

President Training Handout

For use at the 2016-2017 Division G-hosted Officer Training Sessions

The three R's are:

Role
Responsibilities
Resources

R1 is Role (see Club Leadership Handbook (CLH) page 22, first 3 paragraphs). What verbs and personal characteristics are described here? Are you comfortable applying all of them to yourself? Which might need personal development?

Role paragraph distilled:

- Set the club's tone
- Be a good leader at all club activities
- Exhibit traits that motivate and facilitate
- Be knowledgeable of important interpersonal skills

R2 is Responsibilities (see them under the three headings on CLH pages 22, 23).

Your responsibilities are in four categories as you can see under the Summary of Responsibilities heading on pages 23 and 24. Your goals:

- Well-planned and executed meetings
- Schedule and chair club executive committee meetings
- Develop and improve club leadership
- Club administration

Executive committee meetings.

- You schedule these
- You preside at these (VPE presides if president absent)
- Work with staff on the crafting of the Club Success Plan and budget
- President should attend District Executive Council meetings as he/she has a vote

R3 is Resources.

- Officer training (as many as you can get to) to learn and to exchange ideas
- CLH manual page 25 links to resources on Toastmasters International Web site
- Who/what else? Your predecessor as club president. Presidents at other clubs (pay 'em a visit!)

Homework assignment

1. Attend as many officer training sessions as you can.
2. Read pages 22 through 25 in the Club Leadership Handbook.
3. Check out the resources on page 25.
4. Work with your officers to have meetings which are well organized and fun for all.
5. Encourage like-mindedness in your staff regarding the importance of the Club Success Plan and active participation in the Distinguished Club Program.