



## President Training Script

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

Based on President Club Officer Training manual (T.I. Item 1313B Rev. 03/2015)

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### NOTE TO LEADER

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 this script 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."

### Session Introduction

My name is <name>. As a training facilitator, I am responsible for conveying the information that club officers need to fulfill their roles. Why? Because well-trained club officers are equipped to enhance club quality, develop and lead successful teams and thrive in the Distinguished Club Program. That last point is reinforced by statistics reported by the District 38 Chief Information Officer, who has told us that about 80% of the clubs who have their officers trained achieve some level of distinguished status.

We're going to look at the three R's, and they're not Reading, 'Riting and 'Rithmetic. They are:

Role

Responsibilities

Resources

I assume you all brought your Club Leadership Handbook which your new club president should have received and given to you. Put a bookmark at page 22 as that's where we'll be going shortly.

A little about me. [Describe your background in Toastmasters. Highlight the awards you've received, how long you've been a member and in which club officer roles you've served.]

Alright, let's jump in. First R! Turn to page 22 in your Club Leadership Handbook, please. I need a volunteer to read the three short paragraphs under President, as they describe your role.

[Discuss briefly, perhaps basing conversation on the verbs found or the personal characteristics needed.]

[Read the club constitution section which describes the office.]

R2 is Responsibilities. There are three of them and they're identified under the headings on pages 22

and 23. We'll go through them quickly and your homework assignment is to review them thoroughly. If you have questions about these, ask! Ask me today, ask someone with president experience, ask your area director, but ask!

\* **Preside over Meetings:** [cover in detail first two sentences. Quick poll of trainees regarding familiarity with and use of *Robert's Rules of Order*. Stress the last sentence of this paragraph.]

\* **Earn Distinguished Club Recognition:** Work with E.C. to have the club be successful by...[first sentence]. Cheerleader aspects in sentence 2 linked with types of awards in chart atop page 23.

\* **Lead and Guide:** [Review the first two of three paragraphs]

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

**Before Club Meetings:** You will interface with your vice presidents education and membership to see if there any ceremonial aspects that you would be expected to preside over. If your club has a business session during the meeting, you are the one to plan that part of the agenda.

**Upon Arrival at Club Meetings,** make sure the agenda is correct and be familiar with it. Include your title when you greet guests to make them feel important.

**During Club Meetings:** [cover the 8 points, noting that at some clubs, someone other than the president might convene and adjourn the meeting, introduce guests, etc. You might wish to have trainees briefly share here who handles some of these meeting aspect at their club, with comparison to perhaps reveal an advantage.]

**Outside Club Meetings:** Let's talk about the executive committee meetings for a moment. You are the one who schedules these, and as the first in command, you preside over them. Early in the club year you have an important role in helping the club craft its Club Success Plan and put together a budget. You also have, along with the VPE, a vote at district executive council (DEC) meetings and at the international business meetings, which you can make either in person or by proxy.

In addition, you can see on the list here that you are chair of the audit committee, you appoint the nominating committee, and that you are the officer who receives official correspondence from Toastmasters International.

Common Scenarios Presidents Face: [either review some of this material quickly or let it be homework].

R3 is Resources. Your first resource is right here, right now. Officer training. Even if your club elects officers on an annual basis I strongly recommend you attend the summer and winter training. Get to as many sessions as you can, not so you can hear the same lecture over and over again but so that you can hear from and exchange ideas with as many of your fellow presidents and Toastmasters as possible. It's the N word: Networking. If you turn to page 25, you'll see a list of links to resources on the T.I. site. If you go to the Shop part of the T.I. site and type in those item numbers, you'll be able to either purchase them or download (most of them) at no cost. Another resource would perhaps be the president who preceded you. Visits to other clubs are also a great way to see how your counterparts elsewhere do their job.

Let's summarize by presenting your 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.

Time for Q&A.

Distribute evaluation form to encourage feedback for improvement. ***Trainees should turn this in at the sign-in desk before they leave.***

[END]