

Cassandra R. Lee, DTM2
a.k.a. the
“D.I.V.A. of Dialog™”
1st District Director for
District 103 Toastmasters



LEEdership LEGACY SERIES™

**“How to Submit Your
NEW Club Officer List
on the TI Website”**

Purpose of the LEEdership LEGACY SERIES™

The LEEdership LEGACY SERIES™ is a collection of informational, leadership resources created from the perspective of Cassandra “D.I.V.A. of Dialog™” Lee. Each report in the series contains details, strategies, tips, and/or plans which can be used for the educational achievement of members and distinguished success of club leaders, Area Directors, Division Directors, and District TRIO members of Toastmasters International.

“How to Submit Your NEW Club Officer List on the TI Website”

Special Report of the LEEdership LEGACY SERIES™

Step 1: Visit “www.toastmasters.org”



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EVERY TOASTMASTER'S JOURNEY
STARTS WITH A SINGLE SPEECH

Feedback

Step 2: Click “Leadership Central”



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EVERY TOASTMASTER'S JOURNEY STARTS WITH A SINGLE SPEECH

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Step 3: Click “Club Central”



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Leadership Central

[Club Central](#)
[District Leader Tools](#)
[The Leader Letter](#)
[Region Advisor](#)

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[Region Realignment 2018](#)

[Club Officer Tools](#)
[Legal and Tax Compliance](#)
[Eligibility Assistant](#)
[Distinguished Performance Reports](#)

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Password *

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Step 4: Log-in with Your “Username and Password”



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Leadership Central

- Club Central
- District Leader Tools
- The Leader Letter
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- District Central
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Don't have these?

Create them on the Toastmasters website

Step 5: Click “Log In”



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Username, Email or Member ID

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Step 6: Select a Club to “Conduct Club Business”



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CLUB CENTRAL

Select a club to conduct club business

Bold Literary Talkers (BLT) Club

00708973

**Wrightwood-Ashburn Overcomers
(WAO) Toastmasters Club**

00771880



Step 7: Go to the “Club Administration” Section



Club Administration



Club Officer Assignment

Review, update and assign club officers



Club Demographics

Review and update your club's mailing address, officer terms and club preferences



Club Financials

Review club receipts and statements



Distinguished Performance Report

Review your club's Distinguished Performance Report



Club Achievements

Review and print club awards and achievements



Eligibility Assistant

Verify member eligibility for speech contests and proxy assignments



Club Contact and Meeting Information

Review and update club contact information, meeting schedule and location



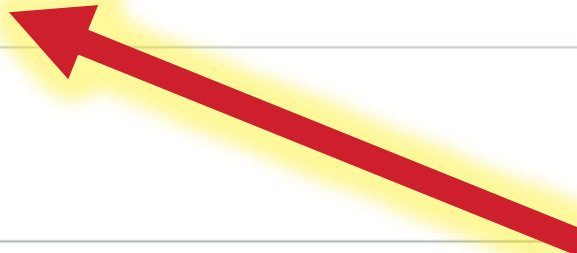
Addendum of Standard Club Options

Review, update and print Addendum of Standard Club Options



Administrative Reports










View and print reports on current and historical club information



Step 8: Click “Club Officer Assignment”



Club Administration

 Club Officer Assignment Review, update and assign club officers	 Club Demographics Review and update your club's mailing address, officer terms and club preferences
 Club Financials Review club receipts and statements	 Distinguished Performance Report Review your club's Distinguished Performance Report
 Club Achievements Review and print club awards and achievements	 Eligibility Assistant Verify member eligibility for speech contests and proxy assignments
 Club Contact and Meeting Information Review and update club contact information, meeting schedule and location	 Addendum of Standard Club Options Review, update and print Addendum of Standard Club Options
 Administrative Reports View and print reports on current and historical club information	

Step 9: Click the “Future” Tab (it will have the date of the new club year)



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Current Time at Toastmasters World Headquarters: **Saturday, June 2, 2018 12:59 PM PT**
Currently Managing **771880 - Wrightwood-Ashburn Overcomers (WAO) Toastmasters Club**

CLUB OFFICER ASSIGNMENT

Future: Jul 1, 2018 - Jun 30, 2019

Current: Jul 1, 2017 - Jun 30, 2018

Print

Step 10: Use drop-down field to select names of active members who will serve as a new club officer

Step: 11: Click “Save” when all seven (7) officers are entered

NOTE on Keeping Your Club Officer List Current During the Club Year

- To update your club officer list throughout the club year:
 - Click the **“Current Year”** tab (i.e. July 1, 2017 – June 30, 2018) instead of the **“Future Year”** tab (i.e. July 1, 2018 – June 30, 2019)
 - Select the club officer role which needs updating
 - Use the drop-down field to choose name of active member who will now serve in that role
 - Click **“Save”** to submit update



March – Put together your club’s **Nomination Committee** with your Immediate Past Club President as Chair

March – Have Nomination Committee talk to **club members** to secure club officers for upcoming club year

April – Let Nomination Committee present **slate of candidates** at first club meeting of the month

May – Hold club officer elections at **first club meeting** of the month

May – Submit NEW Club Officer List **online** to TI

June – Have NEW club officers attend **first-round of training** at your District’s TLI

Submit Your **NEW** Club Officer List by June 10

Have four (4) or more club officers attend **BOTH** rounds of club officer training

Achieve **Goal #9** in the Distinguished Club Program (DCP)



About the Author



A servant leader with over 20 years of dedication to the Toastmasters International organization, two-time distinguished Toastmaster **Cassandra “D.I.V.A. of Dialog™” Lee** has supported and managed clubs, areas, and divisions of Districts 30 and 103. Her personal quest for leadership development challenged her to accept membership in Toastmasters; influenced her to take on various leadership roles; and stretched her to learn and know pertinent information about the Toastmasters International program for club membership and management. She has devoted her servant leadership to her home club the Wrightwood-Ashburn Overcomers (WAO) Toastmasters Club #771880. It has become an award-winning distinguished club in Districts 30 and 103 for 12 of its 15 years in existence. She has also been a servant leader mentoring, training, advising, and inspiring other leaders of Districts 30 and 103 where she served as the first-ever District Director. Her commitment to guide members toward educational achievement and leaders toward distinguished success earned her the "Excellence in Program Quality Award" from Toastmasters International in the 2016-2017 club year. She continues that commitment with the creation of her **LEEdership LEGACY SERIES™** and **D103 Senior Advisor Webinar Series**. Outside of her life in Toastmasters, she serves the attendees of her professional development seminars and virtual trainings by using **D**ivine **I**nspiration **V**ocally **A**ppplied™ to educate and empower them toward workplace satisfaction and career success. Learn more details on this future Toastmasters International Accredited Speaker (AS) at www.d103tm.org; <http://wao.toastmastersclubs.org>; and/or www.divaofdiallog.com.