

# District 103 Toastmasters 2021-2022 Club Leaders Checklist

This checklist is designed to help club leaders establish and maintain a quality club environment while enhancing club member participation and retention. Use the monthly checklist below, plus:

☐ Encourage club members to participate in the District 103 Toastmasters Club Ambassador Program. Get details and form at D103 website.
☐ Visit <a href="https://www.d103toastmasters.org">www.d103toastmasters.org</a> website for district-sponsored events, information, incentives, forms, leadership teams, etc.
☐ Visit <u>www.toastmasters.org</u> website for member resources, Pathways resources, club leader tools in "Club Central," TI-sponsored events, etc.
☐ Request a free club website using FreeToastHost.org on the "Brand Portal" page of the Toastmaster International website. Fill out the form.
☐ Present the Toastmasters International <u>Moments of Truth</u> workshop module annually for your club; it's part of <u>The Successful Club Series</u> .

Details for this checklist are taken from the "Club Timeline" in the Toastmasters International <u>Club Leadership Handbook</u>, in addition to, the District 103 Toastmasters goals, incentives, and/or events, along with recommended best practices from club leadership experience for member recruitment, member retention, and club quality. Some details of this checklist are subject to change. For in-depth information on tasks for your club officer role, review the *Club Leadership Handbook* at <u>www.toastmasters.org</u>. For District 103 events for club leaders, visit <u>www.d103toastmasters.org</u>. Use this resource for the success of your club. It has been provided courtesy of the 1st D103 District Director Cassandra "D.I.V.A. of Dialog™" Lee, DTM. If you have any questions or concerns, feel free to email <u>crlee2003@hotmail.com</u> or call 773.592.2930. Obtain additional resources for club and district leaders at <a href="https://divaofdialog.com/Toastmasters">https://divaofdialog.com/Toastmasters</a>.

# **BEFORE TERM**

MONTH	TASKS
March	☐ Host a Member Outing ☐ Participate in the Talk Up Toastmasters Membership-Building
Achieve Goals #7 and #8 of the DCP when your club obtains eight new members	<b>Program</b> to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order from TI (ends March 31)
Achieve Goal #10 of the DCP when on-time payment of membership dues	☐ Continue collecting renewal dues payments from your club members and submitting online into Club Central on the TI website (due April 1)
accompanied by the names of eight members (at least three of whom must be renewing members) are submitted on time	☐ Form a Club Leadership (Nominating) Committee with your Immediate Past Club President and two club members who will contact members to seek new club leaders for the upcoming Toastmasters club year
The Club Success Plan (CSP) includes the Distinguished Club Program (DCP) details	<ul> <li>□ Prepare for your Area Director to schedule an official visit to your club for their second round of club visits (if applicable)</li> <li>□ Review and update Club Success Plan (if needed) and provide updated copy to your Area Director (if applicable)</li> </ul>
Achieve Goals #1, #2, #3, #4, #5, and #6 of the DCP when your members earn Pathways Levels 1, 2, 3, 4, 5, and/or DTM awards	<ul> <li>□ Provide your Area Director with the necessary information to complete their Area Director Visit Report form (if applicable)</li> <li>□ Ask your Area Director about the upcoming Area and/or Division Council Meeting (if applicable)</li> <li>□ Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club)</li> </ul>
	☐ Attend your DIVISION Speech Contests ☐ Register for the District 103 Annual Conference (if applicable) ☐ Volunteer to assist at the District 103 Annual Conference (if applicable)
	☐ Enter the Pathways educational awards your members have earned into Club Central on the TI website <b>by March 31</b> to be recognized at the <b>District 103 Annual Conference</b>
April	☐ Have Club Leadership (Nominating) Committee present slate of new club leaders at your first club meeting in April
Membership dues renewal payments are due April 1	Attend the District 103 Annual Conference for District Council Meeting (PRES and VPE), club alignment voting, new district leadership voting, DISTRICT Speech Contests, educational
Achieve Goals #1, #2, #3, #4, #5, and #6 of the DCP when your members earn Pathways Levels 1, 2, 3, 4, 5, and/or DTM awards	workshops, along with awards and recognition (check district website for dates <a href="https://www.district103toastmasters.org">https://www.district103toastmasters.org</a> )  I Volunteer to assist at the District 103 Annual Conference (if applicable)  I Enter the Pathways educational awards your members have earned
	into Club Central on the TI website

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#### ☐ Elect new club leaders at first club meeting in May May ☐ Enter your *Club Officer List* into Club Central on the TI website ☐ Install new club leaders **BEGIN WRAPPING UP** ☐ Meet with your predecessor for a smooth transition into role **CURRENT CLUB YEAR** ☐ Host an Open House Achieve Goal #10 of the DCP ☐ Participate in **Beat the Clock Membership-Building Program** to with on-time submission of add five (5) new, dual or reinstated members and earn a ribbon for **Club Officer List** your club banner with a 10% discount on your next club supply order from TI (begins May 1) Achieve Goals #7 and #8 of the DCP when your club ☐ Review club status in **Distinguished** obtains eight new members Club Program to finish club year as a DISTINGUISHED, SELECT DISTINGUISHED or Achieve Goals #1, #2, #3, #4, PRESIDENT'S DISTINGUISHED club #5, and #6 of the DCP when ☐ Enter the Pathways educational awards your members have earned your members earn Pathways into Club Central on the TI website Levels 1, 2, 3, 4, 5, and/or **DTM** awards ☐ Attend first round of club officer training to get four (4) or more of June your club officers trained at the district TLI ☐ Enter your *Club Officer List* into the TI website (**due June 1**) THANK YOU FOR YOUR ☐ Meet with your predecessor for a smooth transition into your club **SERVICE THIS YEAR!** leader role (if applicable) Achieve credit toward Goal #9 ☐ Complete Club Success Plan (CSP) for new club year and provide of the DCP when you have a copy to your incoming Area Director minimum of four (4) club ☐ Meet the incoming district leadership team at the District 103 officers trained during each Summer TLI of two training periods ☐ Host a Member Outing Achieve Goal #10 of the DCP ☐ Participate in **Beat the Clock Membership-Building Program** to with on-time submission of add five (5) new, dual or reinstated members and earn a ribbon for **Club Officer List** your club banner with a 10% discount on your next club supply order The Club Success Plan (CSP) from TI (ends June 30) includes the Distinguished ☐ Submit new member applications into the TI website (**due June 30**) Club Program (DCP) details ☐ Induct new club members ☐ Submit educational awards earned by your club members into the Achieve Goals #7 and #8 of TI website (due June 30) the DCP when your club obtains eight new members ☐ Recognize member achievement Achieve Goals #1, #2, #3, #4, #5, and #6 of the DCP when your members earn Pathways Levels 1, 2, 3, 4, 5, and/or

**DTM** awards

## **DURING TERM**

MONTU	TACKC
MONTH	TASKS
July	☐ Check club membership base and if less than 20, set a goal to reach 20 or have a net gain of five (5) members by June 30
HAPPY NEW YEAR!	☐ Prepare for your Area Director to schedule an official visit to your club for their first round of club visits
The Distinguished Club Program (DCP) begins on July 1	☐ Provide your Area Director with the necessary information to complete their <i>Area Director Visit Report</i> form ☐ Complete <i>Club Success Plan</i> (CSP) with your fellow club officers
The Club Success Plan (CSP) includes the Distinguished Club Program (DCP) details	and provide copy to your Area Director (if applicable)  Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club)
Achieve credit toward Goal #9 of the DCP when you have a minimum of four (4) club officers trained during each of two training periods	☐ Find out from Area Director which club, area, division, and district Speech Contest will be conducted in D103 besides the International Speech Contest ☐ Ask your Area Director about the upcoming Area and/or Division
Achieve Goals #1, #2, #3, #4, #5, and #6 of the DCP when your members earn Pathways Levels 1, 2, 3, 4, 5, and/or DTM awards	Council Meeting  ☐ Conduct your CLUB Speech Contests (begins July 1) ☐ Designate online at the TI website a club proxy (i.e. club member who will be at the TI convention or the incoming District Director) to carry your club's vote at the Toastmasters International Convention ☐ Attend first round of club officer make-up training to get four (4) or more club officers trained at the division-sponsored club officer make-up training event (if applicable) ☐ Enter the Pathways educational awards your members have earned into Club Central on the TI website
August	☐ Attend <u>first round</u> of club officer make-up training to get four (4) or more club officers trained at the division-sponsored or district last-
First-round of club officer training ends on August 31	chance club officer make-up training event (if applicable)  Host an Open House
Achieve credit toward Goal #9 of the DCP when you have a minimum of four (4) club officers trained during each of two training periods	□ Participate in the Smedley Award Membership-Building Program to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order from TI (begins August 1) □ Begin collecting renewal dues payments from your club members and submitting online into Club Central on the TI website (due)
Achieve Goals #7 and #8 of the DCP when your club obtains eight new members	and submitting online into Club Central on the TI website (due October 1)  ☐ Designate online at the TI website a club proxy (i.e. club member who will be at the TI convention or the incoming District Director) to
Achieve Goal #10 of the DCP when on-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing	carry your club's vote at the Toastmasters International Convention (due mid-August)  Prepare for your Area Director to schedule an official visit to your club for their <u>first round</u> of club visits (if applicable)  Provide your Area Director with the necessary information to complete their <i>Area Director Visit Report</i> form (if applicable)

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members) are submitted on time  Achieve Goals #1, #2, #3, #4, #5, and #6 of the DCP when your members earn Pathways Levels 1, 2, 3, 4, 5, and/or DTM awards	□ Complete Club Success Plan (CSP) with your fellow club officers and provide copy to your Area Director (if applicable) □ Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club) □ Find out from Area Director which club, area, division, and district Speech Contest will be conducted in D103 besides the International Speech Contest (if applicable) □ Ask your Area Director about the upcoming Area and/or Division Council Meeting (if applicable) □ Conduct your CLUB Speech Contests (if applicable) □ Enter the Pathways educational awards your members have earned into Club Central on the TI website
Achieve Goals #7 and #8 of the DCP when your club obtains eight new members  Achieve Goal #10 of the DCP when on-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) are submitted on time  Achieve Goals #1, #2, #3, #4, #5, and #6 of the DCP when your members earn Pathways Levels 1, 2, 3, 4, 5, and/or DTM awards	□ Host a Member Outing □ Participate in the Smedley Award Membership-Building Program to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order from TI (ends September 30) □ Continue collecting renewal dues payments from your club members and submitting online into Club Central on the TI website (due October 1) □ Conduct your CLUB Speech Contests (if applicable) □ Prepare for your Area Director to schedule an official visit to your club for their first round of club visits (if applicable) □ Provide your Area Director with the necessary information to complete their Area Director Visit Report form (if applicable) □ Complete Club Success Plan (CSP) with your fellow club officers and provide copy to your Area Director (if applicable) □ Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club) □ Find out from Area Director which club, area, division, and district Speech Contests will be conducted in D103 besides the International Speech Contest (if applicable) □ Ask your Area Director about the upcoming Area and/or Division Council Meeting (if applicable) □ Attend the virtual District 103 Fall Council Meeting (an opportunity to handle D103 related business; Club Presidents and Vice Presidents Education are required to attend) □ Enter the Pathways educational awards your members have earned into Club Central on the TI website
October	☐ Host an Open House (if applicable) ☐ Conduct your CLUB Speech Contacts (if applicable)
Membership dues renewal payments must be submitted no later than October 1	☐ Conduct your CLUB Speech Contests (if applicable) ☐ Prepare for your Area Director to schedule an official visit to your club for their <u>first round</u> of club visits (if applicable) ☐ Provide your Area Director with the necessary information to
Achieve Goal #10 of the DCP when on-time payment of	complete their Area Director Visit Report form (if applicable)  Complete Club Success Plan (CSP) with your fellow club officers and provide copy to your Area Director (if applicable)

membership dues ☐ Provide your Area Director with any requests for club assistance accompanied by the names of from a Club Coach (if membership is below 12) or Club Mentor (if eight members (at least three brand-new club) of whom must be renewing ☐ Find out from Area Director which club, area, division, and district members) are submitted on time Speech Contest will be conducted in D103 besides the International Speech Contest (if applicable) Achieve Goals #7 and #8 of ☐ Ask your Area Director about the upcoming **Area and/or Division** the DCP when your club **Council Meeting** (if applicable) obtains eight new members ☐ Attend the virtual **District 103 Fall Council Meeting** (an opportunity Achieve Goals #1, #2, #3, #4, to handle D103 related business: Club Presidents and Vice Presidents #5, and #6 of the DCP when Education are required to attend: if applicable) your members earn Pathways ☐ Enter the Pathways educational awards your members have earned Levels 1, 2, 3, 4, 5, and/or into Club Central on the TI website **DTM** awards ☐ Conduct your **CLUB Speech Contests** (if applicable) November ☐ Attend the virtual **District 103 Fall Council Meeting** (an opportunity to handle D103 related business: Club Presidents and Vice Presidents Achieve Goal #9 of the DCP Education are required to attend; if applicable) when you have a minimum of four (4) club officers trained ☐ Elect bi-annual club officers at first club meeting in November during each of two training ☐ Enter your bi-annual *Club Officer List* into the TI website (**due** periods December 31) ☐ Install new club officers for bi-annual club Achieve Goal #10 of the DCP ☐ Attend <u>second round</u> of club officer training to get four (4) or more with on-time submission of **Club Officer List** of your club officers trained at the district TLI ☐ Provide your Area Director with any requests for club assistance Achieve Goals #1, #2, #3, #4, from a Club Coach (if membership is below 12) or Club Mentor (if #5, and #6 of the DCP when brand-new club) your members earn Pathways ☐ Enter the Pathways educational awards your members have earned Levels 1, 2, 3, 4, 5, and/or **DTM** awards into Club Central on the TI website ☐ Attend **second round** of club officer training to get four (4) or more December of your club officers trained at the division-sponsored club officer make-up training event (if applicable) Achieve Goal #9 of the DCP ☐ Provide your Area Director with any requests for club assistance when you have a minimum of four (4) club officers trained from a Club Coach (if membership is below 12) or Club Mentor (if during each of two training brand-new club) periods ☐ Enter your bi-annual Club Officer List into the TI website (if applicable; due December 31) Achieve Goal #10 of the DCP ☐ Recognize member achievement with on-time submission of **Club Officer List** ☐ Review club status in **Distinguished Club Program (DCP)** to assess club progress toward becoming a DISTINGUISHED, SELECT Achieve Goals #1, #2, #3, #4, DISTINGUISHED, or PRESIDENT'S DISTINGUISHED club #5, and #6 of the DCP when ☐ Register for the **District 103 Annual Conference** your members earn Pathways ☐ Volunteer to assist at the **District 103 Annual Conference** Levels 1, 2, 3, 4, 5, and/or **DTM** awards ☐ Enter the Pathways educational awards your members have earned

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into Club Central on the TI website

### **January**

The Club Success Plan (CSP) includes the Distinguished Club Program (DCP) details

Achieve Goals #7 and #8 of the DCP when your club obtains eight new members

Achieve credit toward Goal #9 of the DCP when you have a minimum of four (4) club officers trained during each of two training periods

Achieve Goals #1, #2, #3, #4, #5, and #6 of the DCP when your members earn Pathways Levels 1, 2, 3, 4, 5, and/or DTM awards

- ☐ Prepare for your Area Director to schedule an official visit to your club for their **second round** of club visits
- ☐ Review and update *Club* Success *Plan* (if needed) and provide updated copy to your Area Director
- ☐ Provide your Area Director with the necessary information to complete their *Area Director Visit Report* form
- ☐ Ask your Area Director about the upcoming **Area and/or Division Council Meeting** (if applicable)
- ☐ Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club)
- ☐ Attend your **AREA Speech Contests**
- ☐ Host an Open House (if applicable)
- ☐ Attend <u>second round</u> of club officer make-up training to get four (4) or more club officers trained at the division-sponsored club officer make-up training event (if applicable)
- ☐ Register for the **District 103 Annual Conference** (if applicable)
- ☐ Volunteer to assist at the **District 103 Annual Conference** (if applicable)
- ☐ Enter the Pathways educational awards your members have earned into Club Central on the TI website

### **February**

<u>Second-round</u> of club officer training ends on February 28

Achieve Goals #7 and #8 of the DCP when your club obtains eight new members

Achieve Goal #10 of the DCP when on-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) are submitted on time

The Club Success Plan (CSP) includes the Distinguished Club Program (DCP) details

Achieve Goals #1, #2, #3, #4, #5, and #6 of the DCP when your members earn Pathways Levels 1, 2, 3, 4, 5, and/or DTM awards

- ☐ Attend <u>second round</u> of club officer make-up training to get four (4) or more club officers trained at the division-sponsored or district last-chance club officer make-up training event (if applicable)
- ☐ Host an Open House
- ☐ Participate in the **Talk Up Toastmasters Membership-Building Program** to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order from TI (**begins February 1**)
- ☐ Begin collecting renewal dues payments from your club members and submitting online into Club Central on the TI website (**due April 1**)
- ☐ Prepare for your Area Director to schedule an official visit to your club for their **second round** of club visits (if applicable)
- ☐ Review and update *Club Success Plan* (if needed) and provide updated copy to your Area Director (if applicable)
- ☐ Provide your Area Director with the necessary information to complete their *Area Director Visit Report* form (if applicable)
- ☐ Ask your Area Director about the upcoming **Area and/or Division**Council Meeting (if applicable)
- ☐ Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club)
- ☐ Participate in your **AREA Speech Contests** (if applicable)
- ☐ Register for the **District Annual Conference** (if applicable)
- □ Volunteer to assist at the **District 103 Annual Conference** (if applicable)
- ☐ Enter the Pathways educational awards your members have earned into Club Central on the TI website

#### ☐ Host a Member Outing March ☐ Participate in the Talk Up Toastmasters Membership-Building Program to add five (5) new, dual or reinstated members and earn a Achieve Goals #7 and #8 of ribbon for your club banner with a 10% discount on your next club the DCP when your club obtains eight new members supply order from TI (ends March 31) ☐ Continue collecting renewal dues payments from your club Achieve Goal #10 of the DCP members and submitting online into Club Central on the TI website when on-time payment of (due April 1) membership dues □ Form a Club Leadership (Nominating) Committee with your accompanied by the names of eight members (at least three Immediate Past Club President and two club members who will of whom must be renewing contact members to seek new club leaders for the upcoming members) are submitted on Toastmasters club year time ☐ Prepare for your Area Director to schedule an official visit to your The Club Success Plan (CSP) club for their **second round** of club visits (if applicable) includes the Distinguished ☐ Review and update *Club Success Plan* (if needed) and provide Club Program (DCP) details updated copy to your Area Director (if applicable) ☐ Provide your Area Director with the necessary information to Achieve Goals #1, #2, #3, #4, complete their Area Director Visit Report form (if applicable) #5, and #6 of the DCP when your members earn Pathways ☐ Ask your Area Director about the upcoming **Area and/or Division** Levels 1, 2, 3, 4, 5, and/or **Council Meeting** (if applicable) **DTM** awards ☐ Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club) ☐ Attend your **DIVISION Speech Contests** ☐ Register for the **District 103 Annual Conference** (if applicable) ☐ Volunteer to assist at the **District 103 Annual Conference** (if applicable) ☐ Enter the Pathways educational awards your members have earned into Club Central on the TI website by March 31 to be recognized at the District 103 Annual Conference ☐ Have Club Leadership (Nominating) Committee present slate of April new club officers at your first club meeting in April ☐ Attend the **District 103 Annual Conference** for District Council Membership dues renewal payments are due April 1 Meeting (PRES and VPE), club alignment voting, new district leadership voting, **DISTRICT Speech Contests**, educational Achieve Goals #1, #2, #3, #4, workshops, along with awards and recognition (check district

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into Club Central on the TI website

applicable)

website for dates https://www.district103toastmasters.org)

□ Volunteer to assist at the **District 103 Annual Conference** (if

☐ Enter the Pathways educational awards your members have earned

#5, and #6 of the DCP when

Levels 1, 2, 3, 4, 5, and/or

**DTM** awards

your members earn Pathways

## **END OF TERM**

MONTH	TASKS
Мау	☐ Elect new club leaders at first club meeting in May ☐ Enter Club Officer List into Club Central on the TI website
BEGIN WRAPPING UP CURRENT CLUB YEAR	☐ Install new club leaders ☐ Meet with your predecessor for a smooth transition into role
Achieve Goal #10 of the DCP with on-time submission of Club Officer List	☐ Host an Open House ☐ Participate in <b>Beat the Clock Membership-Building Program</b> to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order
Achieve Goals #7 and #8 of the DCP when your club obtains eight new members	from TI (begins May 1) ☐ Review club status in Distinguished Club Program to finish club year as a DISTINGUISHED, SELECT DISTINGUISHED or
Achieve Goals #1, #2, #3, #4, #5, and #6 of the DCP when your members earn Pathways Levels 1, 2, 3, 4, 5, and/or DTM awards	PRESIDENT'S DISTINGUISHED club  ☐ Enter the Pathways educational awards your members have earned into Club Central on the TI website
June	☐ Attend <u>first round</u> of club officer training to get four (4) or more of your club officers trained at the district TLI
THANK YOU FOR YOUR SERVICE THIS YEAR!	☐ Enter your <i>Club Officer List</i> into the TI website ( <b>due June 1</b> )☐ Meet with your predecessor for a smooth transition into your club leader role (if applicable)
Achieve credit toward Goal #9 of the DCP when you have a minimum of four (4) club officers trained during each of two training periods	☐ Complete Club Success Plan (CSP) for new club year and provide copy to your incoming Area Director ☐ Meet the incoming district leadership team at the District 103 Summer TLI
Achieve Goal #10 of the DCP with on-time submission of Club Officer List	☐ Host a Member Outing ☐ Participate in <b>Beat the Clock Membership-Building Program</b> to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order
The Club Success Plan (CSP) includes the Distinguished Club Program (DCP) details	from TI (ends June 30) ☐ Submit new member applications into the TI website (due June 30) ☐ Induct new club members
Achieve Goals #7 and #8 of the DCP when your club obtains eight new members	☐ Submit educational awards earned by your club members into the TI website (due June 30) ☐ Recognize member achievement
Achieve Goals #1, #2, #3, #4, #5, and #6 of the DCP when your members earn Pathways Levels 1, 2, 3, 4, 5, and/or DTM awards	

<sup>&</sup>quot;May this resource assist you with establishing the quality in your club needed to recruit new members, retain current members, and develop effective speakers, communicators, and leaders." – CRL/DoD