



AGENDA

Area 32 - Club Officer Training

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZAKdOGurj0sH9J-34J4xgmBRgHZoB1FcWqb>

Tuesday, 20th July 2021

Zoom Master – **Sarinca Janga**

Timer – **TJ Ruredzo**

Toastmaster – **Patricia Radley**

18:30 – Meeting room open – participants rename themselves (**role, name and club**)

18:50 Zoom Etiquette (**Zoom Master**)

19:05 Welcoming Address (10 mins) - **John Allsop - Division Director**

19:15 – Club Committee Roles (15 mins) – **Judy Mallinson**

19:30 - Distinguished Club Program (15 mins) – **Elizabeth Jordan**

19:45 - Dashboard and Creating a Club Success Plan (15 mins) – **Rose Calder**

20:00 – Quality Club meetings (15 mins) – **Dr Violet Cuffy**

20:15 - Break (10 mins)

20:25 Breakout Room Sessions

	A	B	C	
	President & VPE,	VPM & VPPR,	SAA, Treasurer, Secretary	
20:25 (20 mins)	Creating your club's vision.	Member engagement and retention	Administration – TMI Payments, ordering from TMI stores etc Zoom Etiquette	
	John Allsop	Elizabeth Jordan.	Rose Calder.	

20:45 (15 mins) Q & A (Main Room)

21:00 Closing Remarks **John Allsop -Division Director**

Toastmasters International has provided some pre-work in advance of the training sessions. Links to these documents are copied below:

The Club Success Plan. <https://toastmasterscdn.azureedge.net/medias/files/department-documents/training/cot-materials-2021/club-success-plan-pre-work.pdf>

Marketing: <https://toastmasterscdn.azureedge.net/medias/files/department-documents/training/cot-materials-2021/marketing-pre-work.pdf>

Prospective Member Engagement: <https://toastmasterscdn.azureedge.net/medias/files/department-documents/training/cot-materials-2021/prospective-member-engagement-pre-work.pdf>

Member Engagement and Retention: <https://toastmasterscdn.azureedge.net/medias/files/department-documents/training/cot-materials-2021/member-engagement-and-retention-pre-work.pdf>

Quality Club Meetings: <https://toastmasterscdn.azureedge.net/medias/files/department-documents/training/cot-materials-2021/quality-club-meetings-pre-work.pdf>

