

District 39 – Club Officer Training

District 39, Division ____, Area ____

Club #_____, Club Name: _____

My Name: _____

My Role: _____

Club Office	Name	Phone
President		
VP Education		
VP Membership		
VP Public Relations		
Treasurer		
Secretary		
Sergeant At Arms		

District Director: _____ ← Operations, Administration

Program Quality Director: _____ ← Education, Training, Events

Club Growth Director: _____ ← Marketing, Club Building,
Member Retention

Club Leader Resources / Mentors

Division Director: _____ ← Consistent Area Quality

AD Program Quality: _____ ← Assist Education / Training

AD Club Growth: _____ ← Assist Club Growth activities

Area Director: _____ ← Consistent Club Quality

My Area Council (Club Leader Peers)

Clubs in my Area	Club President	VP Education	VP Membership

District Page

District Training Page

Toastmasters International

www.district39.org

www.district39.org/training

www.toastmasters.org

Sergeant at Arms (SAA)

Club Officer Training



Agenda



▶ SAA Role



▶ SAA Responsibilities



▶ SAA Resources

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Session Objectives

- ▶ Identify your role
- ▶ Fulfill your responsibilities
- ▶ Find resources that help you



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SAA Role



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SAA Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee

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The Club Meeting

- ▶ Before Club Meetings
- ▶ Upon Arrival at Club Meetings
- ▶ During Club Meetings



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Before Club Meetings

- ▶ Confirm room reservation.
- ▶ Ensure there are club supplies.



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Upon Arrival at Club Meetings

- ▶ Arrange meeting room early.
- ▶ Arrange tables and chairs.
- ▶ Set out meeting materials and promotional materials.



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Upon Arrival at Club Meetings

- ▶ Check room temperature.
- ▶ Ask guests to sign the Guest Book.



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During Club Meetings

- ▶ Welcome late arrivals.
- ▶ Coordinate food service, if any.
- ▶ Collect ballots and tally votes when necessary.



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After Club Meetings

- ▶ Return room to original configuration.
- ▶ Pack up and store materials.
- ▶ Dispose of trash.



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Outside the Club Meeting

- ▶ Schedule meeting location.
- ▶ Ensure adequate supplies are available.
- ▶ Attend executive committee meetings.



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Outside the Club Meeting

- ▶ Arrange your replacement or assistance.
- ▶ Prepare your successor for office.



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The Executive Committee

- ▶ Update the executive committee on the club meeting space status.
- ▶ Work to coordinate meeting space.
- ▶ Chair social and reception committee.
- ▶ Replace items as needed.



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How to Fulfill the SAA Responsibilities



- ▶ How
- ▶ When
- ▶ Who
- ▶ What

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SAA Responsibility Action Plan

- ▶ How will you fulfill this responsibility?
- ▶ When will each action be completed?
- ▶ Who is available to help you?
- ▶ What materials and resources can you use?

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SAA Resources



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Getting Started

- ▶ Attend district-sponsored club-officer training program.
- ▶ Read materials.
- ▶ Meet with outgoing executive committee.
- ▶ Meet with outgoing SAA.
- ▶ Meet with current executive committee.
- ▶ Introduce yourself to meeting space contacts.
- ▶ Ask for volunteers to assist you.


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Additional Resources


Sergeant at Arms Resources

Distinguished Club Program and Club Success Plan (Item 1111) www.toastmasters.org/1111
Ordering club supplies www.toastmasters.org/successfulmeetings
Ballots and Brief Evaluations (Item 163) www.toastmasters.org/163

www.toastmasters.org

This concludes the session.

Club Officer Training



Sergeant at Arms Checklist

Weekly checklist for the Sergeant at Arms

Action

- Arrive at the meeting early
- Ensure all seating has been set up properly
- Ensure water / tea / coffee has been set out (if applicable)
- Ensure the timekeeper's area is set out and ready for use. Make sure the time-clock works properly
- Close the blinds/remove light directly behind the speaker
- Set up the lectern
- Put name tags out
- Raise the club banner
- Assist the Toastmaster in placing an agenda on every seat
- Close door and keep out ambient noise
- Ensure visitors are greeted

During Meeting

- Call the meeting to order promptly
- Deliver an introduction
 - Make sure phones are on silent
 - Introduce Toastmaster
 - Introduce Pledge & Thought (if ok'd by Toastmaster)
- Quell disturbances and silence noise

After Meeting

- Help tidy up at end of meeting
- Ensure the Toastmaster/Sergeant at Arms for the upcoming meeting takes the Toastmaster equipment bag home with them or stores it securely.
- Lock the meeting room if required

Complete Yes / No



Evaluation

	BEGINNER	INTERMEDIATE	ADVANCED
What level of knowledge of the topic did you have prior to this session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate to what degree you agree with the following statements about this session.

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE
Overall, I was satisfied with the session.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I will use the content to strengthen my club.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The learning objectives were met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Will you implement at least one idea from this session in the next 30 days?	<input type="checkbox"/>	<input type="checkbox"/>

Write your comments about the session.

Indicate to what degree you agree that the facilitator demonstrated the following:

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE
Solid knowledge of the subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent presentation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Working Your Way through a Level

Log in to Toastmasters international.org

Click on Pathways

- If you have already selected your Path or If you need to select your Path
- Click on “Access Your Path through Base Camp” Click on “Take the Assessment”
- In the center box, choose your home club Answer the questions in the Assessment
- Click on “Log in as Member” Choose Your Path
- Open your Path (3 options)
 - a. Click on “Open Curriculum”
 - b. Click on “My Education Transcript” box, then Open Curriculum.
 - c. Click on “My Education Transcript” maroon bar, then Open Curriculum.
- Click on “Activate” your Project”
- Click on “Launch” your Project”
- Make sure to enlarge the window that opens so that you can see all buttons.
- Read through your Project which includes the following sections:
At the bottom of each page is a box which says, “select to move to another section”. Click on the ▼ to move quickly to the section you want.

Introduction

To turn a page in your project, click on the arrow at the right or left of the page.

Your Assignment

This page includes the Project Checklist which you can view, print out or save to your Lap Top.

Assess Your Skills – Before

To move through the 6 question, Before assessment, click on the next button.

Competencies

5-6 Sections that vary depending on the Level & Path

If a page opens up “grayed out”, read the directions then click on the Directions button to access the page.

Your evaluation

Click on “Evaluation Resource” to open your Evaluation document. Print, save or fill out on-line.
You can also print your entire project from the Evaluation page.



Assess Your Skills – After

After your speech, open your project and return to the **Assess Your Skills – After** page. Answer the 6 questions again and click [submit](#).

Level 1 Completion

- Notice changes in your Path
 - ✓ Curriculum Progress now has a percentage of completion figure. (i.e. 5%)
 - ✓ Level 1 Progress tracker now has a percentage of completion figure. (i.e. 10%)
 - ✓ There is a red checkmark over Ice Breaker.
 - ✓ The red box next to Ice Breaker line now says “Evaluate”.

You have 10 days to send your comments to TI regarding this project.
You will receive an e-mail from TI reminding you to evaluate your project.

 - ✓ The next two projects are now available for you.
Click “Activate”
Click “Launch”
You may complete them in any order.
 - ✓ When you have finished the 2nd & 3rd Projects, you are ready to go to Level 1 – Completion
Click on **“Mark Complete”**.

Once you click on this button an e-mail will be sent to the VPE for approval.
This button will change to “View Certificate”, you can view or print your certificate.

Once your VPE has approved your Level completion, Level 2 is now available to you.
You may work on the projects in Level 2 in any order you wish.

The screenshot displays the Toastmasters Pathways interface. On the left, a sidebar shows a curriculum progress bar at 54% and a list of levels (1-5) with Level 1 selected. The main content area shows four project cards: 'Ice Breaker', 'Evaluation and Feedback', 'Researching and Presenting', and 'Level 1 Completion—Effective Coaching'. The first three have 'Launch' buttons, and the last one has a 'Mark Complete' button. The 'Mark Complete' button is highlighted in red.



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