

Club Officer 101



Club Officer Training Round One

District 72
July/August 2024

Participants' Resources

Message from our District 72 Director

Kia ora koutou

This year we have a strong focus on education from the basics of Toastmasters through to more advanced learning about running a quality club with quality meetings, and making the most from your Toastmasters membership.

This round of club officer training will help our new club officers learn more about their role and responsibilities, while our tenured members can dig into some “meatier” content to assist their club or another club. Our growth and development as a member, club and leader are just one of the value-adds from our membership and we want you all to succeed with that. Just as Pathways takes you through levels 1 to 5, we aim to do the same with our COT sessions and other workshops this year. I wish you and your club every success for the year.

If you have knowledge, share it with fellow members and let them light their candle from you. You both shine that way!

I would love to hear from you about any wins, pain points or ideas you have, and can be contacted on carol.mitchell@xtra.co.nz or after business hours on 027 584 3700.

Carol Mitchell DTM (she/her)
District 72 Director 2024-2025
Ph: 027 584 3700

Introduction to Club Officer (COT) Round One

Round One Club Officer Training will provide you with the opportunity to attend either online or in-person, or both! You may attend as many sessions as you wish!

For this round, we are offering two online sessions: one is focused on those who are new to a club officer role, whilst the other is focused on those who already have some, or a lot of, club officer experience. Regardless of whether you are new to the role, or have attended many Club Officer Training sessions, you can attend whichever online session suits.

The online session for new club officers will take around four hours whilst the other online session will take around three. There will be breaks in both sessions.

Many people do not enjoy the online learning environment so each Division is also offering one in-person training session (Division C is offering two due to its spread). These will take approximately four hours and will provide time for everyone to mix and network during the break time, as well as gain insights into their role(s) and other aspects of leading a Toastmasters club.

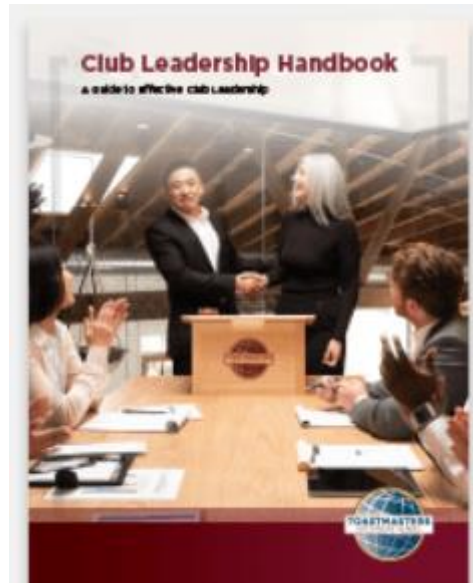
Please ensure you register for whichever session(s) you will be attending and, if you have time, complete the Pre-COT survey – links available on the [D72 website](#).

Preparing for your COT session,

Toastmasters provide a great deal of information to help club officers perform their roles and lead their clubs effectively.

The most important resource is the:

Club Leadership Handbook



The Club Leadership Handbook is your guide to your role(s) and running your club.

It is downloadable from:

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

or, log on to the Toastmasters International website (www.toastmasters.org) and enter Club Leadership Handbook into the search box.

Please make sure you have the latest copy of this resource (and have read about your role(s)) before attending your COT session. Any questions? Please bring these with you for training and the Q and A session.

COT Agenda

Timing	Session
5 mins	Welcome and Introductions
10 mins	Toastmasters Organisation
20 mins (experienced)	Distinguished Club Programme / Club Success Plan
30 mins (new)	
10 mins (experienced)	Club Central
30 mins (new)	
B R E A K	
30 mins (experienced)	Club Officer Roles
45 mins (new)	
10 mins	Contest Changes
30 mins	Quality Meetings
10 mins	Changes to Pathways
30 mins	Question and Answer Session
10 mins	Getting Help (online only)

Who is Who in District 72

District level

District Director:	Carol Mitchell, DTM	director.d72@toastmasters.org.nz
Programme Quality Director	Kayleen Gilder	programquality.d72@toastmasters.org.nz
Club Growth Director	Lisa Coppins	clubgrowth.d72@toastmasters.org.nz
Administration Manager:	Celina Templeman, DTM	admin.d72@toastmasters.org.nz
Finance Manager:	Glenys Brown, DTM	finance.d72@toastmasters.org.nz
Public Relations Manager:	Peter Simmons	prm.d72@toastmasters.org.nz
Parliamentarian:	Harry Fox	parl.d72@toastmasters.org.nz
Immediate Past District Director:	Glen Pearce, DTM	ipdd.d72@toastmasters.org.nz

Other District Contacts

Education and Training	Helen Cartmell, DTM Kath Cherrie, DTM Marie Fox Esther Haines	trainers.d72@toastmasters.org.nz trainers.d72@toastmasters.org.nz trainersDOT.d72@toastmasters.org.nz trainersQC.d72@toastmasters.org.nz
Technical Support	Tim Law	tim@toastmasters.org.nz
District Historian	Denis MCord, DTM	historian.d72@toastmasters.org.nz
Newsletter	Michelle Gerwitz Norbert Lee, DTM	

Divisions and Division Officer

Division C

C2	C3	C4	C6
Gore Toastmasters Club Queenstown Club Wanaka Toastmasters	Five-Thirty Forum Club Foveaux Club Grand Club Oyster Orators ROAR	Dawnspeakers Club Dunedin Toastmasters Club Lunchspeak Club Speak-Easy Club Tabletalk Toastmasters Wavecrest Club	Everest Club OUCH Scarflies (suspended) Toast NOW Cyber-Five (in formation)

Division Director: Glenys Forsyth

division.c@toastmasters.org.nz

Area Directors

C2 –
C3 – Christine Livingston
C4 – Hugh Newbury
C6 – Mitesh Popat

Division D

D1	D2	D3	D4
Alphabet Athletic Avon Boaters Southern Cities Sunrise	Bishopdale Kaiapoi Rangiora	Aranui Christchurch Club Oaklands Pegasus Cathedral City	Christchurch Women's Civic Dollan House U-CAN-SPEAK Victoria (Chch)
D5	D6		
Hornby Liffey Riccarton Lincoln Alpine (Timaru) Ashburton	Motueka Nelson Nelson Madhatters Sunbelt (Blenheim) Greymouth Westport		

Division Director: Jo Moar

division.d@toasmasters.org.nz

Area Directors

- D1 –
- D2 –
- D3 – Leonie Wilkinson
- D4 –
- D5 –
- D6 – Dana Briscoe

Division G

G1	G3	G4	G6
BNZ DIAlogue Capital Breakfast Capital Chatterers Sunrise Speakers	Five Crowns MBIE NZTA Te Puni Korero Terrace@12 Toast IT!	Capital Club Te Aro Wellington Wellington Professional Kura Kōrero	High Noon Bankers LINZ Statistically Speaking Solnet Up-Top
G7			
Cook Strait Island Bay Newtown Peninsular Presenters Turbine Talkers			

Division Director: Kath Cherrie

division.g@toasmasters.org.nz

Area Directors

- G1 -
- G3 – Rachel Clay
- G4 -
- G6 – Katina Beauchamp
- G7 -

Division J

J1	J2	J3	J4
Churton Park Spinnaker Tawa Waikanae	Karori Newlands Ohariu Wadestown	Cupcake Communicators Gracefield Silverstream Upper Hutt Wairarapa	Hutt City Hutt Valley Phoenix Sunday Afternoon Wainuiomata

Division Director: Helen Cartmell

division.j@toasmasters.org.nz

Area Directors

J1 – Gary Nicholson

J2 – Nu Taramai

J3 – Andrew Hardwick

J4 – Siyi Qian

Name of my club(s):

Division(s) my club(s) belongs to:

Area(s) my club(s) belong to:

Toastmasters Organisation

Sources of Information	
Club Leadership Handbook	https://www.toastmasters.org/resources/club-leadership-handbook
Distinguished Club Programme	https://www.toastmasters.org/resources/1111-distinguished-club-program
Click on link 'Region and District Map' at left hand side	https://www.toastmasters.org/leadership-central/club-officer-tools/club-management

Notes

Distinguished Club Programme/Club Success Plan

Sources of Information	
<u>Club Leadership Handbook</u>	<u>https://www.toastmasters.org/resources/club-leadership-handbook</u>
<u>District Leadership Handbook</u>	<u>https://www.toastmasters.org/resources/district-leadership-handbook</u>
<u>Club Success Plan</u>	<u>https://www.toastmasters.org/resources/1111a-club-success-plan</u>
<u>Leading the Club to Success</u>	<u>https://www.toastmasters.org/resources/leading-the-club-to-success</u>

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Club Central

Sources of Information	
Club Leadership Handbook	https://www.toastmasters.org/resources/club-leadership-handbook
Use of Club Funds	https://www.toastmasters.org/leadership-central/general-finance/use-of-club-funds
Ethics and Conduct	https://www.toastmasters.org/leadership-central/governing-documents.aspx#Policy30EthicsandConduct557

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Club Officer Roles

Sources of Information	
<u>Club Leadership Handbook</u>	<u>https://www.toastmasters.org/resources/club-leadership-handbook</u>
<u>Club Officer Roles</u>	<u>https://www.toastmasters.org/Leadership-Central/Club-Officer-Tools/Club-Officer-Roles</u>
<u>Club Officer Tools</u>	<u>https://www.toastmasters.org/leadership-central/club-officer-tools</u>
<u>Club Officer Elections</u>	<u>https://www.toastmasters.org/leadership-central/club-officer-tools/club-management/club-quality/club-officer-elections</u>
<u>Club President</u>	<u>https://www.toastmasters.org/magazine/magazine-issues/2022/jan/the-team-leader</u>
<u>VP Education</u>	<u>https://www.toastmasters.org/magazine/magazine-issues/2022/june/vpe</u>
<u>VP Public Relations</u>	<u>https://www.toastmasters.org/magazine/magazine-issues/2022/may/vppr</u>
<u>VP Membership</u>	<u>https://www.toastmasters.org/magazine/magazine-issues/2022/apr/vpm</u>
<u>Secretary</u>	<u>https://www.toastmasters.org/magazine/magazine-issues/2022/nov/club-secretary</u>
<u>Sergeant-at-Arms</u>	<u>https://www.toastmasters.org/magazine/magazine-issues/2022/feb/sergeant-at-arms</u>
<u>Treasurer</u>	<u>https://www.toastmasters.org/magazine/magazine-issues/2022/sept/monitoring-the-money</u>

Notes

Contests

Sources of Information	
Speech Contest Rulebook 2023-2024	https://www.toastmasters.org/resources/2023-2024-speech-contest-rulebook
Speech Contests	https://www.toastmasters.org/resources/speech-contests
Speech Contests FAQs	https://www.toastmasters.org/footer/faq/Speech%20Contests
District News February 2024	https://www.toastmasters.org/leadership-central/the-leader-letter/leader-letter-february-2024/district-news-february-2024
Speech Contest Tutorials	https://www.toastmasters.org/resources/speech-contests/speech-contest-tutorials
Contest Certificate Set	https://www.toastmasters.org/resources/speech-contest-certificate-set

Notes

Quality Meetings

Sources of Information	
Create a quality club	https://www.toastmasters.org/magazine/articles/create-a-quality-club
Club Quality	https://www.toastmasters.org/leadership-central/club-officer-tools/club-management/club-quality
Infuse your Club with Vitamin C	https://www.toastmasters.org/magazine/magazine-issues/2019/sep/infuse-your-club-with-vitamin-c
Club Officer Elections	https://www.toastmasters.org/leadership-central/club-officer-tools/club-management/club-quality
Prescription for Productive Meetings	https://www.toastmasters.org/magazine/magazine-issues/2019/july/prescription-for-productive-meetings

Notes

Pathways Changes

Sources of Information	
Education Programme FAQs	https://toastmasters.org/education/education-programs-faq
Pathways Updates	https://www.toastmasters.org/education/pathways/pathways-updates

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Questions and Answers

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