



Club Leadership Training Session

## Achieving Success As President

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### Why are we here?

- ▶ Helping officers clearly understand their roles
- ▶ Helping members understand what to expect from club officers
- ▶ Aiding members when evaluating candidates for office
- ▶ Facilitating communication when expectations differ

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### What does a Club President Do?

- ▶ First inclination, run screaming from room?

Toastmasters International states in the Constitution and Bylaws: "The club president is the chief executive officer of this club and is responsible for fulfilling the mission of the club."

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**What is the mission of the club?**

**We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.**

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**What does all this mean?**

- ▶ Always remember who this is about!!

**▶ THE CLUB MEMBERS**

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**Things to do as President**

- ▶ Micro view of things you need to know
- ▶ Inside the Club Meeting
- ▶ Outside the Club Meeting
- ▶ Executive club meetings

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### Role of the President

- ▶ Set the tone for the club
- ▶ Preside over club meetings
- ▶ Schedule and run Executive Committee meetings
  - ▶ Lay out Club Success Plan
- ▶ Primary liaison with the District Leadership

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### Role of the President

- ▶ Understand all officer roles
  - ▶ VP Education
  - ▶ VP Membership
  - ▶ VP Public Relations
  - ▶ Treasurer
  - ▶ Secretary
  - ▶ Sergeant At Arms

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### What has changed since Feb. 13, 2018?

- ▶ Pathways! for all new members
- ▶ Mix of traditional educational program (CC, CL → DTM) and Pathways for existing members through June 2020
- ▶ Pathways Base Camp Manager for VP of Education, with President and Secretary as backups, to:
  - ▶ Track/recognize Club Member progress in Pathways
  - ▶ Manage/Approve Members' Level Completion

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### Role of the President

- ▶ Work closely with VPe
  - ▶ The VPe acts as President when President is absent
  - ▶ The President acts as VPe when VPe is absent
    - ▶ As Pathways Base Camp Manager, notably to:
      - ▶ Approve Level Completion requests
      - ▶ Print certificates of Level completion
      - ▶ Approve Pending Requests for "External Training"

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### Setting the tone for the club

- ▶ Work with VPe to determine member educational needs
- ▶ Talk with members to determine *their* goals
- ▶ Define and drive club goals
- ▶ Plan a "Moments of Truth" with VP of Education
- ▶ Ensure all officers are trained

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### During the meeting: Ensure key roles are filled

- ▶ Secretary role must be fulfilled
  - ▶ Minutes must be taken
- ▶ Sergeant At Arms
  - ▶ Sets up the room
  - ▶ Tables, Chairs set up
  - ▶ Ballots provided to all attendees
  - ▶ Agenda distributed to all attendees

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During the meeting: Ensure necessary roles are filled  
(Cont'd)

- ▶ Sergeant At Arms (Cont'd)
  - ▶ Ensures banner is displayed properly
  - ▶ Greets guests, introduce them to President
  - ▶ Reset / Clean the room after the meeting



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**At the Club Meeting**

- ▶ Start and end the meeting on time
- ▶ Welcome and introduce guests
  - ▶ Get there early
  - ▶ Lead by example
- ▶ Organized meetings & business meeting
- ▶ Recognize member achievements
  - ▶ Celebrate everything – Why?



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**At the Club Meeting (continued)**

- ▶ Report club's progress
  - ▶ Explain and Educate about DCP
  - ▶ Moments of Truth results/progress
  - ▶ Remember Achieving Members result in Successful Clubs
- ▶ Build a family atmosphere – it is when people enjoy and learn that they achieve



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### Outside the Club Meeting

- ▶ How can we ensure club officers know their responsibilities and how to fulfill them?
- ▶ Encourage all your officers to attend TLI Session (along with you)
- ▶ Represent your club at International, District and Division Events & vote at the Business meetings (if unable attend get a proxy).

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### Outside the Club Meeting

- ▶ Ensure all club offices are filled for the succeeding term, nominating committee
- ▶ Prepare successor for office
- ▶ Oversee the administrative operation of the club
- ▶ Schedule and chair monthly executive committee meetings

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### Executive Committee Meetings

- ▶ Why are EC meetings important?
  - ▶ This is where your team is made!!
- ▶ Map a blueprint for success (DCP & Club Success plan)
- ▶ Monitor progress of your goals
- ▶ Plan club meetings, contests and programs

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### The Executive Committee

Every member is responsible for

- ▶ Making the club enjoyable
- ▶ All club business
- ▶ All administrative issues
- ▶ Helping the members achieve and in so doing the club achieves its goals

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### Your Leadership Opportunity

- ▶ Set realistic and attainable goals
- ▶ Plan how to accomplish the goals
- ▶ Delegate tasks as needed
- ▶ Monitor progress toward goals
- ▶ Coach team members when necessary

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### Your Leadership Opportunity

**What are your goals for this Year**

- 1.
- 2.
- 3.
- 4.

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***A responsibility  
and  
a privilege***



***Session Evaluation Link:***  
<http://bit.ly/tlifedback>  
(Facilitator has Session Number)

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