

# Club Officer Training Reference Job Aid...

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A few highlighted but not exhaustive Toastmasters resources, content, tools and links...

First notice that all of these links are from the **[www.toastmasters.org](http://www.toastmasters.org) website**. This means as a club leader ensure to take some time to explore and navigate and get comfortable with the almost endless content available. This knowledge and content will support and empower your success as a club leader towards enabling the club and member success.

Second ensure to become familiar with all the District 64 support services and team members that are available to reach out for help to further enable your club's success in important key areas including... eg: Moments of Truth, Club Success Plan Building, Pathways, Achieving a DTM, Club Coaches, Speech Craft, Speakers Bureau and more. Already incentives are being offered to jump in and engage (...win prizes to recognize your club!...)

Last... In Toastmasters don't wait to be told, instead, jump in and take action, ask questions, and dive and explore the Toastmasters content and learn, learn, learn! If you have any questions or find anything unclear? Then reach out we are all here to serve and support each of your learning journey's and success! :)

Read on to learn more...

## Club Officer Core Materials & Helpful Resources

**Club Officer Leadership Handbook...** (great primer reference)

<https://toastmasterscdn.azureedge.net/medias/files/department-documents/club-documents/1310-club-leadership-handbook.pdf>

**District Leadership Handbook...** (great insight to district leadership levels and areas of responsibilities)

- <https://www.toastmasters.org/resources/district-leadership-handbook>

**Great Primer Video - Foundation of Knowledge...**

- [http://origin-qps.onstreammedia.com/origin/ToastmastersInternational/eLearning/COT/06072017/Foundation\\_v3\\_06072017/story\\_html5.html](http://origin-qps.onstreammedia.com/origin/ToastmastersInternational/eLearning/COT/06072017/Foundation_v3_06072017/story_html5.html)

**Club Officer Tools...** (more great resources, videos, tools)

- <https://www.toastmasters.org/leadership-central/club-officer-tools>

*Check out*

- Club Officer Roles
- Club Officer Tutorials
- Club Central Tutorials
- Club Officer Kit
- Club Management
- And more!

**Club Marketing Guide...** (many useful links contained within)

- <https://www.toastmasters.org/resources/club-marketing-guide>

**COT Training Materials...**

Here is found the club officer training materials for each of the club officer roles... ie: presentation, facilitators guide and participate workbooks etc... This also has several other club training presentation content to look at as well for club quality, retention, growth too. Who knows as a club leader perhaps one day you could facilitate training too? (it is a lot of fun and a great skill to cultivate too!)

- <https://www.toastmasters.org/leadership-central/district-leader-tools/training/club-officer-training-materials>

## District Dashboards...

This is where you can find the district and club distinguished recognition performance reports as well as many other supporting reports about the District, Division, Area and Clubs.

**All Dashboards...**

- <http://dashboards.toastmasters.org>

**Select District 64 to view our district's dashboard**

- <http://dashboards.toastmasters.org/district.aspx?id=64&hideclub=1>

Notice the tabs at the top for different levels of performance views...

- District Performance
- Division and Area Performance
- Club Performance

**Notice many other useful reports** located on the left had side bar of the Dashboards page.

For example...

- Daily Reports
- Club Growth Reports
- Additional Reports
- District Recognition ... Information Guide
- Club Recognition ... Information Guide
- Dashboard Guide ... Information Guide

## D64 Program Quality Director Support Services

**Moments of Truth Reference and Coordinator...**

**MOT Coordinator: Ralph McQueen email: grover71780@gmail.com**

**Club Incentive for July to Sept 2023!!! - Win a Prize!**

- ***Complete and send in your club's Moments of Truth outcomes and findings to [stephen.bryden@shaw.ca](mailto:stephen.bryden@shaw.ca) or [grover71780@gmail.com](mailto:grover71780@gmail.com) and your club will receive a prize (specifically what TBD)!!!***

**What it is...** Moments of Truth is an intentional exercise to collaborate and discuss as a membership the clubs strengths and weaknesses in a number of core focus areas. Each focus area has a level of standards to consider improving towards to achieve. The closer your club can run its TM program to the standards the better out comes, excellence and success will be experienced.

Even better often times the outcomes can be used as pathways project inputs to improve the club experience. Additionally if a Club Success Plan is built then ideas from the Moments of Truth can be used to help drive ideas for building out plans put into this plan too. Have fun with the process!!!

**Moments of Truth Resources**

- [https://toastmasterscdn.azureedge.net/medias/files/department-documents/club-documents/290-moments-of-truth/en/290h-moments-of-truth-handout 2021.pdf](https://toastmasterscdn.azureedge.net/medias/files/department-documents/club-documents/290-moments-of-truth/en/290h-moments-of-truth-handout%2021.pdf)
- <https://toastmasterscdn.azureedge.net/medias/files/department-documents/club-documents/290-moments-of-truth/en/290-moments-of-truth-ppt.pptx>
- <https://toastmasterscdn.azureedge.net/medias/files/department-documents/club-documents/290-moments-of-truth/en/290b-moments-of-truth-chart.pdf>
- <https://www.toastmasters.org/~media/E017290D7ED0458C8C278A364689F7AF.ashx>

**Club Success Plan Reference & Coordinator...**

**CSP Coordinator: Ralph McQueen email: grover71780@gmail.com**

**Club Incentive for July to Sept 2023 - Win a Prize!**

- ***Complete and send in copy of your clubs Club Success Plan template to [stephen.bryden@shaw.ca](mailto:stephen.bryden@shaw.ca) or [grover71780@gmail.com](mailto:grover71780@gmail.com) and your club will receive a prize (specifically what TBD)!!!***

**What it is ...** The Club Success Plan is a tool club leadership can use to plan how the club and membership will achieve Distinguished Club status. By getting together as an executive team to fill out the CSP will greatly increase the executive teams success as leaders, success as a club and membership and create a roadmap that can be followed to get there. Reach out to the coordinator or check out the links below.

**Club Success Plan Template...**

- <https://www.toastmasters.org/resources/1111a-club-success-plan>

**How to Complete a CSP**

1. Download CSP template from toastmasters.org.

2. Work with Executive committee and club to fill out goals, objectives to help focus planning to achieve 'Distinguished Club Status' (aka achieve goals in the Distinguished Club Program (DCP) of 5 or more points out of 10 possible).
3. Then gain shared agreement that it is achievable so that the members can commit to pursuing through the TM year.
4. Then upload the PDF to Club Central under Club Success Plan area.

#### **How to upload the filled out CSPO template...**

1. Log in to [toastmasters.org](http://toastmasters.org)
2. Click "Club Central"
3. Under Club Management Section ... Click "Club Success Plan"
4. Upload the filled out PDF template

#### **Pathways Coordinator...**

**Patrick Goodridge email: [pgoodridge@hydro.mb.ca](mailto:pgoodridge@hydro.mb.ca)**

**What the role is...** The Pathways coordinator is a helpful district level resource available to assist club leadership with questions and resources on Pathways. Pathways is a huge part of the Toastmasters communication and leadership development program. As leaders lets' ensure all members are registered in Pathways. The Pathways Coordinator is there to assist to point club leadership in the right direction.

#### **Distinguished Toastmasters (DTM) Coordinator...**

**Sheryl Poirier email: [sberglund4@shaw.ca](mailto:sberglund4@shaw.ca)**

**What this role is...** The DTM Coordinator is a helpful District level resource to help answer questions about how to achieve the coveted DTM achievement. This is the highest educational recognition from Toastmasters International. Don't know all the requirements to achieve it? Need help with how to get there? Perhaps need ideas on where to find opportunities? *Then Don't wait reach out to the DTM Coordinator!!*

#### **Speech Contest Coordinator...**

**Susan Kotello email: [skotello@gmail.com](mailto:skotello@gmail.com)**

**What this role is...** Our Speech Contest Coordinator will be a source of knowledge and support for running speech contests. Have any questions about running a speech contest? Need some help navigating the contest rules book? Need clarity on all the roles that support a speech contest delivery success? Then reach out to our District Speech Contest Coordinator, a great resource and support to answer these questions and more!

#### **Speech Contest Judge Coordinator...**

**Bill Buchanan email: [billb111@mymts.net](mailto:billb111@mymts.net)**

**What this role is...** Our Judges Coordinator will be a source of knowledge for what it takes to be a quality judge during speech contest season in District 64. Watch for coming judges training events during the 1st half of the Toastmaster year. Judging a speech contest is a great learning experience for those who want to up their knowledge and skill. Need assistance to find speech contest judges? Then reach out to this helpful resource to assist.

# Club Growth Director Team Support Services & Opportunities!

**Doreen Roman Club Growth Director 2023-2024**

**Email: [doreenhroman@gmail.com](mailto:doreenhroman@gmail.com)**

## **Club Coaching...**

**What it is...** A helpful member assigned to help low member clubs to become healthy and distinguished! Develop mentorship skills and meet new friends while having fun!

Reference links to look at: <https://www.toastmasters.org/coach-program/>

Contact Doreen Roman  
[doreenhroman@gmail.com](mailto:doreenhroman@gmail.com)

Info webinar to be planned TBD

## **Speechcraft Program...**

**What this role is...** A program ran by experienced members to help non-members become the best communicators they can be! A great program to convert non toastmasters members into new ones!

Reference link to look at  
<https://www.toastmasters.org/education/speechcraft>

Contact Doreen Roman  
[doreenhroman@gmail.com](mailto:doreenhroman@gmail.com)

Info webinar to be planned TBD

## **Speaker Bureaus...**

**What this role is...** A great resource to find and source speakers. The bureau acts between the District and an organization to source qualified speakers. Running an open house need an external guest speaker then reach out to learn more.

Reference link to look at <https://district64.ca/speakers-bureau/>

Contact Doreen Roman  
[doreenhroman@gmail.com](mailto:doreenhroman@gmail.com)

Info webinar to be planned TBD

# **Leadership Development Opportunities!**

## **New Sponsor and Mentor Information**

**What these roles are...** Sponsor is a member who helps an aspiring club through the charter process. A Club Mentor is a member who guides and supports the brand new chartered club through its first 6 months (optionally 1 year) as a brand new club.

Reference link to look at

<https://www.toastmasters.org/leadership-central/district-leader-tools/training/club-sponsor-mentor-and-coach-training>

Contact Doreen Roman  
[doreenhroman@gmail.com](mailto:doreenhroman@gmail.com)

Info webinar to be planned TBD