



District 38, Division H

Club President Training Script

For use at the 2023-2024 Division H-hosted Officer Training Sessions

Based on President Club Officer Training manual (T.I. Item 1313B Rev. 05/2018)
and Club Leadership Handbook (T.I. Item 1310 Rev. 05/2023).

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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 told us at the time 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 Rs. They are:

Role

Responsibilities

Resources

Included in your handout package are the relevant pages from the Club Leadership Handbook, which is a valuable resource for club officers. You can flip to the second handout page now, 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.]

But congratulations to you! As the elected Club 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.

All right, let's jump in. First R! Turn to Club Leadership Handbook page 16 in your handout package, please. I need a volunteer to read the two short paragraphs under Club 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 (reproduced below) which describes the office.]

The Club President is the chief executive officer of this club and is responsible for fulfilling the mission of this club. The Club President chairs at meetings of this club and the Club Executive Committee, appoints all committees, and has general supervision of the operation of this club. The Club President shall be an ex officio member of all committees of this club except the Club Leadership Committee and shall serve as one of this club's representatives on the Area and District Councils. The Club President shall transmit to this club for its approval or disapproval all ideas and plans proposed by the Area and District Councils which may affect this club or its individual members; and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.

R2 is Responsibilities. There are four of them, and they're identified under the headings on pages 16 and 17. 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 list at the bottom of page 16.

* **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 17 and 18.

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 appoint the Audit Committee and the Club Leadership (nominating) Committee.

Common Scenarios Club 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 19, 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 Club 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 16 through 19 in the Club Leadership Handbook.
3. Check out the resources on page 19.
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.

Encourage trainees to complete and submit the evaluation form at the back of the handout packet so we have feedback for improvement. ***Trainees should turn this in at the sign-in desk before they leave.***

[END]