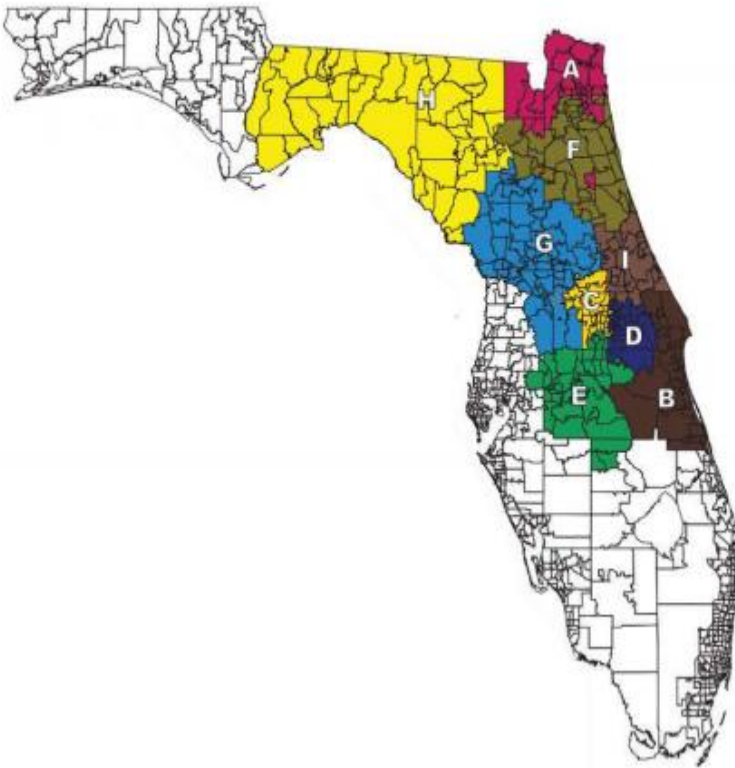




DISTRICT 84

WHERE LEADERS ARE MADE



Toastmasters International Mission:

We empower individuals to become more effective communicators and leaders

District Mission:

We build new clubs and support all clubs in achieving excellence

Club Mission:

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

Toastmasters International Core Values

- Integrity
- Respect
- Service
- Excellence

District 84

Raising the Bar



To **“Raise the Bar”** means to **set a high standard**
and to **raise expectations**

Club Quarterly Goals

First quarter (July-September)

- Golden Gavel Incentive begins July 1st
- Club Officer Training
- Start Club's success plan
- Hold Club Executive Committee Meeting
- Conduct the Moments of Truth
- Open House- Smedley Award (August- September)
- Plan Club Speech Contest (Evaluation, Table Topics and International)
- Two Education Goals
- Dues Renewals-Notable 9 (Sept 9th) and Incredible 20 (Sept 20th)

Second quarter (October-December)

- All Due Renewals must be paid by October 1st
- Hold Club Executive Committee Meeting
- Two more Education Goals
- Open House
- Submit Club Contest Winner's names to Area Director by December 31st

Third quarter (January-March)

- Club Officer Training
 - Hold Club Executive Committee Meeting
 - Open House-Talk Up Toastmasters (February-March)
 - Dues Renewals-Notable 9 (March 9th) and Incredible 20 (March 20th)
 - Support Area Contest Jan-Feb
 - Two more Education Goals

Fourth quarter (April-June)

- All Due renewals must be paid by April 1st
- Conduct Moments of Truth
- Support Division Contest March - April
- Club Officer Elections
- Submit new Club Officer list by June 30th
- Hold Club Executive Committee meeting
- District 84 Conference May
- Open House-Beat the Clock (May-June)

CLUB EXECUTIVE COMMITTEE

The executive committee of a Toastmasters club consists of all eight club officers (president, vice president education, vice president membership, vice president public relations, secretary, treasurer, sergeant at arms and the immediate past president). The club president serves as the executive committee chair. Working as a team, the executive committee must manage all business and administrative affairs of the club. The immediate past club president provides advice and guidance as requested by the club president.

CLUB EXECUTIVE COMMITTEE MEETINGS

The executive committee meets as necessary to discuss club affairs. Some clubs' executive committees meet twice a month, while others meet monthly. How frequently the committee meets is its decision, but it's important for a newly elected committee to meet at the beginning of their term to discuss the budget and complete or update the Club Success Plan.

In order to lead your team effectively, you must first understand your role within the organization as a club officer. Having a clear understanding of your responsibilities and procedures is essential to the success of the club. Once you know them, you can work cohesively with your team members and fellow club officers.

PRESIDENT

VICE PRESIDENT EDUCATION

VICE PRESIDENT MEMBERSHIP

VICE PRESIDENT PUBLIC RELATIONS

SECRETARY

TREASURER

SERGEANT AT ARMS

PRESIDENT

As the person who sets the tone for the club, you are expected to provide helpful, supportive leadership for all the club's activities and be the first to assume responsibility for the progress and welfare of the club. You motivate, make peace and facilitate as required. Though you must occasionally step in and make a difficult decision, rarely do so without consulting club members and other club officers. Strive to show respect for all members, even when you do not agree with them, and provide leadership for all.

VICE PRESIDENT EDUCATION

As vice president education, you schedule members' speeches, verify the completion of projects and serve as a resource for questions about education awards, speech contests and the mentor program. You are an important source of Toastmasters knowledge for club members and it is your job to become familiar with all aspects of the Toastmasters education program.

VICE PRESIDENT MEMBERSHIP

You promote the club and manage the process of bringing in guests and transforming them into members. By initiating contact with guests, helping them feel welcome and providing them with the information they need to join, you help maintain a constant influx of new people into your club. You also attentively monitor membership levels and strategize with the rest of the executive committee about how to overcome membership challenges when they occur.

VICE PRESIDENT PUBLIC RELATIONS

You promote the club to the local community and notify the media about the club's existence and the benefits it provides. You promote the club, update web content and safeguard the Toastmasters brand identity. It's your job to notify the media whenever your club does something newsworthy. As vice president public relations, you'll find yourself writing news releases, creating and distributing fliers and maintaining the club's presence on the web and in the community.

SECRETARY

You maintain all club records, manage club files, handle club correspondence and take the minutes at each club and executive committee meeting. You are also in charge of updating and distributing a roster of the current paid membership and keeping the club officer list current for Toastmasters International. Though some clubs combine the secretary role with the treasurer, it's best to have a dedicated secretary who can help reduce the workload of the treasurer and occasionally assist the vice president education as well. Order supplies for the club as needed.

TREASURER

You are the club's accountant. You manage the club's bank account, writing checks as approved by the executive committee and depositing membership dues payments and other club revenues. You are also in charge of submitting membership dues payments to World Headquarters and keeping timely, accurate, up-to-date financial records for the club. Though the treasurer's duties are usually not the most demanding of all the club leadership positions, the consequences for members can be serious when they're not completed accurately and on time.

SERGEANT AT ARMS

You keep track of the club's physical property, such as the banner, lectern, timing device and other meeting materials. You arrive early to prepare the meeting place for members and stay late to stow all the club's equipment. You are also in charge of the meeting place itself, obtaining a new space when necessary and maintaining contact with the people who allow you to use the space for your club meetings. The sergeant at arms also has a role to play during business meetings, speech contests and other special club events. For example, the sergeant at arms escorts potential new members outside of the club's meeting place while the members vote on admitting them to the club. The sergeant at arms stands at the door while contestants compete in speech contests to ensure that the speaker is not interrupted by latecomers.

PATHWAYS BASE CAMP MANAGER

For most clubs, the Vice President Education will assume the role of Base Camp Manager in the Toastmasters Pathways learning experience.

The Base Camp Manager helps facilitate member progress by verifying education, approving requests, and tracking progress on Base Camp

The President, Vice President Education and Secretary are the only club officers who have access to the Base Camp Manager page; clubs must ensure that at least one of these officers can complete Base Camp Manager tasks.

www.toastmasters.org/Education/Pathways/FAQ

Club Officer Resources:

Club Leadership Handbook:

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

District 84 Website:

- <https://toastmastersd84.org/>

Dashboard:

- <http://dashboards.toastmasters.org/district.aspx?id=84&hideclub=1>

Distinguished Club Program and Club Success Plan

- <https://www.toastmasters.org/Resources/Distinguished-Club-Program-and-Club-Success-Plan-English>

Club officer questions:

- clubofficers@toastmasters.org

Email contacts:

- www.toastmasters.org/ContactUs

Toastmasters Club Central

- www.toastmasters.org/ClubCentral

Governing documents

- www.toastmasters.org/GovDocs

Toastmasters Online Store:

- www.toastmasters.org/Shop

Marketing resources, such as manuals, fliers, and promotional materials:

- www.toastmasters.org/Marketing

Free resources, such as stationery templates, logos, and branded images:

- www.toastmasters.org/BrandPortal

Toastmaster magazine

- www.toastmasters.org/Magazine

Standards of conduct

- www.toastmasters.org/EthicsAndConduct

The Leader Letter:

- www.toastmasters.org/LeaderLetter

Moments of Truth in 20 Minutes Guide

The timing breakdown for the 20 minutes presentation is as follows:

- 5 minutes - Presenter Opening
- 2 minutes - Score Moments of Truth
- 5 Minutes - Discuss responses among groups
- 5 Minutes - Report to club
- 3 minutes - Presenter Wrap Up

What to do during the Presenter Opening:

During the 5 minutes presenter opening you want to stress the importance and value of the Moments of Truth. It's your time to personalize your presentation. Be sure to leave enough time to explain the process. Break down into 6 groups if possible, but if not break down into 2, or 3 groups (to allow for even distribution of the 6 moments) then assign the 6 moments to the groups.

Something to keep in mind: Make sure groups do not contain all new members and guests or they will be lost.

What to do during the 2 minutes:

Instruct members to answer yes, no or maybe to the items in the group(s) assigned to them. Do not take time to discuss; that will come later. Just quickly go through the moments and use gut feel.

What to do during the first 5 minutes:

Have groups discuss their responses and select one thing they think they do well and one that could use improvement as that will be presented in the next 5-minute piece.

What to do during the next 5 minutes:

Have each group report their findings.

What to do with Presenter Wrap-up:

Summarize the session by pointing out that the club has identified some things they do well and some things they need to improve and their objective is to put a plan together to address those items. Offer to return in 6 months and repeat to check their progress. Always end with the Ralph Smedley quote:

"You never get a second chance to make a first impression"

2021-2022 Incentives

Membership

Smedley Award

- Dates: August 1- September 30
- Club adds 5 new, dual, or reinstated members
- Receive “Smedley Award” Ribbon to display on banner plus 10% off next club order from Toastmasters International
- **PLUS** receive \$25 TI gift certificate from District 84

Talk Up Toastmasters

- Dates: February 1- March 31
- Club add 5 new, dual, or reinstated members
- Receive “Talk Up Toastmasters” Ribbon to display on banner plus 10% off next club order from Toastmasters International
- **PLUS** receive \$25 TI gift certificate from District 84

Beat the Clock

- Date: May 1- June 30
- Club add 5 new, dual, or reinstated members
- Receive “Beat the Clock” Ribbon to display on banner plus 10% off next club order from Toastmasters International
- **PLUS** receive \$25 TI gift certificate from District 84

Banner Incentive

- Any club chartered during the year will receive a **Free Banner!**

Dues Renewals

The Notable 9

- Any Club that pays for **9** members in the first **9** days; gets “The Notable 9” Ribbon to display on banner.
 - Sept 9th or March 9th

The Incredible 20

- Any Club that pays for **20** members in the first **20** days; gets “The Incredible 20” Ribbon to display on Banner
- **PLUS** a \$25 TI gift certificate from District 84.
 - Sept 20th or March 20th

Note-Receipt from TI dated *PRIOR* to 9th or 20th deadline is required

Deadline for requesting Due Renewals award is Oct 31 and April 3
Email your receipt to renewals@toastmastersd84.org

Education and Training Incentives

Triple Crown Award

- Member earns 3 educational awards from July 1-March 31st
- Receives District 84 Triple Crown pin at the Annual Conference

Moments Of Truth Award

- Present Moments of Truth Module at 2 different club meetings July 1-March 31st
- Send copy of the Agenda to Dean Robertson:
MOTChair@toastmastersd84.org
- Receive MOT pin at the Annual Conference

Seven of Seven Officers Trained

- 7 of 7 club officers trained during the first and second round TLI
- Club receives a \$10 gift certificate from District 84
- *Must be trained at a District sponsored TLI*

GOLDEN GAVEL AWARD PROGRAM 2021-2022

District 84's most prestigious award is the Golden Gavel

Clubs meeting the criteria for the Golden Gavel Award will be recognized at the Annual District Conference

To qualify for this prestigious award, each club must achieve the following:

1. Perfect ten President's Distinguished Club by April Renewal
2. All seven Club Officers trained at both rounds
3. Two members complete MOT Training at TLI
4. Three members earn Triple Crown Award
5. Two members earn Club Ambassador Award
6. Smedley Award or Talk Up Toastmasters Award
7. Conduct two "Moments of Truth" at your club by March 31

REWARD: Beautiful, custom-engraved Golden Gavel Plaque!
Once your club has completed all requirements, use link below to submit documents before April 15: <https://form.jotform.com/211853938777068>



District 84 Club Ambassador Visit Report for 2021-2022



Report Must Be Submitted Within 28 days of Visit

AMBASSADOR INFORMATION (PLEASE PRINT CLEARLY)

Name _____ Email _____ Home Club _____

ABOUT THE VISIT

Club visited _____ District# _____ Date _____ Virtual? ☐ YES ☐ NO

Club City _____ Club State _____ Club Country _____

List three **NOTABLE** observations about the club you visited (**REQUIRED**)

1. _____
2. _____
3. _____

BONUS POINTS (Tabulated for Club Ambassador of the Year Award)

____ 2 Points: Bring a friend with you. **Name(s) of friend/friends** _____

____ 2 Points: Presented a Pathways project speech. **Path/Level** _____ **Speech Title** _____

____ 1 Point: Perform a meeting role (other than table topics participant) **Role performed** _____

____ 1 Point: Tell us your favorite phrase/thought heard at the meeting: _____

AMBASSADOR AGREEMENT

To earn the District 84 Club Ambassador Program pin, I understand that I must visit **THREE (3)** clubs of which I am not a member as of the date of my visit. I further agree to list **THREE (3)** notable things I observed of the host club. If serving as an Area or Division Director, I can only receive credit for visiting clubs outside my Area or Division of responsibility. I understand I cannot receive credit for multiple visits to the same club in the same TM year. **All club visits forms and documentation will be submitted within 28 days of the visit for credit.**

AMBASSADOR OF THE YEAR CONTEST AGREEMENT

For inclusion in the Ambassador of the Year contest, **each club visit form and supporting documentation must be submitted within 28 days of each visit.** The **contest ends April 30, 2022** allowing preparation time for awards which will be presented at the annual District 84 conference.

Ambassador's Signature _____ Date _____

Visited Club Officer's Signature _____ Date _____

To submit go to: <https://www.jotform.com/build/211584561163050> and transfer the details of your visit from this form. Attach the signed version of this form in the IMAGE UPLOAD section as verification of your visit.

VISIT REPORTS MUST BE SUBMITTED WITHIN 28 CALENDAR DAYS OF YOUR VISIT TO EARN CREDIT!

You will receive a copy of your submitted report as confirmation of your submittal. Upon receipt of three (3) visits, you should receive a congratulatory email of your Club Ambassador Award. Pins will be awarded in person at the annual D84 conference and mailed to those who cannot attend.

Thank you for participating as a D84 Club Ambassador. Your observations will help improve your club.

Visit www.ToastmastersD84.org for additional rules and information.

Navigating Pathways

Start Your Journey.....

Log in to www.toastmasters.org

1st time log in: Click on Pathways tab, then choose a path. Once the assessment is complete and you have selected your path, select “Go to Base Camp” from the Pathways tab, click on the “Go to Base Camp” button on the access my path tile, click on the Education Transcript tile, from there you access your path.

Already have your path selected?

Click on Pathways tab, select “Go to Base Camp” from the Pathways tab, click on the “Go to Base Camp” button on the access my path tile, click on the Education Transcript tile, from there you access your path.

Five Levels



Mastering Fundamentals



Learning Your Style



Increasing Knowledge



Building Skills



Demonstrating Expertise

Five Core Competencies

Public
Speaking

Interpersonal
Communication

Strategic
Leadership

Management

Confidence

There are more than 300 unique sub-competencies in Pathways that build on the five above.

11 Specialized Learning Paths

After taking an online assessment, you will be guided to the ideal path, based on your current goals.

There are at least 14 projects in each path.



Dynamic
Leadership



Effective
Coaching



Engaging
Humor



Innovative
Planning



Leadership
Development



Motivational
Strategies



Persuasive
Influence



Presentation
Mastery



Strategic
Relationships



Team
Collaboration



Visionary
Communication

Time and Time Again...
Let's Travel Through Time...
Together

District 84
2022 Conference
May 13-14