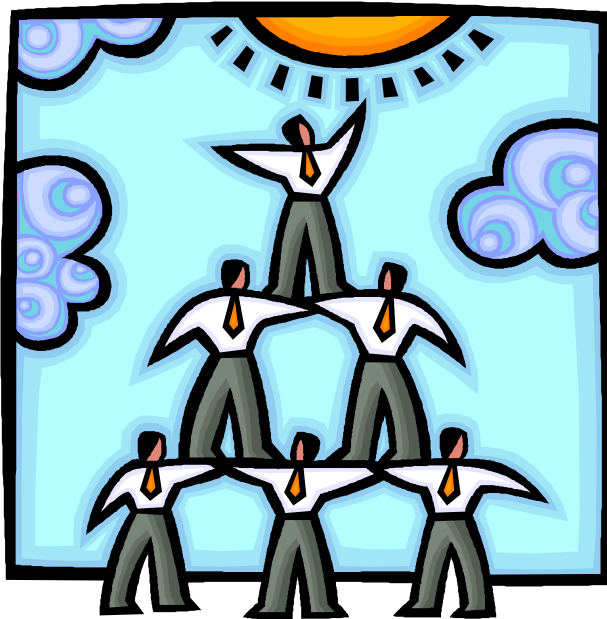


- 
- A man in a tuxedo is blowing bubbles. A large blue thought bubble is connected to the bubbles he is blowing. Inside the thought bubble is a list of three items, each preceded by a red square bullet point.
- Encourage Active Participation
 - Keep Membership at 20+
 - Be Enthusiastic

President

Plan to Make Your Club Vision a Reality

- **Communicate Vision**
- **Set and Achieve Goals**
- **Encourage Participation**
 - TLI
 - Contests
 - Conferences
- **Keep Eye Out for Leaders**





President and VP Education

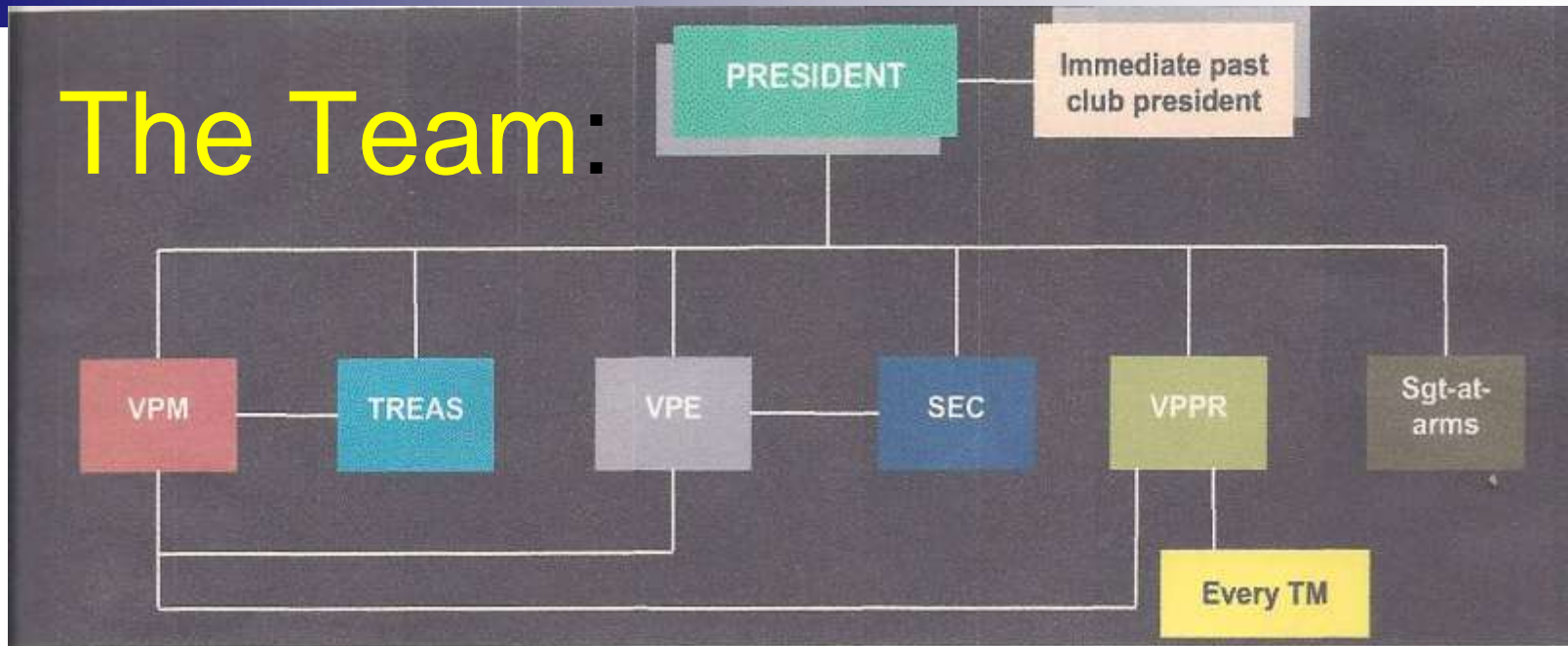
- **Act as liaison between club / area / district**
- **Participate in and vote at area / district functions**
- **Vote at the International Convention**



All Officers:

- **Greet members/guests**
- **Participate in Officer's meetings**
- **Find and train replacement**

The Team:



PRESIDENT: Oversees, Delegates, Coordinates

VPM: Membership coordinator – works with VPE and VPPR

TREAS: Works with VPM to ensure club member status

VPE: 2nd Ranking Officers - Develops Educational Programs

SEC: Keep meeting minutes -- TREAS: Accounts for funds

VPPR: Works to publicize club; web, newsletter

Sgt-at-Arms: Room setup; meet and greet



**Leadership
Communication**