



Club Leadership Training Session

Being an Officer for your Club



What We Will Cover Today

- ▶ Set realistic and attainable goals.
- ▶ Delegate Effectively
- ▶ Motivate To Succeed
- ▶ Coach team members when necessary.



What We Will Cover Today

- ▶ Club Success Plan
- ▶ Meet Members Needs and Desires
- ▶ SWOT Analysis For Your Club
- ▶ Distinguished Club Program



Set SMART Goals

- ▶ Specific
 - Who?
 - What?
 - When?
 - Where?
 - Why?
 - Which?



Set SMART Goals

- ▶ Measurable

How many?

How much?

How will we know when it's accomplished?



Set SMART Goals

- ▶ Attainable
 - Right attitude
 - Necessary skills and abilities
 - Necessary financial resources
 - Necessary time



Set SMART Goals

- ▶ Realistic

How willing are we?

How able are we?

What are our current conditions?

What similar things have been accomplished?



Set SMART Goals

- ▶ Timely

What is the deadline?

When must each step be accomplished?



Set SMART Goals

- ▶ Specific
- ▶ Measurable
- ▶ Attainable
- ▶ Realistic
- ▶ Timely



Your Leadership Opportunity

Five Steps of Delegation

1. Decide what to delegate.
2. Decide who will do the task.
3. Assign responsibility.
4. Grant authority.
5. Establish accountability.



Your Leadership Opportunity

Barriers to Delegation

1. Lack of confidence in others
2. Fear of losing control
3. Selfishness
4. Insecurity
5. Reluctance



Your Leadership Opportunity

Five Steps of Motivation

1. Understand what motivates each person.
2. Focus on the benefit to the individual.
3. Make expectations clear.
4. Recognize their work.
5. Be a leader.



Your Leadership Opportunity

Four Steps to Coaching

1. Agree that a problem exists.
2. Discuss solutions.
3. Agree on an action.
4. Follow up.



Club Success Plan

Item number 1111



DISTINGUISHED CLUB PROGRAM AND CLUB SUCCESS PLAN

How to Be a Distinguished Club

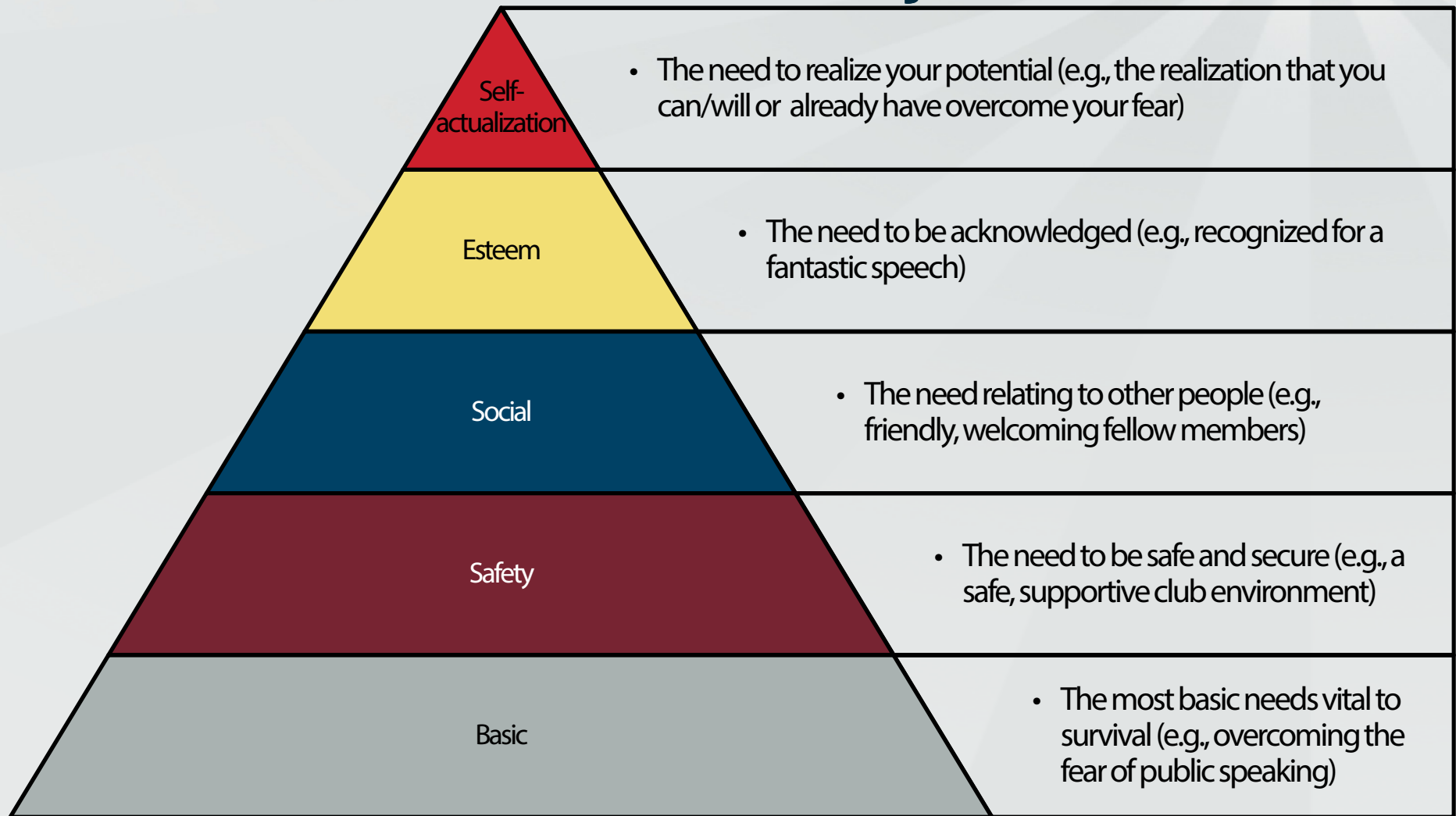


WHERE LEADERS
ARE MADE

Rev. 4/2013



The Toastmaster's Hierarchy of Needs





SWOT Analysis

Strengths	Opportunities
Weaknesses	Threats



Sample SWOT Analysis

Strengths

- Well-developed Club Success Plan and budget
- Club officers who have properly set expectations about duties

Opportunities

- Speech contests
- Membership-building contests
- *Speechcraft* (Item 204)
- *The Successful Club Series* (Item 289)

Weaknesses

- No presence on social networks
- Club website has not been updated recently
- CL manual not being used

Threats

- Low attendance
- Members not properly prepared for speeches
- Dues not paid
- Members not engaged during meetings



Distinguished Club Program

Education

- Members, who have the opportunity to earn education awards, are reaching their goals

Membership

- With enough members, everyone's experience is enhanced because leadership is provided and meeting and committee assignments are filled.

Training

- Trained club officers are better able to serve and support your club

Administration

- Fulfilling administrative duties helps your club run more smoothly, which benefits members



Education

1. Two CCs
2. Two more CCs
3. One ACB, ACS or ACG
4. One more ACB, ACS or ACG
5. One CL, ALB, ALS or DTM
6. One more CL, ALB, ALS or DTM

Membership

7. Four new members
8. Four more new members

Training

9. A minimum of four club officers trained during each of two training periods

Administration

10. On-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) for one period and on-time submission of one club officer list



<http://dashboards.toastmasters.org/Club.aspx?id=50>

10 Total Goals Available

- ***5 Goals = Distinguished***
- ***7 Goals = Select Distinguished***
- ***9 Goals = Presidents Distinguished***

Plus Membership requirement

- ***20 Members***
- ***Or 5 above base members***



TOASTMASTERS INTERNATIONAL

These reports are for the program year July 1, 2015 to June 30, 2016 and are not yet final.

District 50 ▾ 2015-2016 ▾ May ▾ As of 23-May-2016 ▾ Export ▾

District Performance Division and Area Performance Club Performance

Club Performance for District 50

To be considered for recognition, clubs must have 20 members or a net growth of at least five new members as of June 30th

Club Goals	
1	2 CC awards
2	2 More CC awards
3	1 AC award
4	1 More AC award
5	1 CL/ALB/ALS/DTM award

Club Goals	
6	1 More CL/ALB/ALS/DTM award
7	4 New members
8	4 More new members
9	4 Officers trained both periods
10	Dues renewal & officer list on time

Goals	
Distinguished	
5	
Select Distinguished	
7	
President's Distinguished	
9	

⊕ Expand ⊖ Collapse

D Division E		D Clubs 5		S Clubs 1		P Clubs 1											
Area 11		D Clubs 0		S Clubs 1		P Clubs 1											
	Membership		Goals	CC's		AC's		CL's		Mem.		Trn.		Rn.Lst.			
	Base	To Date	Met	1	2	3	4	5	6	7	8	9a	9b	10a	10b		
S 00005509	Twin Cities Club	22	22	7	1	0	1	5	1	2	4	6	3	3	1	1	
P 00007036	University Club	20	22	9	2	4	1	2	1	3	4	2	7	7	2	2	
	01100434	Solid Rock	16	13	8	2	0	1	0	1	1	4	6	7	6	1	1
	01258241	NorthEast Texas ToastMasters	13	11	6	1	0	1	2	1	1	4	1	6	5	1	0
Area 12		D Clubs 2		S Clubs 0		P Clubs 0											



District Performance Division and Area Performance Club Performance Club Status

**0005509 Twin Cities Club
Select Distinguished**

Club Alignment	
Region	3
District	50
Division	E
Area	11

Membership	
Base	To Date
22	22
Required 20	
20 members or a net growth of 5 new members	

Goals	
Goals Met	7
Distinguished	5
Select Distinguished	7
President's Distinguished	9

Chartered 6/1/1984

	Goals to Achieve	Goal	To Date	Status
1	Competent Communicator (CC) awards	2	1	1 CC needed
2	More Competent Communicator (CC) awards	2	0	2 CCs needed
3	Advanced Communicator (ACB, ACS, ACG) awards	1	1	✓
4	More Advanced Communicator (ACB, ACS, ACG) awards	1	5	✓
5	Leadership Awards (CL, ALB, ALS) or Distinguished Toastmaster (DTM) award	1	1	✓
6	More CL, ALB, ALS, or DTM award	1	2	✓
7	New members	4	4	✓
8	More new members	4	6	✓
9	Club officers trained June-August	4	3	First Training Period 1 needed
	Club officers trained December-February	4	3	Second Training Period 1 needed
10	Membership-renewal dues on time	Y	1	✓
	Club officer list on time	Y	1	



***A responsibility
and
a privilege***