

District 72 Club Officer Training

January/February 2022

Participants’ Workbook

***Sowing Seeds***

Name:

Club(s):

**A Toastmaster’s Promise**As a member of Toastmasters International and my club, I promise:

* + To attend club meetings regularly
  + To prepare all of my projects to the best of my ability, basing them on the Toastmasters education progamme
  + To prepare for and fulfil meeting assignments
  + To provide fellow members with helpful, constructive evaluations
  + To help the club maintain the positive, friendly environment necessary for all members to learn and grow
  + To serve my club as an officer when called upon to do so
  + To treat my fellow club members and our guests with respect and courtesy
  + To bring guests to club meetings so they can see the benefits Toastmasters membership offers
  + To adhere to the guidelines and rules for all Toastmasters education and recognition programs
  + To act within Toastmasters’ core values of integrity, respect, service and excellence during the conduct of all Toastmasters activities.



**Welcome to Club Officer Training (COT)**

Welcome to the second round of Club Officer Training for the 2021/22 Toastmasters year.

As club officers we commit to attending club officer training twice a year, on behalf of our clubs and the District, I thank you for keeping that commitment.

Being a club officer is not only about supporting and running our clubs, it is also a journey of personal growth as we begin or continue our leadership journey.

Attending Club Officer Training gives us the opportunity to learn different ideas on how to improve our club meetings, it is also an opportunity to share our combined knowledge with our fellow club officers and find answers to those questions that we don't have answers to, or simply to find ideas that we can incorporate into our own clubs. The sharing of ideas and knowledge is how we grow.

The District training team presents a varied programme over the two rounds of club officer training and I am sure there will be something from each session that helps each of you to grow as a club officer and Toastmaster.

Remember to bring an open mind and a willingness to learn.

Dave O’Brien

District 72 Director

**Agenda**

|  |  |  |
| --- | --- | --- |
| **Time allocated** | **Activity** | |
| 15 mins  (pre-start) | **Practise Zoom functions/networking** | |
| 5 mins | **Welcome and introductions/Zoom protocols** | |
| 30 mins | **Your club officer role (breakout groups)** | |
| 30 mins | **Workshops 1 (choose one of Pathways, District Roles, Mentoring, Hybrid Meetings)** | |
| 20 mins | **Break** | |
| 30 mins | **Annual Business Meeting** |
| 30 mins | **Workshops 2 (choose one of Pathways, District Roles, Mentoring, Hybrid Meetings)** |
| 30 mins | **Succession Planning** | |
| 5 mins | **Close** |

**Workshops**

* **Pathways**: Find out more about the two new Level 1 projects, and how to come up with interesting ideas for approaching projects.
* **District Roles**: Interactive session on what Area/Division Directors do in practical terms, to supplement Division Director’s Handbook.
* **Mentoring**: How you can be more effective in helping to grow your club, your fellow Toastmasters and yourselves!
* **Hybrid Club Meetings**: Yes, they are coming. Find out how to be ready.

**Who’s Who in 72**

District Director: David O’Brien, DTM director.d72@toastmasters.org.nz

Programme Quality Director Kathryn Duncan, DTM programquality.d72@toastmasters.org.nz

Club Growth Director Glen Pearce, DTM clubgrowth.d72@toastmasters.org.nz

Administration Manager: Kayleen Gilder admin.d72@toastmasters.org.nz

Finance Manager: Tony Cross finance.d72@toastmasters.org.nz

Public Relations Manager: Brad Grootelaar prm.d72@toastmasters.org.nz

Parliamentarian: Denis McCord, DTM [parl.d72@toastmasters.org.nz](mailto:parl.d72@toastmasters.org.nz%20)

Immediate Past District Director: Rob Woolley ipdd.d72@toastmasters.org.nz

Education and Training Helen Cartmell, DTM [cowx55@gmail.com](mailto:cowx55@gmail.com)

Kath Cherrie, DTMkath.cherrie@gmail.com

**Division C Officers**

|  |  |  |
| --- | --- | --- |
| Division C Director | Leanne Fox | division.c@toastmasters.org.nz |
| Area C1 Director | Doug Fraser | area.c1@toastmasters.org.nz |
| Area C2 Director | Karen Squires | area.c2@toastmasters.org.nz |
| Area C3 Director | Peter Van Lokven | area.c3@toastmasters.org.nz |
| Area C4 Director | Craig McGregor | area.c4@toastmasters.org.nz |

**Division C Clubs**

|  |  |
| --- | --- |
| Area C1 | Area C2 |
| Oamaru Toastmasters  Scarfies Speechcraft Club  Tabletalk Toastmasters  Taieri Cub  Wavecrest Club | Gore Toastmasters Club  Queenstown Club  Wanaka Toastmasters |
| Area C3 | Area C4 |
| Five-Thirty Forum Club  Foveaux Club  Grand Club  Oyster Orators  ROAR | Dawnspeak Club  Dunedin Toastmasters Club  Lunchspeak Club  Speak-Easy Club |

**Division D Officers**

|  |  |  |
| --- | --- | --- |
| Division D Director | Dani Rius | division.d@toastmasters.org.nz |
| Area D1 Director | Cam Parsonson | area.d1@toastmasters.org.nz |
| Area D3 Director | Mata Samatua | area.d3@toastmasters.org.nz |
| Area D4 Director | Russell Hazelwood | area.d4@toastmasters.org.nz |
| Area D5 Director | Marie Muhl | area.d5@toastmasters.org.nz |

**Division D Clubs**

|  |  |
| --- | --- |
| Area D1 | Area D3 |
| ACE Toastmasters  Boaters Club  Dollan House Toastmasters  Southern Cities Club  Sunrise Club  Victoria Toastmasters Club (Chch) | Aranui Toastmasters Club  Avon Club  Bay Harbour TM Club  Christchurch Speechcraft Club  Pegasus Toastmasters |
| Area D4 | Area D5 |
| Alphabet Athletic Toastmasters  Christchurch Athenians  Christchurch Club  Civic Club  Spreydon Toastmasters Club | Alpine Toastmasters Timaru Club  Ashburton Toastmasters Club  Liffey Club  Lincoln Research Toastmasters |

**Division E Officers**

|  |  |  |
| --- | --- | --- |
| Division E Director | Mary Jaksch | division.e@toastmasters.org.nz |
| Area E1 Director | Erik Roeper | area.e1@toastmasters.org.nz |
| Area E3 Director | Vacant |  |
| Area E5 Director | Sun Kim | area.e5@toastmasters.org.nz |
| Area E6 Director | Alan Bradley | area.e6@toastmasters.org.nz |

|  |  |  |
| --- | --- | --- |
| Area E1 | Area E3 | Area E5 |
| High Noon Nelson  Motueka Toastmasters  Nelson Club  Nelson Madhatters Club  Sunbelt Speakers Club  Westport | Greymouth  Kaiapoi Club  Northside Toastmasters Club  Rangiora Club | Bishopdale Club  Cathedral City  Christchurch Women’s Club  U-CAN-SPEAK Club |
| Area E6 |  | |
| Everest Club  Hornby  Oaklands Toastmasters  Riccarton Toastmasters Club |

**Division G Officers**

|  |  |  |
| --- | --- | --- |
| Division G Director | Anthony Fletcher | division.g@toastmasters.org.nz |
| Area G1 Director | Vacant | area.g1@toastmasters.org.nz |
| Area G2 Director | Andrew Freeth | area.g2@toastmasters.org.nz |
| Area G3 Director | Moumita Jamindar | area.g3@toastmasters.org.nz |
| Area G4 Director | Daniel Malpass | area,g4@toastmasters.org.nz |
| Area G5 Director | Anna Spencer | area,g5@toastmasters.org.nz |
| Area G6 Director | Rachelle Winefield | area.g6@toastmasters.org.nz |
| Area G7 Director | Lisa Doyle | area.g7@toastmasters.org.nz |

|  |  |  |
| --- | --- | --- |
| Area G1 | Area G2 | Area G3 |
| Sunrise Speakers  Capital Breakfast  Capital Chatterers  Harbourside | BNZ Harbour Quays  DIAlogue  Police Toastmasters  Toast Health  Up Top Club | Five Crowns  MBIE Toastmasters  NZ Transport Agency  Te Puni Kōrero Toastmasters  Terrace@12 Toastmasters  Toast IT! By Servian NZ |
| Area G4 | Area G5 | Area G6 |
| Capital Club  Mid-City Toastmasters  Te Aro Toastmasters  Wellington Club | Karori Toastmasters  Mount Victoria Toastmasters  Wadestown  Wellington Professional Toastmasters | Fear Busters  High Noon Bankers  LINZ Toastmasters  NZX Wordstock (suspended)  Statistically Speaking  ToastNOW |
| Area G7 |  |  |
| Cook Strait Toastmasters  Island Bay Toastmasters  Newtown Toastmasters  Peninsular Presenters  Turbine Talkers Club |  |  |

**Division J Officers**

|  |  |  |
| --- | --- | --- |
| Division J Director | Pauline Cooke, DTM | division.j@toastmasters.org.nz |
| Area J1 Director | Jacqui Blackwell | area.j1@toastmasters.org.nz |
| Area J2 Director | Ron Blackwell | area.j2@toastmasters.org.nz |
| Area J3 Director | Karen Hoyland | area.j3@toastmasters.org.nz |
| Area J4 Director | Sheryl Ryan | area.j4@toastmasters.org.nz |
| Area J5 Director | Murray Ingram, DTM | area.j5@toastmasters.org.nz |

|  |  |  |
| --- | --- | --- |
| Area J1 | Area J2 | Area J3 |
| Coastmasters Toastmasters Club  Paekakariki Early Birds  Porirua Central  Spinnaker Toastmasters Club  Toastmasters of Waikanae | Churton Park Toastmasters  Tawa  Newlands Toastmasters  Ngaio Toastmasters  Ohariu Toastmasters Club | Masterton Club  Silverstream Toastmasters  Upper Hutt Toastmasters Club  WOW Club |
| Area J4 | Area J5 |  |
| Hutt City Toastmasters  Hutt Valley Toastmasters  Online Uncensored Comedians and Humourists  Wainuiomata Toastmasters | Cup Cake Communicators  Gracefield Toastmasters Club  Phoenix  Sunday Afternoon |

**Where do I find information I need?**

**Using Toastmasters International -** [***www.toastmasters.org***](http://www.toastmasters.org)

|  |  |  |
| --- | --- | --- |
| **Information about …** | **From top menu bar select …** | **Then select …** |
| Club Central | Leadership Central | Club Central |
| Distinguished Performance Reports | Leadership Central | Distinguished Performance Reports |
| TI shop | Shop |  |
| Speaking Resources | Resources | Resource Library … and use search |
| Other Resources | Resources | … from the drop-down list |
| Pathways (general information) | Pathways | Learn more |
| Pathways (entry to Base Camp) | Pathways or Your profile | Go to Base Camp |
| Pathways (choose a Path) | Pathways | Choose a Path |
| Pathways (materials for those who are blind or rely on assistive technology | Pathways | Pathways accessible materials |
| Pathways awards | Education | Pathways Learning Experience … then scroll to very end of screen and select Achievement + Awards |
| Membership | Membership | … from the drop-down list |
| TI Magazine | Magazine |  |
| Contests | Resources | Speech Contests |

**Club Officer Tools** (Select from links down left-hand side of page)

Club Officer Roles <https://www.toastmasters.org/leadership-central/club-officer-tools>

Club Central Tutorials <https://www.toastmasters.org/leadership-central/club-officer-tools>

Club Officer Tutorials <https://www.toastmasters.org/leadership-central/club-officer-tools>

**Other useful links**

Mentoring <https://www.toastmasters.org/resources/mentoring>

Governing Documents <https://www.toastmasters.org/leadership-central/governing-documents>

Brand Portal <https://www.toastmasters.org/resources/brand-portal>

**Purchasing Toastmasters Materials**

All Toastmasters materials are purchased through Toastmasters International:

[www.toastmasters.org](http://www.toastmasters.org)

**If you have specific questions about aspects of Pathways, use these Toastmasters International email addresses:**

General questions [membership@toastmasters.org](mailto:membership@toastmasters.org)  
Paths and path requirements [educationawards@toastmasters.org](mailto:educationawards@toastmasters.org)  
Achievement and awards [educationawards@toastmasters.org](mailto:educationawards@toastmasters.org)  
Logging in [membership@toastmasters.org](mailto:membership@toastmasters.org)  
Effect on club environment and DCP [membership@toastmasters.org](mailto:membership@toastmasters.org)  
Charter clubs and kits [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)  
How to order [supplyorders@toastmasters.org](mailto:supplyorders@toastmasters.org)  
Return/refund policy (including changing a path) [supplyorders@toastmasters.org](mailto:supplyorders@toastmasters.org)

**Other Toastmasters email addresses**

Club Elections [clubofficers@toastmasters.org](mailto:clubofficers@toastmasters.org)

Letters to the Editor (TI magazine) [letters@toastmasters.org](mailto:letters@toastmasters.org.nz)

Achievement and awards [educationprogram@toastmasters.org](mailto:educationprogram@toastmasters.org)

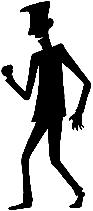
Logging in [membership@toastmasters.org](mailto:membership@toastmasters.org)

Missing your magazine [tracking@toastmasters.org](mailto:tracking@toastmasters.org)

Contests [speechcontests@toastmasters.org](mailto:speechcontests@toastmasters.org)

**Toastmasters Structure**

Region

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* At the centre of Toastmasters is you, the member, in your club.
* A group of clubs (usually four or five) belongs to an Area which has an Area Director.
* Several Areas belong to a Division overseen by a Division Director.
* Several Divisions belong to a District which is managed by a District Council, led by a District Director, a Programme Quality Director and a Club Growth Director.
* Groups of Districts belong to Regions which have Region Advisers overseeing them. We are in Region 12, District 72.
* District 72 starts just north of Wellington and goes all the way to the southernmost tip of the South Island.
* The other District in New Zealand is District 112.
* Our District is managed by a leadership team of three: Division Director, Programme Quality Director and Club Growth Director

**Common Toastmasters Acronyms**

|  |  |
| --- | --- |
| TI | Toastmasters International |
| TM | Toastmaster |
| IP | International President |
| D72 | District 72 (‘our’ District). The other District in NZ is D112 |
| DD | District Director ) |
| PQD | Programme Quality Director ) ‘The Trio’ who lead the District |
| CGD | Club Growth Director ) |
| AD | Area Director |
| DEC | District Executive Committee – all District Leaders |
| DCM | District Council Meeting – all members of DEC plus Club Presidents and VPEds |
| DCP | Distinguished Club Programme – goals set by TI for clubs to achieve |
| DTM | Distinguished Toastmaster – the highest education award of Toastmasters |
| MoT | Moments of Truth – educational to check the ‘health’ of a club. Forms the basis of the Area Director’s report |
| COT | Club Officer Training – even run twice yearly for club officers |
| CC | Competent Communicator – award under the legacy programme, pre-Pathways |
| CL | Competent Leader - award under the legacy programme, pre-Pathways |
| ACB | Advanced Communicator Bronze – award under the legacy programme |
| ALB | Advanced Leader Bronze – award under the legacy programme |
| ACS | Advanced Communicator Silver – award under the legacy programme |
| ALS | Advanced Leader Silver – award under the legacy programme |
| HPL | High Performance Leadership – an advanced leadership project in some Paths |
| VPEd | Vice President Education |
| VPM | Vice President Membership |
| VPPR | Vice President Public Relations |
| SAA | Sargeant-at-Arms |

**Your Club Officer Role**

Regardless of your role all club officers should strive to work together as a team to ensure:

* the smooth running of your club
* your club aims for and maintains a high standard in all it does
* club visitors and guests have the best experience possible when they visit your club.

As President your role is to:

* Set high standards for club members to follow
* Be the point of contact for all external communication coming into the club
* Co-ordinate your Club’s Success Plan to ensure your members achieve their goals – and monitor progress regularly throughout the year
* Perform the role of Base Camp Manager for Pathways, involving approving requests, tracking progress and facilitating member progress.
* Support your club officers to perform their roles
* Make sure club officer workloads are managed and delegated to others if required
* Keep the club up-to-date with Area and Division business
* Encourage members to participate in Toastmasters events and activities outside the club
* Be responsible for business within your club meetings
* Set up regular committee meeting to progress club business and events
* Attend committee meetings
* Attend Club Leadership Training twice a year (compulsory)
* Represent your club at Area Council meetings
* Be open to mentoring from the Immediate Past President
* Plan for someone to take over your role in the new Toastmasters year.

At your club meetings your role is to:

* Ensure the meeting is run to a high standard
* Ensure members are encouraged to contribute to the success of the club as well as to their personal goals
* Make opening and/or closing remarks that inspire members to seek and maintain high
* standards and move forward with their educational achievements.

As Vice President Education your role is to:

* Ensure your club meeting schedule is prepared well in advance and is updated regularly
* Liaise with the Toastmaster for each meeting to ensure all roles are filled
* Perform the role of Base Camp Manager for Pathways, involving approving requests, tracking progress and facilitating member progress.
* Organise the club mentoring programme
* Register members’ educational awards
* Monitor members’ progress
* Promote the Toastmasters educational programme (Pathways) to club members
* Make sure new members are given support to access Pathways
* Assist with the development of your Club’s Success Plan
* Organise someone to run club contests – and oversee progress
* Attend committee meetings
* Attend Club Leadership Training twice a year (compulsory)
* Represent your club at Area Council meetings
* Deputise for the President in their absence
* Plan for someone to take over your role in the new Toastmasters year.

At club meetings your role is to:

* Announce roles for the next meeting
* Recognise member achievements when milestones are reached (may be shared with President)
* Keep record of individual members’ progress towards club and personal goals.

As Vice President Membership your role is to:

* Act as the first point of contact for prospective members enquiring about joining your club
* Plan membership growth, working with the Vice President Public Relations
* Organise a buddy for any guests who attend a meeting, and for new members
* Follow up with guests after meetings and invite them to join
* Present new member applications to the club for voting
* Manage the retention of current members
* Oversee the production of guest packs/new member folders
* Prepare name badges
* Liaise with the Treasurer to register new members with Toastmasters International
* Attend committee meetings
* Attend Club Leadership Training twice a year (compulsory)
* Represent your club at Area Council meetings.

At club meetings your role is to:

* Greet guests and have them complete visitors’ book
* Help guests deciding to join to fill in the membership application form
* Welcome new members and ensure they are formally inducted into the club
* Report on current membership and promote membership campaigns
* Speak to fellow members and determine if their needs are being met

As Vice President Public Relations your role is to:

* Plan a promotional programme for the year for your club
* Manage social media sites eg, club website, Facebook page, Meetup
* Produce and distribute club news eg, via newsletter or social media
* Ensure all advertising is up to date
* Be aware of local events which your club/area might leverage off
* Attend committee meetings
* Attend Club Leadership Training twice a year (compulsory)
* Plan for someone to take over your role in the new Toastmasters year.

At club meetings your role is to:

* Announce upcoming events and programmes
* Ask for contributions to the newsletter/website
* Greet members and guests in conjunction with VP Membership.

As Secretary your role is to:

* Maintain an accurate record of all club committee meetings and the Annual Business Meeting
* Retain and manage official club documentation
* Perform the role of Base Camp Manager for Pathways, involving approving requests, tracking progress and facilitating member progress.
* Update club officer lists held on Toastmasters International and District 72 websites
* Manage club correspondence
* Keep register of meeting attendance, and member achievements
* Serve as club liaison with Toastmasters International World HQ
* Attend committee meetings
* Attend Club Leadership Training twice a year (compulsory)
* Plan for someone to take over your role in the new Toastmasters year.

At club meetings your role (depending on club culture) is to:

* Take the minutes of any club business issues where resolutions are passed
* Read out the minutes of the previous business meeting.

As Treasurer your role is to:

* Maintain the club bank account
* Prepare accurate financial reports for club committee meetings
* Prepare a budget for the coming year in conjunction with the club’s executive committee
* Present all accounts for payment and get the approval of the club
* Pay outstanding accounts after approval received from the committee
* Liaise with VP Membership to register new members
* Collect members’ dues and Toastmasters International before due date
* Ensure a change of bank signatories is carried out promptly after taking up the role
* Attend committee meetings
* Attend Club Leadership Training twice a year (compulsory)
* Plan for someone to take over your role in the new Toastmasters year.

At club meetings your role is to:

* Present and comment on the current financial situation, if required
* Provide a written financial report to the Annual Business Meeting (first club meeting in May).

Sergeant–at–Arms

* Set up the club meeting venue
* Ensure club refreshment supplies are kept up to date
* Ensure club equipment is in working order
* Ensure any special needs for speakers are met eg, liaise with equipment holders for use of data projectors, screens etc
* Secure club equipment between meetings
* Plan club social events, in conjunction with the committee
* Help with greeting guests and provide introduction to club officers
* Attend committee meetings
* Attend Club Leadership Training twice a year (compulsory)
* Plan for someone to take over your role in the new Toastmasters year.

At club meetings your role is to:

* Arrive early and make sure the room is set up
* Meet guests and members at the door and make them feel welcome – ensure guests and new members are allocated a buddy to sit with.

As Immediate Past President your role is to:

* Provide guidance and support to current President and executive committee
* Form a Nominations Committee (and chair this) to oversee the recruiting of the following year’s club executive committee
* Conduct the elections for the following year’s club executive at the Annual Business Meeting

***Notes: your role***

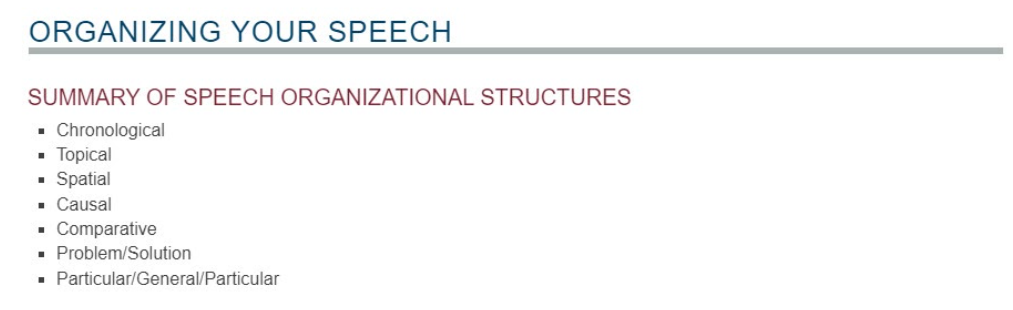
**Pathways Workshop**

Level 1 of all Paths recently downloaded has changed.

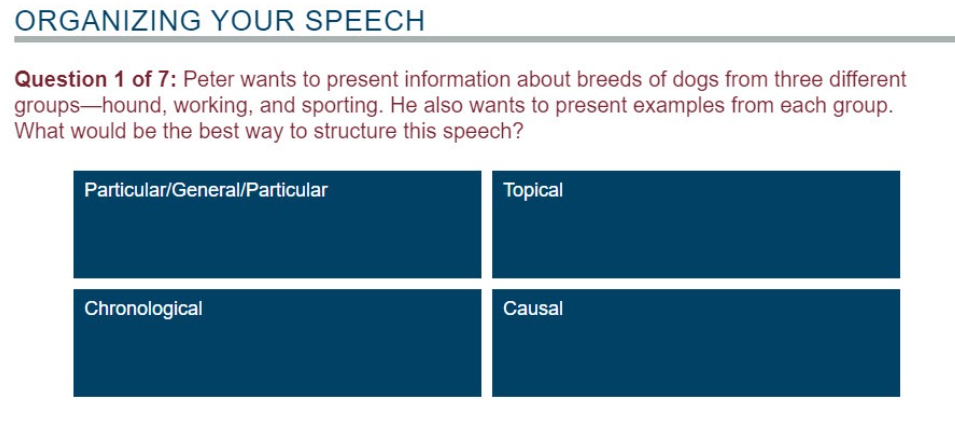
|  |  |
| --- | --- |
| **Older version of Level 1 consists of:** | **Latest version of L1 consists of:** |
| Icebreaker | Icebreaker |
| Evaluation and Feedback | Writing a Speech with Purpose |
| Research and Presenting \* | Introduction to Vocal Variety and Body Language |
|  | Evaluation and Feedback |

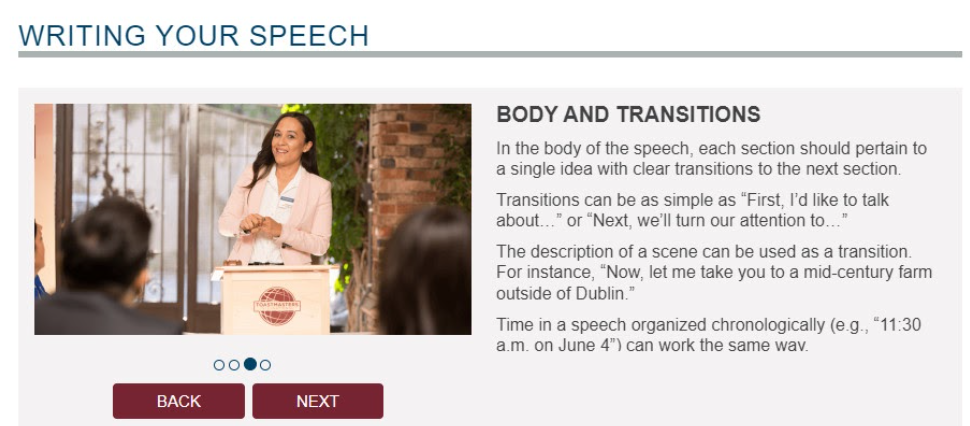
\* This project has been moved to the electives at Level 3

**Sample screens from Writing a Speech with Purpose**



**P**

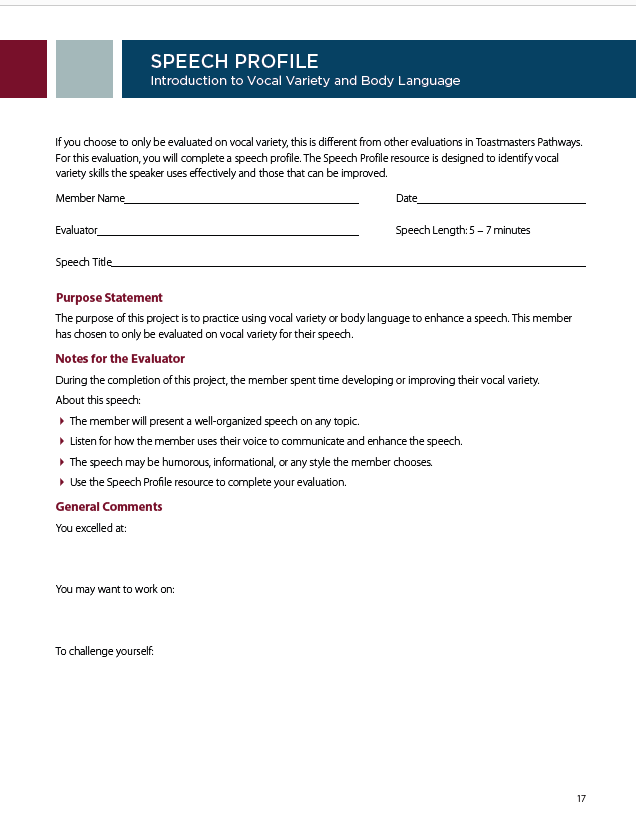


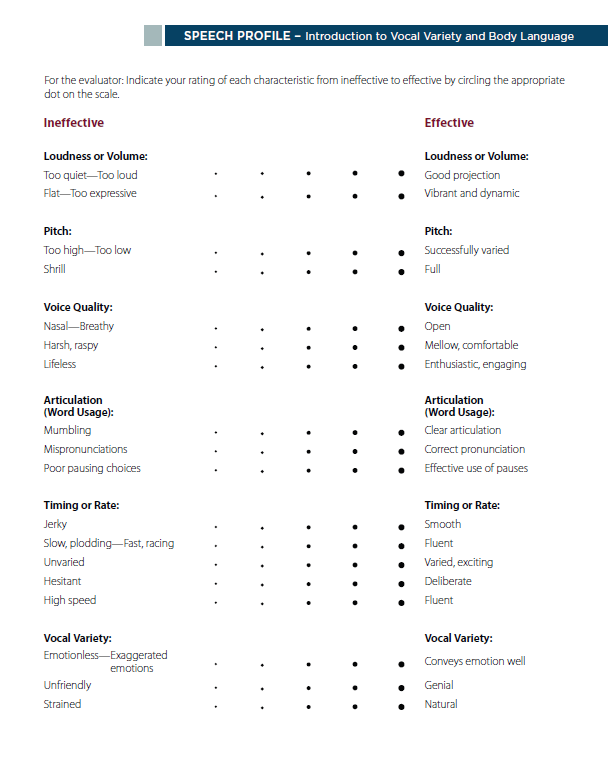


**Introduction to Vocal Variety and Body Language Project**

**Alternative evaluation form**

Two evaluation forms are available now for this project: the standard form and a new one which focuses entirely on vocal variety.





**Division Roles Workshop**

Toastmasters District Leadership Handbook available for download at:

<https://www.toastmasters.org/resources/district-leadership-handbook>

Club Officer Training information available for download at:

<https://www.toastmasters.org.nz/training>

Area Director Club Visit Report available for download at:

<https://www.toastmasters.org/resources/area-directors-club-visit-report-1471>

Serving Clubs through Visits – Guide for Area Directors, available for download at:

<https://www.toastmasters.org/resources/serving-clubs-through-visits-a-guide-for-area-directors>

District Executive Committee Roles – information available at:

<https://www.toastmasters.org/leadership-central/district-leader-tools/leadership-roles/district-executive-committee-roles>

Division and Area Director Training Materials available at:

<https://www.toastmasters.org/leadership-central/district-leader-tools/training/division-and-area-directors-training-materials>

**To find out more about a District role from a present incumbent, contact them using the details on pages 4, 5 and 6. They will be only too happy to tell you about their experiences.**

**Mentoring Workshop**

It Takes a Team

### Benefits of being a Toastmasters Mentor

|  |
| --- |
| Your notes: |

### Benefits of being a Toastmasters Mentee

|  |
| --- |
| Your notes: |

### How effective is YOUR club’s mentoring programme?

|  |
| --- |
| Your notes: |

### What obstacles might you encounter implementing or maintaining an effective mentoring programme in your club?

|  |
| --- |
| Your notes: |

### Challenges and goal setting

|  |
| --- |
| Your Challenge: To discuss club mentoring at your next committee meeting and reflect on and evaluate the effectiveness of your club mentoring programme. Your action, suggestion, idea: |

### Insights

|  |
| --- |
| Your notes: |

## Resources

* Toastmasters Mentoring Resources [Mentoring Resources](https://www.toastmasters.org/resources/mentoring)
* How to manage your club’s mentoring programme [Managing a Club Mentoring Programme](file:///C:\Users\Helen\Documents\Helen\@Toastmasters\@District%20Training%2021%20to%2022\COT\COT%20Round%202\toastmasters-1163E-how-to-manage-club-mentor-program.pdf)
* Mentor recognition certificate [Mentor Certificate](file:///C:\Users\Helen\Documents\Helen\@Toastmasters\@District%20Training%2021%20to%2022\COT\COT%20Round%202\toastmasters-1163D-mentor-certificate.pdf)
* Mentor assignment notice [Mentor Assignment Notice](file:///C:\Users\Helen\Documents\Helen\@Toastmasters\@District%20Training%2021%20to%2022\COT\COT%20Round%202\toastmasters-1163C-mentor-assignment-notice.pdf)
* Mentee assignment notice [Mentee Assignment Notice](file:///C:\Users\Helen\Documents\Helen\@Toastmasters\@District%20Training%2021%20to%2022\COT\COT%20Round%202\toastmasters-1163B-mentee-assignment-notice.pdf)
* Mentor interest survey [Mentor Interest Survey](file:///C:\Users\Helen\Documents\Helen\@Toastmasters\@District%20Training%2021%20to%2022\COT\COT%20Round%202\toastmasters-1163A-mentor-interest-survey.pdf)
* Mentoring Resource [Mentoring Resource](file:///C:\Users\Helen\Documents\Helen\@Toastmasters\@District%20Training%2021%20to%2022\COT\COT%20Round%202\296A-Mentoring.pdf)

## Pathways

* Pathways Mentor Programme *Mentorship is an integral part of Toastmasters, with benefits that reach far beyond the club meeting. The Pathways Mentor Program is designed to help you build and reinforce the skills needed to provide a positive mentoring experience for protégés. The program is comprised of three projects that must be completed sequentially. The projects cover a range of topics from understanding your role as a mentor through a comprehensive assignment that includes a mentoring commitment lasting six months.*
* Pathways Projects eg, Level 2 Introduction to Toastmasters Mentoring *In this project, you will learn about mentorship and gain an understanding of the role of mentors and protégés as well as insight into your potential as a Toastmasters mentor*

**Hybrid Meetings Workshop**

**Before Moving to Hybrid**

Is your club considering whether to run the club meeting hybrid? Then, please raise these questions with your club members.

1. Are our club leaders and members willing to commit to making the hybrid-format meeting work, resolving the challenges likely to arise along the way?
2. Does the meeting site offer reliable access to internet bandwidth and the equipment needed to conduct hybrid meetings?
3. Does the club have several people who can competently handle logistics and are willing to take the responsibility?
4. Can the club plan to ensure that both local and remote attendees can participate equally?
5. If you are a community club, will you accept members outside your local area?

Hybrid meetings [aren’t for everyone](https://www.toastmasters.org/magazine/magazine-issues/2021/april/hybrid-harmony), but they introduce an additional dimension to the typical Toastmasters meeting. If your club can say yes to the first four of these five questions, go ahead and become hybrid.

# ****Traditional Meeting Roles in a Hybrid World****

Obviously, a hybrid meeting requires additional technology, including a screen, a computer, and cameras. Beyond technical considerations, hybrid meetings are different from fully on-site or fully online meetings.

There are three traditional meeting roles impacted by the hybrid environment.

The first is the **timer**. There should be a consideration whether the timer is in the room or attending online. In either case, the timer should be visible to both the members in the meeting room and attending online.

The second and third roles that might involve some adjustments are **speech evaluator** and **general evaluator**.

The role holders can attend the meeting from anywhere; an issue, however, may arise when there is an in-house speaker and an online evaluator. If the speaker intentionally or unintentionally moves away from the speaking area, the evaluator cannot fully assess the visual presentation. The speaker might also be too far from the microphone to be clearly heard. On the other hand, if the speaker stays within the speaking area, depending on the camera placement, some of their body language might be hidden from view. Either way, the speaker could lose some valuable feedback. It can work better if both speaker and evaluator are online or, face-to-face, but if this is not possible, then it will provide good experience in adjusting to the environment.

The same difficulties may occur with an online general evaluator.

A good hybrid experience also requires a **tech master** to handle the setup. Be sure to have a backup for this role, or written instructions, in case the person responsible for technology is absent.

Another consideration is when should the **VPM** talk to visitors? Before the meeting? After the meeting? Or, during the tea break? Choose what best suits your VPM.

# ****Equipment Needed for Hybrid Meetings****

U-Can-Speak Toastmasters Club in Christchurch is fortunate to use the latest modern high-tech system for their club meetings. This is the best-case scenario for conducting hybrid meetings. However, this may not be realistic for many community clubs. Members often meet in a location where everything has to be set up each time from scratch.

There are many helpful tips available on YouTube.

Your community club does not need to buy fancy and expensive equipment beyond their budget.

Below are details of the equipment required for a hybrid meeting:

**Laptop**

You need a laptop with reasonable specifications that can run a Zoom meeting. Modern laptops are equipped with high-quality microphones and an excellent webcam.

It is suggested the club uses a minimum of two laptops, one to show the stage, and another to show the audience in the meeting room to the online attendees. It will help the online attendees to get a better picture of what is happening in the meeting room. Ensure all the other laptops or smartphones are muted except for the main laptop to prevent echoing.

**Stable Internet Connection**

You will need a stable, high-speed internet connection, as this is commonly the single point of failure for the entire meeting. If the connection drops, the meeting will be disrupted. Two or more laptops and a stable internet connection are the two must-haves for hybrid meetings.

**Microphone**

Your club can buy a Boya microphone with a generous 6-meter-long cable that can comfortably extend from the laptop to the speaking area for around $15. If your club can spend around $35, you can buy a two-headed microphone system. It is perfect for hybrid meetings, allowing one microphone near the podium and the second microphone placed by the audience.

**Sound**

You can also connect a speaker to the main laptop via Bluetooth or an audio cable.

**Communicate, Test, and Delegate**

Technology is a fantastic beast that you cannot tame easily. Several factors can go wrong and ruin the whole meeting. If you are the chair of the meeting, take steps ahead of time to avoid such mishaps.

* First, never assume everything will work out as it is supposed to or as planned. Be prepared with a plan B (and C) for all contingencies.
* Second, communicate, communicate, and communicate. At least two or three weeks before the meeting, start to communicate with main role takers. When it is near the date, ask whether anybody needs support or using additional material such as PowerPoint. Check with the timer and talk with the tech manager.
* Third, make sure the projector, microphone, and speakers are working. Have all the right connections and cables with you. Never assume the venue has all that you need. Bring extras; have adapters and extension cables.
* Fourth, always arrive early to get things hooked up and tested. Avoid arriving at the last minute as this may cause problems.
* Fifthly, delegate the responsibility, and reduce the risk. Keeping all the files for the meeting on the main laptop is not a great idea because it creates too much hassle to chase and make sure all the files are fully updated. If someone is using tech equipment, ask them to arrive early to have enough time to save the files to the main laptop and learn how to control the equipment before the meeting.
* Last but not least, if the speaker or presenter attends online, make the presenter or speaker a co-host to let them share the screen, and control their own presentation material. Their talk should be able to stand need alonewithout slides in case the technology fails, so make sure they are ready for the meeting.

Here are some tips for avoiding problems:

Whichever equipment you are using, make sure you have enough power. Is your battery fully charged, and do you have access to a power outlet? It is always best to have a power source accessible with a battery as your backup, not the other way around. Never presume your battery can last long enough. The battery storage

**RESOURCES**

Read tips to running a successful hybrid club meeting.

[Read tips](https://www.toastmasters.org/resources/running-a-successful-hybrid-club-meeting)

To Hybrid or Not to Hybrid? That is the Question

Ask these four questions to determine if hybrid meetings are right for your club.

[Read now](https://www.toastmasters.org/magazine/magazine-issues/2021/sept/hybrid-or-not)

Traditional Meeting Roles in a Hybrid World

Do new meeting setups change tried-and-true responsibilities?

[Find out](https://www.toastmasters.org/magazine/magazine-issues/2021/sept/toolbox-hybrid-world)

5 Questions to Ask Before Adopting a Hybrid Format

Ask these questions to help assess if your club is ready for a hybrid environment.

[Review questions](https://www.toastmasters.org/magazine/magazine-issues/2021/july/adopting-a-hybrid-format)

Technology for Hybrid Meetings

Build the bridge between online and physical meetings with the right setup.

[Read article](https://www.toastmasters.org/magazine/magazine-issues/2021/may/technology-for-hybrid-meetings)

Hybrid Harmony

How to make club meetings work when members are online and in person.

[Find harmony](https://www.toastmasters.org/magazine/magazine-issues/2021/april/hybrid-harmony)

Prepare Your Technology Like a Pro

Take steps to avoid last-minute mishaps and meltdowns.

[Find harmony](https://www.toastmasters.org/magazine/magazine-issues/2021/april/hybrid-harmony)

<https://hr.wisc.edu/docs/reuniting-on-campus-hybrid-meeting-best-practices.pdf>

**Annual Business Meeting**

### Meeting Preparation

|  |
| --- |
| Your notes: |

### Running the meeting

|  |
| --- |
| Your notes: |

### After the meeting

|  |
| --- |
| Your notes: |

### Challenges and goal setting

|  |
| --- |
| Our challenge to you: To schedule an educational session on Meeting Procedure before your next Annual Business MeetingYour actions, suggestions, ideas: |

### Insights

|  |
| --- |
| Your notes: |

## Resources & Links

**District 72 Website** <https://www.toastmasters.org.nz/club>

* Running and Annual Business Meeting presentation
* Club Leadership Handbook
* Club Constitution

**Workbook Contents**

Annual Business Meeting – Preparation Checklist

Sample Annual Business Meeting Agenda

Annual Business Meeting – Post-meeting Checklist

# Preparation Checklist

# [Your Club Name] Toastmasters Club

|  |  |  |
| --- | --- | --- |
| **Check** | **Item** | **Person Responsible** |
|  | Locate copy of Club Constitution |  |
|  | Notice of Meeting   * Venue * Date * Time |  |
|  | Minutes of previous meeting located |  |
|  | Minutes of previous meeting circulated |  |
|  | Call for Notices of Motion |  |
|  | Nominations Committee set up and briefed |  |
|  | Chairperson selected |  |
|  | Minutes Secretary selected |  |
|  | Presidents Report prepared |  |
|  | VP-Ed Report prepared |  |
|  | Treasurers Report prepared |  |
|  | Handouts prepared |  |
|  | Voting slips prepared (for contested positions) |  |
|  | Meeting Procedure Educational scheduled |  |
|  | Chairperson briefed |  |
|  | Minutes Secretary briefed |  |
|  | Agenda prepared |  |
|  |  |  |
|  |  |  |

Sample Annual Business Meeting Agenda

# [Your Club Name] Toastmasters Club

**Venue:** Named

**Date:** Set

**Time:** Set

**Chairperson:** Named

1. Confirmation of Quorum

2. Meeting Opened (Chair)

3. Apologies

4. Confirmation of Agenda

5. Minutes of Previous Meeting

Reading of Minutes of previous meeting (Secretary moves Motion to Confirm – Seconder Required – debate (if any) - Vote

6. Matters Arising from Minutes

7. Reports

* Treasurers Report (Treasurer moves Motion to Approve Accounts- Seconder required – debate (if any) – Vote)
* VP-Education Report (VP-Ed moves Motion to Receive Report – Seconder required – debate (if any) – Vote)
* President Report (President moves Motion to Receive Report 0 Seconder required – debate (if any) – Vote)

8. Election of Officers

(President, VP-Ed, VP-PR, VP-Membership, Treasurer, Secretary, Sergeant-at-Arms)

* Call for Nominations. Seconders required.
* If contested (multiple nominations) ballot required
* If uncontested, declared elected

9. Motions on Notice (Motion Moved – Seconder required – Debate – Vote)

10. Any Other Business

11. Meeting Closed

**Annual Business Meeting**

**Post-meeting Checklist**

# [Your Club Name] Toastmasters Club

|  |  |  |
| --- | --- | --- |
| **Check** | **Item** | **Person Responsible** |
|  | Submit Club Officer Lists – TI Club Central |  |
|  | Update Toastmasters NZ Website |  |
|  | Record any By-law changes – TI Club Central |  |
|  | Change bank signatories |  |
|  | Update club website, social media etc. |  |
|  | Update Community contacts |  |
|  | Finalise ABM Minutes and file |  |
|  | Schedule role handover meeting |  |
|  | Prepare new name tags for Officers |  |
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**Succession Planning**

Reflections

What are the benefits and learning opportunities in the role?

how can I share my positive committee experiences with others?

What are the benefits and learning opportunities in the role?

Who could replace me in this role?

How can I support them?

**Distinguished Club Programme**

**The ten DCP goals consist of:**

* the SIX Pathways Education goals, plus
* the TWO Membership goals, plus
* the TWO Administration goals

**Education (6)**

ONE member achieves and registers LEVEL 4 or a DTM



ONE member achieves and registers LEVEL 5 or a DTM



TWO members achieve and register LEVEL 3



TWO members achieve and register LEVEL 2



TWO MORE members achieve and register LEVEL 2

FOUR members achieve and register LEVEL 1



At least FOUR members attend both first and second training rounds



**Training (1)**

FOUR NEW members registered



A FURTHER FOUR NEW members registered



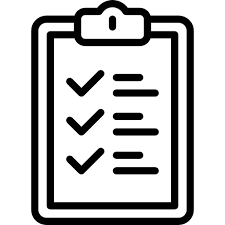
**Members (2)**

**Administration (1)**

ONE of the TI dues renewals are made by the due date



Club officer list submitted to WHQ by 30 June



+

**Distinguished Club Programme Recognition**

Any FIVE out of 10 goals Distinguished Club

Any SEVEN out of 10 goals Select Distinguished Club

Any NINE out of 10 goals President’s Distinguished Club

**Club Success Plan**

This document can be used to prepare for your Area Director’s Visits.

Available for download from:

<https://www.toastmasters.org/My-Toastmasters/profile/club-central>

Scroll to bottom of club page and select **Club Success Plan**

Completed Club Success Plans can be uploaded here also.

**Club Calendar**

What events will your club schedule for the remainder of the year?

**Key Dates for Toastmasters Year to 30 June 2022**

* The District Convention will take place in Christchurch over the weekend of 13-15 May, 2022
* Each Division will hold one Division Conference in March or April 2022
* Areas are advised to hold their contests between November 2021 and February 2022.
* Clubs are advised to hold their contests between July 2021 and November 2021.
* Other major Toastmasters events are detailed below for use when planning your own club events:

|  |  |
| --- | --- |
| **Month** | **Event** |
| Jan/Feb 2022 | Second Club Leadership Training |
| 1 February | Start Talk up Toastmasters membership building programme (ends 31 March) |
| March | Division Conferences: 12th Div C, 19th Div J, 26th Div D  Review progress on Club Success Plan |
| April | Division Conferences: 2nd Div E, 9th Div G |
| 1 April | Last date to submit April–September member dues to Toastmasters International |
| May | Annual Business Meeting/Election of Club Officers *(held first club meeting in May)* |
| 1 May | Start Beat the Clock membership building programme (ends 30 June) |
| 13-15 May | District Convention at Rydges Latimer Hotel, Christchurch |
| June | Submit all outstanding requirements to Toastmasters International to achieve Distinguished Club status |
| 30 June | Toastmasters year ends |

**District Calendar**

The full District 72 Calendar can be accessed at [www.toastmasters.org.nz/news](http://www.toastmasters.org.nz/news)

**Contests and Covid 2022**

Whilst most contests are currently taking place face-to-face, if at any point during the year any region of District 72 goes into lockdown and Area contests and above have to move online, then all remaining contests within the District must also move online.

**No Area contest or above may move online without consultation with the District Director and Programme Quality Director.**

For updates, monitor the D72 website: [www.toastmasters.org.nz](http://www.toastmasters.org.nz) and read the District Newsletter (which can be found at [www.toastmasters.org.nz/news](http://www.toastmasters.org.nz/news))

**District Training Programme 2022**

For further information about all the training on offer this year, please go to: [www.toastmasters.org.nz/training/](http://www.toastmasters.org.nz/training/)

**Drop-in sessions: Pathways and Club Officer Roles**

If you have a question about any aspect of Pathways or want to know more about your Club Officer Role, drop in to one of the bi-monthly online sessions.

More information, dates and times can be found at:

<https://www.toastmasters.org.nz/training/>

**Link** to all drop in sessions is:

<https://us02web.zoom.us/j/83621230442?pwd=enRwV0l5N1B3NGVRRVNzSmdzS3h1QT09#success>

**Meeting Number:** 836 2123 0442  
**Passcode:** Drop\_in