



Club Leadership Training Session

## Being an Officer for your Club

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### What We Will Cover Today

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

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### What We Will Cover Today

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

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**Set SMART Goals** 

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

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**Set SMART Goals** 

- ▶ Measurable
  - How many?
  - How much?
  - How will we know when it's accomplished?

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**Set SMART Goals** 

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

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### Set SMART Goals

- ▶ Realistic
  - How willing are we?
  - How able are we?
  - What are our current conditions?
  - What similar things have been accomplished?

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### Set SMART Goals

- ▶ Timely
  - What is the deadline?
  - When must each step be accomplished?

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### Set SMART Goals

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

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### 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.

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### Your Leadership Opportunity

**Barriers to Delegation**

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

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### 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.

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**Your Leadership Opportunity**

**Four Steps to Coaching**

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



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**Club Success Plan**

**Item number 1111**



**DISTINGUISHED CLUB PROGRAM AND CLUB SUCCESS PLAN**  
How to Be a Distinguished Club



WHERE LEADERS FORGIVE

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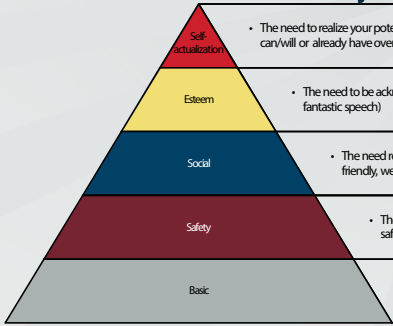
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**The Toastmaster's Hierarchy of Needs**



- The need to realize your potential (e.g. the realization that you can/will or already have overcome your fear)
- The need to be acknowledged (e.g. recognized for a fantastic speech)
- The need relating to other people (e.g. friendly, welcoming fellow members)
- The need to be safe and secure (e.g. a safe, supportive club environment)
- The most basic needs vital to survival (e.g. overcoming the fear of public speaking)

Adapted from "A Theory of Human Motivation" by Abraham Maslow



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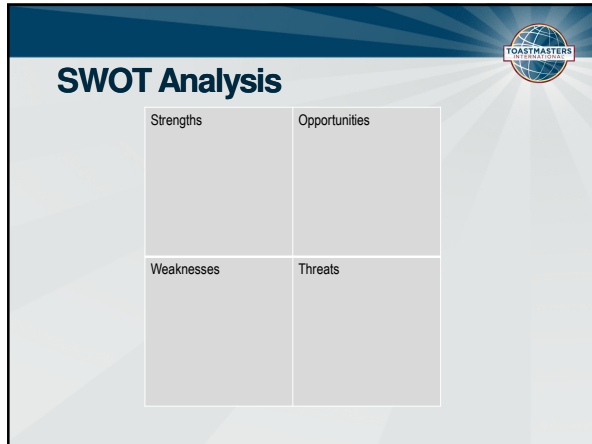
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**SWOT Analysis**

|            |               |
|------------|---------------|
| Strengths  | Opportunities |
| Weaknesses | Threats       |

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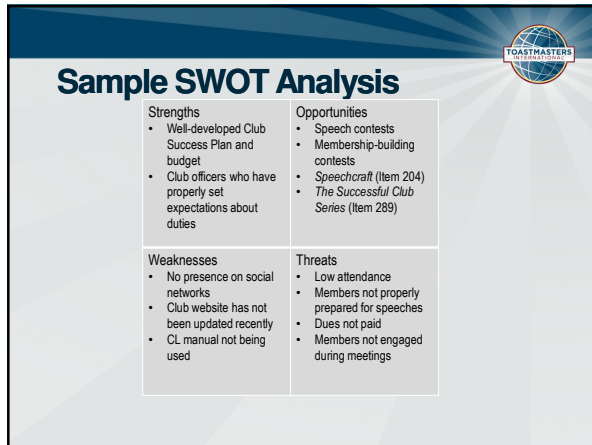
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**Sample SWOT Analysis**

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| <b>Strengths</b> <ul style="list-style-type: none"><li>Well-developed Club Success Plan and budget</li><li>Club officers who have properly set expectations about duties</li></ul>   | <b>Opportunities</b> <ul style="list-style-type: none"><li>Speech contests</li><li>Membership-building contests</li><li>Speechcraft (Item 204)</li><li>The Successful Club Series (Item 289)</li></ul> |
| <b>Weaknesses</b> <ul style="list-style-type: none"><li>No presence on social networks</li><li>Club website has not been updated recently</li><li>CL manual not being used</li></ul> | <b>Threats</b> <ul style="list-style-type: none"><li>Low attendance</li><li>Members not properly prepared for speeches</li><li>Dues not paid</li><li>Members not engaged during meetings</li></ul>     |

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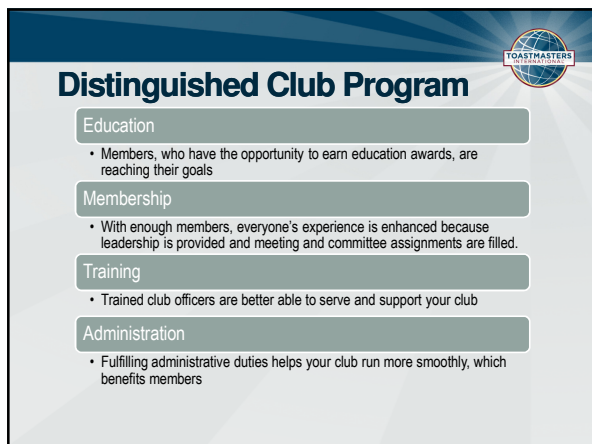
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**Distinguished Club Program**

- 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

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# Combined Officer Training



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

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<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

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**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                | Club Goals                              | Goals                     | CC's |     |     |     |    |     |     |     |      |      |     |      |  |  |  |
|---------------------------|---|---------------------------|------|-----|-----|-----|----|-----|-----|-----|------|------|-----|------|--|--|--|
|                           |   |                           | CC's | ACB | ACS | ACG | CL | ALB | ALS | DTM | Min. | Trn. | ROB | Ext. |  |  |  |
| 1. 2 CC awards            | 6. 1 More CL/ALB/ALS/DTM award          | Distinguished             | 5    |     |     |     |    |     |     |     |      |      |     |      |  |  |  |
| 2. 2 More CC awards       | 7. 4 New members                        | Select Distinguished      | 7    |     |     |     |    |     |     |     |      |      |     |      |  |  |  |
| 3. 1 AC award             | 8. 4 More new members                   | President's Distinguished | 9    |     |     |     |    |     |     |     |      |      |     |      |  |  |  |
| 4. 1 More AC award        | 9. 4 Officers trained both periods      |                           |      |     |     |     |    |     |     |     |      |      |     |      |  |  |  |
| 5. 1 CL/ALB/ALS/DTM award | 10. Dues renewal & officer list on time |                           |      |     |     |     |    |     |     |     |      |      |     |      |  |  |  |

| Club                                  | Membership Base | To Date | Goal | CC's |     |     |     |    |     |     |     |      |      |     |      |   |   |
|---------------------------------------|-----------------|---------|------|------|-----|-----|-----|----|-----|-----|-----|------|------|-----|------|---|---|
|                                       |                 |         |      | CC's | ACB | ACS | ACG | CL | ALB | ALS | DTM | Min. | Trn. | ROB | Ext. |   |   |
| 00005909 Twin Cities Club             | 22              | 22      | 7    | 1    | 1   | 1   | 1   | 1  | 1   | 1   | 1   | 1    | 1    | 1   | 1    | 1 | 1 |
| 00007036 University Club              | 20              | 22      | 9    | 2    | 4   | 2   | 1   | 3  | 4   | 4   | 7   | 7    | 2    | 2   |      |   |   |
| 0150434 Solid Rock                    | 16              | 13      | 8    | 2    | 0   | 1   | 1   | 1  | 4   | 6   | 7   | 4    | 1    | 1   |      |   |   |
| 01250481 NorthEast Texas Toastmasters | 13              | 11      | 6    | 1    | 0   | 2   | 1   | 1  | 4   | 4   | 6   | 4    | 1    | 0   |      |   |   |

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**0005509 Twin Cities Club**  
Select Distinguished

| Club Alignment |    | Membership                                  |         | Goals                     |   |
|----------------|----|---|---------|---------------------------|---|
| Region         | 3  | Base  | To Date | Goal Met                  | 7 |
| District       | 50 | 22  | 22      | Distinguished             | 5 |
| Division       | 8  | 20  | 20      | Select Distinguished      | 7 |
| Area           | 11 | 20 members or a net growth of 5 new members |         | President's Distinguished | 9 |

Chartered 6/1/1984

| Goals to Achieve | Goal  | To Date | Status                          |
|------------------|---|---------|---------------------------------|
| 1                | Complete Communicator (CC) awards   | 2 1     | 1 CC needed                     |
| 2                | More Complete Communicator (CC) awards                                    | 2 0     | 2 CCs needed                    |
| 3                | Advanced Communicator (ACB, ACS, ACC) awards                              | 1 1     | ✓                               |
| 4                | More Advanced Communicator (ACB, ACS, ACC) 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  |
| 9                | Club officers trained December-February                                   | 4 3     | Second Training Period 1 needed |
| 10               | Membership renewal dues on time   | Y 1     | ✓                               |
| 10               | Club officer list on time   | Y 1     | ✓                               |

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***A responsibility  
and  
a privilege***

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