



**DISTRICT 71**

**CLUB MENTOR PLAYBOOK**

**(Club Growth/Guiding Lights Project 2024/2025)**

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# CLUB MENTOR ASSIGNMENT ACKNOWLEDGEMENT

## FORM. 1.

I have accepted the assignment as a Club Mentor for:

Club Name: \_\_\_\_\_ # \_\_\_\_\_

Club President Name: \_\_\_\_\_

Assignment Date: \_\_\_\_\_

I agree to perform my role to the best of my ability and act professionally in all activities with the club to which I have been assigned.

\_\_\_\_\_  
Club Mentor

\_\_\_\_\_  
Date

*Please sign and submit this form to the District Director or Club Growth Director.*

## What is a Mentor?

A mentor is a person who shares his or her knowledge and expertise with one or more people who have less experience. Mentoring a new Toastmasters club is similar in many ways to mentoring a single person. Mentors are the advisors and tutors for new clubs and have a great effect on the degree to which a new club succeeds.

## Benefits of Mentoring

New clubs are not the only beneficiaries of the mentoring relationship. Mentoring allows you to:

- Share your expertise
- Develop your capacity to translate values and strategies into productive actions
- Prove yourself as a valuable leader
- Invest in the future of Toastmasters
- Obtain fresh perspectives
- Build teamwork skills
- Apply leadership skills in new situations
- Earn credit toward the path to DTM, if you successfully complete your role

## Mentoring Assignments and Commitment

Club mentors are appointed by the District Director or Club Growth Director. Assignments are documented on the Application to Organize a Toastmasters Club – Form 1 (page 3). A mentoring assignment is for minimum of six months. As a club mentor you are expected to attend all the newly chartered club’s meetings, all executive committee meetings and be a resource to the club.

## Club Sponsor vs. Club Mentor

A new prospective club is assigned both a sponsor and a mentor.

Club Sponsor	Club Mentor
Is assigned prior to chartering	Is assigned after chartering
Helps charter a new club	Ensures the club is strong and fully functional
Follows leads	Confirms officers understand their duties and have the tools they need to perform them
Generates interest and enthusiasm	Ensures the club holds quality meetings
Recruits members	Ensures the club builds and maintains membership
Submits all appropriate paperwork	

**Note:** A Club Coach can be assigned to an established club that is struggling.

## Support and Accountability

You are not alone in your role as Club Mentor, you will have the support of your **Area Director**. He/She will serve as a resource when you have questions or encounter challenges. They will check-in with you and your newly chartered club’s executive committee periodically. There will be reports to submit to help you track your progress. *(See Appendix 1)*

Congratulations! You have taken on the exciting role as a Club Mentor. The role can seem a bit overwhelming, so we have broken down this guide into the Top Ten areas that a Club Mentor should address with their new club. Toastmasters International and District 71 offer a wealth of resources for clubs. This guide includes links to those resources that would be most helpful to a new club just getting started. Share the resources that you feel are most relevant to your club.

## Section 1 CLUB FINANCES

### ***Start the Conversation***

- Does the club have a bank account for dues and club expenses?
- Does the club charge additional club dues to cover their expenses?
- Does the club have a debit card for making purchases and submitting dues to Toastmasters International?
- Does the club have a budget?
- Does the club meeting venue require proof of insurance?

Once the club completes its initial chartering process, Toastmasters International will forward an Employer Identification Number (EIN) application to the IRS on the club's behalf. Once that application is approved, Toastmasters International will post a copy of the document in Club Central on the Update My Club Meeting Information section. This document, along with club meeting minutes listing the officers, your club's charter documents, and constitution will be needed to open the account. Community Clubs may request a small fee over and above the dues charged by Toastmasters International to cover venue rental, club supplies and expenses.

### ***Resources & Tools***

[Legal & Compliance - Setting up a New Club Bank Account](#)

See **Appendix 2**. For full information.

[Liability Insurance](#)

Toastmasters International webpage that describes the general liability insurance supplied by Toastmasters International for qualified Toastmasters club meeting sites and events. This page also explains how you can get a copy of the certificate.

[Club Finance Report Template](#)

This template can be used by the Treasurer to present a finance report to the club executive committee and members.

**Tip:** A credit union may offer more favorable terms on minimum required balances and bank fees even if someone must pay a small fee to join the credit union. Explore your options.

## Section 2

# CLUB CORRESPONDENCE INFRASTRUCTURE

### *Start the Conversation*

- How are club emails going to be sent out?
- How are meeting roles going to be scheduled?
- How is the contact directory going to be maintained?
- Do all members know how to access and use the platform(s) chosen by the club?

Officers need to be able to send out communications to all members, and members need access to contact information of their fellow club members. The club also needs a scheduling platform that not only allows for the scheduling of meetings and events, but individual roles for each of the meetings. The options available may depend on whether the club is a corporate club or a community club. Corporate clubs may have access to a company-wide SharePoint site or other team collaboration platform. A community club will have to find one or more tools that work for them. Take into consideration that you want to be able to keep this data secure, so an application that requires a login is a must.

Once these items are in place, the club also needs a system of keeping their contact list up to date. Perhaps the Treasurer can take on this role as they add and remove members from the Toastmaster International site, they can also maintain your club's contact list.

### *Resources & Tools*

<https://easy-speak.org/>

The easy-Speak software allows Toastmaster clubs to automate their meeting planning and to track and support members' development. It provides a full data management system, automating the agenda and freeing the VPE's time to do what is important - **support and encourage** the members.

Club Officers may benefit from a visual presentation by Toastmaster Tanya Barad

<https://youtu.be/XLsUHR19zIM>

**Tip:** This could be a speech opportunity for the member who is overseeing the platform. They could show members how to access the application and use its features. This would also be an ideal time to explain the scheduling protocol to all club members.

## Section 3

# THE MEETING

### ***Start the Conversation***

- Are members familiar with all the meeting roles and how to execute them?
- Is an agenda provided at each meeting?
- Do visitors get a chance to introduce themselves?
- Does the Toastmaster introduce those with roles and do those members explain their roles?
- Do members with roles have the tools they need to perform their role?
- Are all meeting speakers (prepared speeches) given an oral and written evaluation?
- Do the ah-counter, grammarian and timer give reports?
- If a business meeting is also included, does the club follow parliamentary procedures?
- Does the secretary prepare minutes after each meeting?
- Do meetings start and end on time?

While the meeting is the heart of the Toastmaster experience and the reason the new club chartered, it can be challenging to perform an evaluation before you've even given your ice breaker, or to serve as general evaluator before you've even fulfilled all the other roles. As a Club Mentor, you will need to offer encouragement, especially to those who take on the more challenging roles early on. Meeting role training is critical. As a Club Mentor, you should feel comfortable providing this training. Please reach out to the Club Growth or Program Quality Directors for help if required.

You also may need to help the club make decisions about their meeting agenda. Some of these decisions may include:

- Do they want to open the meeting with an inspirational thought or the Toastmaster promise?
- Do they want to have a jokemaster?
- Do they want to vote for best speaker, best evaluator, best table topics and most improved?
- How are you going to suggest members (other than the evaluator) to give feedback to speakers (written or in Base Camp)?

### ***Resources & Tools***

#### [A Toastmaster Wears Many Hats](#)

A Toastmaster International guide to meeting roles. This guide not only explains the roles but also recommended preparation for the role. This is a great resource to give to all members.

#### [Club Meeting Roles](#)

A Toastmaster International webpage with brief description of meeting roles. It links to a more detailed description of each role.

[Toastmaster](#) includes an introduction script and checklist of duties

[General Evaluator](#) includes an introduction script and checklist of what to evaluate

[Meeting Speaker](#) includes a speaker introduction form

[Evaluator](#)

[Topics Master](#) includes an introduction script and log to track your topic/questions and speakers

[Table Topics Speaker](#)

[Ah-Counter](#) includes an introduction script and log to track crutch words (optional)

[Grammarian](#) includes an introduction script and log to track usages of word and improper grammar

[Timer](#) includes an introduction script and log to track speaker times

### [Effective Evaluations](#)

A Toastmaster International guide to giving evaluations.

### [Positive Feedback](#)

A Toastmasters International video from the Evaluation and Feedback project demonstrating an evaluation and provides tips on evaluating. Ideal for all members of a newly chartered club.

### [Meeting Agenda Template](#)

Toastmaster International branded meeting agenda template. You can use this if your Club does not use EasySpeak.

### [Master Your Meetings](#)

A Toastmaster International manual with guidance on conducting quality meetings. The guide is targeted at officers, but it offers useful advice for all members. You must be signed into the Toastmasters International website to access this resource.

### [Meeting Minutes Template](#)

Toastmaster International branded meeting minute template.

### [Generic Evaluation Form](#)

Toastmaster International generic Pathways evaluation form. These are good to have on hand if a member does not have their actual project evaluation resource available.

### [Meeting Supplies](#)

The Toastmaster International shop has meeting items like a portable lectern, gavel, banner, meeting sign, timing light, ballots, and award ribbons. If you do place an order keep in mind that TI usually offers some marketing materials for free when an order for merchandise is placed. See [The Benefits of Toastmasters Membership](#) and [New Club Information Kit](#).

**Tip:** As the club mentor, consider filling the role of General Evaluator the first few meetings. This will allow you to provide constructive feedback on how roles were executed by the new members and gives a good example of how the role should be performed.



## Section 4

### CLUB OFFICERS

#### ***Start the Conversation***

- Have officers attended District training?
- If not, do they know their responsibilities?
- Do officers know how to access Club Central and why they should access it?
- Do officers know the important milestones of the Toastmaster year, like Membership Dues, Club Officers Training, Officer elections and Contests?

Officers of a newly chartered club may not have the opportunity to attend Club officer training depending on when their club chartered. If not, it is critical that they are provided with the responsibilities of their role and resources to help them. The executive team will also need an orientation to Club Central and its many important functions like processing dues payments, education award submissions, adding new members and submitting an officers list. Finally, a calendar of key milestones will make sure the club does not miss deadlines.

#### ***Resources & Tools***

##### [Club Officer Tools](#)

This is a Toastmaster International web page that provides links to many valuable resources including: Club Leadership Handbook, Distinguished Club Program and Club Success Plan, Speech Contest Rulebook, Club Central Tutorials. This link is a MUST HAVE resource for every officer.

##### [Club Leadership Handbook](https://www.toastmasters.org/resources/club-leadership-handbook) <https://www.toastmasters.org/resources/club-leadership-handbook>

This is a Toastmaster International MUST HAVE resource guide for every officer. It gives an overview of each of the officers' responsibilities, the Distinguished Club Program, elections, and speech contests.

##### [Officer Role Tutorials](#)

Toastmasters International short tutorial for each officer role. This along with the Club Leadership Handbook is a great starting point for a new officer. You must be signed into the Toastmasters International website to access this resource.

##### [Club Central Tutorial](#)

Toastmasters International tutorials on all the major functions in Club Central, like adding members, submitting payments, submitting education awards, and submitting your club officer list.

##### [District 71 Events Calendar](https://d71toastmasters.org/home/events/) <https://d71toastmasters.org/home/events/>

This calendar provides significant dates for both district and club officers. Make note of the dates that are club related. This link includes some additional officer resources assembled by District 71.

##### [Club Resources](https://www.toastmasters.org/resources) <https://www.toastmasters.org/resources>

**Tip:** As a Club Mentor, if you do not feel you have the expertise to answer all the officers' questions, consider collaborating with a Mentor from another Club – Request support from the Club Growth Team.

## Section 5 PATHWAYS

### ***Start the Conversation***

- Are all members enrolled in Pathways?
- Are all speeches Pathway speeches?
- Do members know how to navigate Base Camp, including: working through a project, taking the pre and post-assessment, downloading their evaluation resource, tracking meeting roles, leaving feedback and marking levels complete?
- Are speakers giving their evaluation resource to their evaluator to fill out and return?
- Are evaluators filling out the evaluation resource and returning it to the speaker?
- Does the Vice President of Education (and President and Secretary) know how to approve level completions?
- Does the Vice President of Education (and President and Secretary) know how to submit education awards in Club Central?

Pathways is made up of specialized learning paths that allow members to focus on the competencies that are most important to them. Enrolling and working through the Pathways education program will help ensure that members meet their goals and obtain real-world skills. Pathways educational achievements represent 60% of the Distinguished Club Program requirements, so it is critical that all the club officers support and encourage participation.

### ***Resources & Tools***

#### [Pathways Overview](#)

Toastmaster International webpage that give an excellent introduction to the program, the paths, and Base Camp.

#### [Choose A Path](#)

You must be signed into the Toastmasters International website to be able to access this page. This guides you through how you want to participate (online or printed materials) and selecting a path.

#### [Base Camp](#)

You must be signed into the Toastmasters International website and enrolled in Pathways to be able to access this page. For those members who enrolled in the online version of Pathways, this is where they will access their curriculum. There are videos, tutorials and resources that walk members through the features of Base Camp.

#### [Club Officer Tools](#)

<https://www.toastmasters.org/leadership-central/club-officer-tools/club-management>

Toastmasters International tutorials on all the major functions in Club Central including submitting education awards. Select the Club Membership option, and then Submit Education Awards.

#### [Pathways FAQ](#)

Toastmasters International webpage with answers to frequently asked questions about Pathways.

**Tip:** A VPE from another club may be an excellent resource to you and the club's Vice President of Education. If you are having trouble finding a resource reach out to your district contacts. Some Divisions set up WhatsApp groups for VPE role holders as a support in this very large role.

## Section 6

# THE EXECUTIVE COMMITTEE

### ***Start the Conversation***

- Does the executive committee have regular meetings?
- Does each officer provide an update to the executive committee?
- Does the executive committee review milestones and meet deadlines?
- Does the executive committee track their program in the Distinguished Club Program?
- Does the executive committee record minutes of their meetings?
- Does the executive committee share important information with its club members?

The executive committee is made up of the club officers. It is important that each officer understand their role and responsibilities, but it is just as important that the officers work together as a team. Regular monthly meetings allows them to check in with each other and address important milestones and evaluate their club's performance overall and in the Distinguished Club Program. Some of the most important milestones include membership dues, officer elections, submission of officers list, speech contests and officer training. Officers should also provide its members with regular updates and reminders.

### ***Resources & Tools***

**Opening a Club Bank Account** – see Appendix 2.

#### [Club Executive Meeting Minutes](#)

Toastmasters International executive meeting minutes template.

#### [District 71 Events Calendar](https://d71toastmasters.org/home/events/) <https://d71toastmasters.org/home/events/>

This calendar provides significant dates for both district and club officers. Make note of the dates that are club related. Use this resource to promote your Club Contests and Club Officer Training.

#### [Distinguished Club Program and Club Success Plan](#)

A Toastmasters International guide on How to Be a Distinguished Club. This manual also includes the template to build a Club Success Plan.

#### [Club Officer Elections](#)

Toastmasters International resource page on club officer elections.

#### [Speech Contests:](https://www.toastmasters.org/resources/speech-contests) <https://www.toastmasters.org/resources/speech-contests>

Toastmasters International resource page with links to Rules, Contest FAQs, instructions on conducting a contest and speech contest materials.

Area Council Meetings – explained.

<https://www.toastmasters.org/Magazine/Magazine%20Issues/2020/Oct/Area%20Council%20Meetings>

District Council Meetings – explained.

<https://toastmasterscdn.azureedge.net/medias/files/department-documents/district-documents/7-steps-for-online-district-council-meetings.pdf>

## Section 7

### CLUB CULTURE

#### *Start the Conversation*

- Are guests greeted warmly and invited to join the club?
- Are new members oriented to your club and Pathways?
- Are meetings fun?
- Are evaluations positive and helpful?
- Are members positive and supportive of one another?
- Are members acknowledged when they achieve an educational award?

The culture of your club is what keeps members engaged and attracts new members. It is never too early to think about setting the right tone for your club. The best tool to assess club quality is the **Moments of Truth** survey. Encourage officers to do this at least annually with their club.

#### *Resources & Tools*

##### [Moments of Truth](#)

<https://www.toastmasters.org/Resources/Moments-of-Truth>

Toastmaster International club quality checklist.

**Tip:** Moments of Truth can be presented as a speech to the club. Toastmasters International recommends it be done annually.

## Section 8

# NEW MEMBER ONBOARDING

### ***Start the Conversation***

- Does the club ask new prospective members to complete a membership application?
- Does the club hold a vote to allow new members into the club?
- Does the club perform an induction ceremony for new members?
- Does the club assign a mentor to new members?
- Does the club or mentor provide an orientation to the following?
  - The club's communication and scheduling platform
  - Toastmasters' International website [www.toastmasters.org](http://www.toastmasters.org)
  - Pathways & Base Camp

Having processes in place to add a new member will help the new member get off to a great start. An induction ceremony makes the member feel welcome and celebrated. Assigning a mentor will give the new member a point of contact if they have questions and someone to acquaint them with the club's processes.

### ***Resources & Tools***

#### Membership Application Form:

<https://www.toastmasters.org/Resources/Membership%20Application>

Toastmasters International membership application.

#### New Member Orientation:

<https://www.toastmasters.org/leadership-central/club-officer-tools/club-management/new-member-orientation>

This Toastmaster International script includes the assignment of a Mentor.

#### The Navigator

This Toastmaster International's online member reference is a great resource to the Toastmaster experience and the Pathways program.

Pathways: Toastmaster International online guide to Pathways.

#### Pathways: Paths and Core Competencies

<https://www.toastmasters.org/resources/paths-and-core-competencies>

Toastmaster International document that gives an overview of the eleven paths and projects in each path, including electives.

#### The Ice Breaker

This is the first project in every path. This document can be shared with new members if they have not yet enrolled in a path.

## Section 9

### DISTINGUISHED CLUB PROGRAM (DCP)

#### ***Start the Conversation***

- Is the executive team familiar with the Distinguished Club Program?
- Are the members familiar with the Distinguished Club Program?
- Has the executive team put together a Club Success Plan?
- Is the executive team tracking their progress in the Club Success Plan?

Success does not happen by accident. Even though a newly chartered club is still trying to establish itself, it is never too early to start planning for its success. Depending on what time of the year the club chartered earning Distinguished Club status may not be realistic, but setting goals to earn education goals, get dues paid on time and to get new officers trained should be encouraged.

#### ***Resources & Tools***

##### [Distinguished Club Program and Club Success Plan](#)

<https://www.toastmasters.org/Resources/1111%20Distinguished%20Club%20Program>

A Toastmasters International guide on How to Be a Distinguished Club. This manual also includes the template to build a Club Success Plan. Updated in 2024.

**Tip:** Share your club's status in the Distinguished Club Program monthly, keeps focus on the goal and helps motivate the Club members. *See Appendix 1.*

## Section 10 TOASTMASTER OVERVIEW

### ***Start the Conversation***

- Are members familiar with the organizational structure of Toastmasters?
- Do club officers know who their Division and Area director is?
- Has the club's area director introduced themselves to the club?
- Has the club's area director visited the club?
- Are members aware of District conferences and training opportunities?

Sharing this information with the members of a new club allows them to understand the structure of Toastmasters and connects them with others who may be a valuable resource. It also provides learning opportunities outside the club.

### ***Resources & Tools***

#### [Toastmasters International Leadership](https://www.toastmasters.org/About/Board-of-Directors)

<https://www.toastmasters.org/About/Board-of-Directors>

#### [District 71 Leadership Team](https://d71.toastmasters.org/member-directory/)

<https://d71.toastmasters.org/member-directory/>

This District 71 web page lists the current Area/Division / District Director, Club Growth Director and Program Quality Director.

#### [Area Director Club Visit Report](#)

This Toastmaster International report can be shared with club officers so they know on what points their area director will be evaluating them.

#### [District 71 Website](https://www.toastmasters.org/) <https://www.toastmasters.org/>

Encourage all members to use the site as a resource and check out the Conferences and Training offerings.

### **Club Mentors Progress Report:**

Reports should be sent to your Area Director and the Guiding Light Teams. Regularity to be defined by CGD.

#### **Appendix 1. Club Mentor Progress Report.**

#### **Appendix 2. Opening a Club Bank Account.**

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**Acknowledgement:** *This document is an amended and updated version of District 8's Mentors playbook, which we use with kind permission from their District Director.*

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## Appendix 1. Club Mentor Progress Report

Instructions: Print out and make note of what you accomplish each month, updating only the sections you worked on. Enter a completion date when your club has fully addressed the topic. Forward to the Club Growth/ Program Quality Director.

Club Name \_\_\_\_\_ Club # \_\_\_\_\_

Club Mentor Name \_\_\_\_\_ Assignment Date \_\_\_\_\_

Club Finances	Completion Date
Month 1	_____
Month 2	_____
Month 3	_____
Month 4	_____
Month 5	_____
Month 6	_____

Club Correspondence Infrastructure	Completion Date
Month 1	_____
Month 2	_____
Month 3	_____
Month 4	_____
Month 5	_____
Month 6	_____

The Meeting	Completion Date
Month 1	_____
Month 2	_____
Month 3	_____
Month 4	_____
Month 5	_____
Month 6	_____



<b>Club Officers</b>	<b>Completion Date</b>
Month 1	_____
Month 2	_____
Month 3	_____
Month 4	_____
Month 5	_____
Month 6	_____

<b>Pathways</b>	<b>Completion Date</b>
Month 1	_____
Month 2	_____
Month 3	_____
Month 4	_____
Month 5	_____
Month 6	_____

<b>The Executive Committee</b>	<b>Completion Date</b>
Month 1	_____
Month 2	_____
Month 3	_____
Month 4	_____
Month 5	_____
Month 6	_____

<b>Club Culture</b>	<b>Completion Date</b>
Month 1	
Month 2	
Month 3	
Month 4	
Month 5	
Month 6	

<b>New Member Onboarding</b>	<b>Completion Date</b>
Month 1	
Month 2	
Month 3	
Month 4	
Month 5	
Month 6	

<b>Distinguished Club Program</b>	<b>Completion Date</b>
Month 1	
Month 2	
Month 3	
Month 4	
Month 5	
Month 6	

Toastmaster Overview	Completion Date
Month 1 _____	
Month 2 _____	
Month 3 _____	
Month 4 _____	
Month 5 _____	
Month 6 _____	

## Appendix 2.

### Opening a Bank Account for your New Club

When Chartering a new Club you will need open a Club Bank Account. This will be required to hold membership dues on deposit until it is time to pay to World Headquarters when fees are due or when a new member joins.

If your club has collected payments but does not have a bank account of its own yet, it may designate a club officer to hold the payments until the club has opened an account or until payments are sent to World Headquarters. Your club may deposit payments into another club's account temporarily. If either of these options are taken, please ensure that there is a paper trail. Once your account is open, make sure all funds being held temporarily are returned to your Treasurer.

The new Club committee will decide the most convenient branch of a registered Bank or indeed a Credit Union, who may have lower fees. Make an appointment with a representative of the institution that you have chosen to discuss requirements for opening a Club account.

You will generally require the following documentation to set up a Bank account.

1. **Club Registration** information – found on documentation received when your Club is Chartered. Club address. Names of the Signatories.
2. **Signatories:** The President and Treasurer are normally the caretakers of the account, however if one of these nominates another Officer instead and they agree, then that person can become one of the signatories. Only the registered signatories can withdraw funds from the account – any member can pay in funds.  
**TIP:** If the signatories cannot be present to open the account - you can get the forms in advance from the bank and get them signed by the relevant parties before meeting the representative.
3. **Deposit** - You will need a small deposit of funds to open the account.
4. **Online Banking / Bank Card.** Online via app. for convenience, your Treasurer can get the app on his/her laptop for easy access to monitor the account. You can also get a Bank Card for your Club account – this can be useful if you need to make a payment in advance to a venue for a large meeting where you haven't collected entrance fees yet – fees can be lodge in the Club account after the event.
5. **Bank/Credit Union representative** will guide you as to any other information needed and once provided, your account will be up and running.

**Security:** It is important to ensure that the information pertaining to the Club account is kept in a secure place.

**Records:** Accurate records must be kept by the Treasurer of all incoming and outgoing funds; this is needed for compliance with Toastmasters International rules; your end of year AGM; transparency and accountability. If at any stage a discrepancy arises with the account, please address it in a timely fashion to a solution.

If you have any questions regarding the operation of the account, refer them to your Bank contact if it's bank related or your Club committee, if it's Club related. If the matter cannot be resolved readily, escalate to your Area Director.

**ENDS.**