



PRESIDENTS TRAINING
VALERO

DECEMBER 5, 2009
SAN ANTONIO, TX

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AGENDA

- I. Introduction-Accidental president
- II. Review of President's manual
 - a. Calendar/Checklist (pp. 9-11)
 - b. Standards-inside and outside of meeting (pp.6-8)/Handout #1
- III. Keys ideas to remember as president
 - a. DCP-you lead the charge
 - b. Executive committee meetings
 - c. Enthusiasm is contagious
 - d. Know the other officers' duties
 - e. Delegate as needed
 - f. Toastmaster's promise-Handout #2
- IV. Set expectations-Handout #3
 - a. Quality meetings
 - b. Manual speeches
 - c. Effective and thoughtful evaluations
 - d. Active participation
 - e. Club at charter strength
 - f. Review and revise club membership and education goals ("Failing to plan is planning to fail")
 - g. Other ideas??
- V. CL (Competent Leadership) manual
 - a. Mention at every meeting and add to agenda
 - b. Evaluations from CL-oral, written, both

- c. Mentoring
 - d. How is your club using (or not) the CL manual?
- VI. Two case studies-Handouts 4&5
- VII. Wrap-up

HO #1

PRESIDENT STANDARDS

Outside of the club meeting

1. Attend district-sponsored club officer training.
2. Ensure club officers meet officer and meeting standards.
3. Oversee plan to achieve Distinguished Club Program goals and ensure club is Distinguished.
4. Encourage communication and leadership development through promoting of CC, AC, CL and AL awards.
5. Ensure club has an ongoing membership-building program.
6. Attend and vote club's proxy at district council meetings or authorize a club member to do so.
7. Attend regional conference and International Convention and vote club's proxy or send proxy to district governor.
8. Oversee administrative operation of club in compliance with the club constitution and bylaws.
9. Maintain relationships with the district and with Toastmasters International.
10. Schedule and chair monthly executive committee meetings.
11. Arrange for a replacement if unable to attend a club or executive committee meeting.
12. Search for leaders, ensure all club offices are filled for the succeeding term and ensure timely elections are conducted.
13. Prepare your successor for office.

At the club meeting

1. Ensure meeting starts and ends on time.
2. Make sure guests are warmly and enthusiastically welcomed and introduced.
3. Allow time before and after the meeting to speak with guests.
4. Read and/or display the club mission at every meeting.
5. Discuss the Distinguished Club Program and the club's progress and achievements in it.
6. Recognize member achievements in Toastmasters and in their personal lives.
7. Report on the Moments of Truth the club is achieving.

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A Toastmaster's Promise

As a member of Toastmasters International
and my club, I promise...

To attend club meetings regularly

To prepare all of my speech and leadership projects to the best of my ability, basing them on projects in the *Competent Communication*, *Advanced Communication* or *Competent Leadership* manuals

To prepare for and fulfill meeting assignments

To provide fellow members with helpful, constructive evaluations

To help the club maintain the positive, friendly environment necessary for all members to learn and grow

To serve my club as an officer when called upon to do so

To treat my fellow club members and our guests with respect and courtesy

To bring guests to club meetings so they can see the benefits Toastmasters membership offers

To adhere to the guidelines and rules for all Toastmasters educational and recognition programs

To maintain honest and highly ethical standards during the conduct of all Toastmasters activities

Agenda-Alamo City Officers Meeting
Sunday, June 7, 2009 4:00-6:00

Eat/socialize

- Icebreaker-bring an object with you that has a special meaning to you and share with the group
- Goal Setting-personal and officer goals
- Goal Setting-Alamo City Toastmasters-what goals do we want our club to achieve this year?
- Monthly officer meetings-time? Place?
- Officer Training-upcoming dates (June 27-Toastmasters Leadership Institute)
- Club contests-fall and spring
- Fall Conference-November 6 and 7 in Corpus Christi
- Mentoring program-Alamo City Toastmasters Club
- Additional business

Personal Goals

- 1.
- 2.
- 3.

Officer Goals

- 1.
- 2.
- 3.

Club Goals

- 1.
- 2.
- 3.

HO #3

CASE STUDY #1

CASE STUDY FOR PRESIDENTS:

WHEN CLUB MEETINGS DON'T START ON TIME

Your club meeting is scheduled to start at 7 p.m. You arrive at 6:30 p.m. to organize your thoughts and make adjustments to the program. At 6:45 p.m. you begin to feel uneasy because the Topicsmaster hasn't shown up. To make things worse, only five club members out of the regular 15 have arrived. At 7:00 p.m. the Topicsmaster whisks in, complaining about traffic. She spends five minutes finding out who the scheduled speakers are so she knows who is eligible to participate in Table Topics. Finally, at 7:15 p.m., you begin the meeting and introduce the Topicsmaster.

As the club president, how can you avoid such situations and start the meeting on time?

HO #5

CASE STUDY #3

CASE STUDY FOR PRESIDENTS:

DEALING WITH DEADBEAT OFFICERS

You have been president for three months. One of the officers on the executive committee, the treasurer, has not attended two of the three executive committee meetings and has missed half of the club meetings. You haven't received a treasurer's report so you do not know the status of the club's finances, and the treasurer does not return your telephone calls.

What can you do?

When Club Meetings Don't Start on Time

- Start whether or not the Topicsmaster is on time
- Reassign duty to someone else
- Recess of 15 minutes if TM isn't there
- Have room ready well ahead of the start time
- Assign alternates-the original person may or may not take back role
- "Repeat offender"-VPE doesn't put on schedule for a few months-hopefully person will get the message

Dealing with deadbeat/disconnected officers

- Have an officer shadow/assistant-that officer can teach the assistant the ropes in preparation for the assistant taking over the next year
- Reach out to individual/contact regularly
- Be positive-acknowledge their role in helping you as president and the club as a whole
- Have a nomination process, allow people to withdraw before voting
- Nominate good, reliable members-talk to them before they are nominated or accept the position to make sure they understand the particular office's duties
- Call an executive committee meeting about the officer and discuss action plan
- In the business part of the club meeting, rotate and have each officer report what he or she has been doing
- Talk to officer to find out what is going on-maybe something personal?
- Find an alternate to serve
- Ask for resignation is necessary