




Club Leadership Training Session

Achieving Success As President


1311A.1



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

- ▶ Your role as the president
- ▶ 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
- ▶ 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
 - ▶ Treasure
 - ▶ Secretary
 - ▶ Sergeant At Arms


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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


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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
- ▶ 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***

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