



TOASTMASTERS
INTERNATIONAL®

WINTER 2021
TOASTMASTERS
LEADERSHIP
INSTITUTE

DECEMBER 4th, 2021

8:00 AM - 2:30 PM



PROGRAM CONTENTS

- 
- ❖ Training Agenda
 - ❖ Announcements
 - ❖ District Leadership Team
 - ❖ District Map
 - ❖ Special Thanks
 - ❖ Officer Packet

TRAINING AGENDA

- 
- 8:00** Registration, Meet & Greet, Continental Breakfast
- 8:45** Opening Ceremonies
- 9:00** How to Be a Team Player – *Russell Drake*
- 9:40** Hybrid Meeting How-To's – *Nick Cecchetti & Ryan Jacobs*
- 10:05** Find 'Um, Sign 'Um, Keep 'Um – *Joe Arnold*
- 10:35** Break
- 10:45** Breakout Sessions
District Leadership and the Distinguished Toastmaster – *Elizabeth Carter*
Perfect Trifecta: Sponsor, Mentor, Coach – *Fred Vornbrock*
- 11:35** Break
- 11:45** Club Officer Sessions
President – Julia Wick
Vice President Education – Stephanie Scott
Vice President Membership – Joe Arnold
Vice President Public Relations – Spriha Chandrayan
Secretary – Christina Keener
Treasurer – John Sinclair
Sergeant at Arms – Cassie Treshok
- 12:45** Break
- 12:55** Breakout Sessions
Stronger Together: Pathways, District Council Meetings, International Convention – *Stephanie Scott*
Creating Your Club Marketing Plan: Building Membership and Promoting the Club – *Karen Issacs*
- 1:25** Lunch, Recognition and Closing Remarks
- 2:30** District Executive Committee (DEC) Meeting

ANNOUNCEMENTS

What: Region 6
Contest Judges
Training

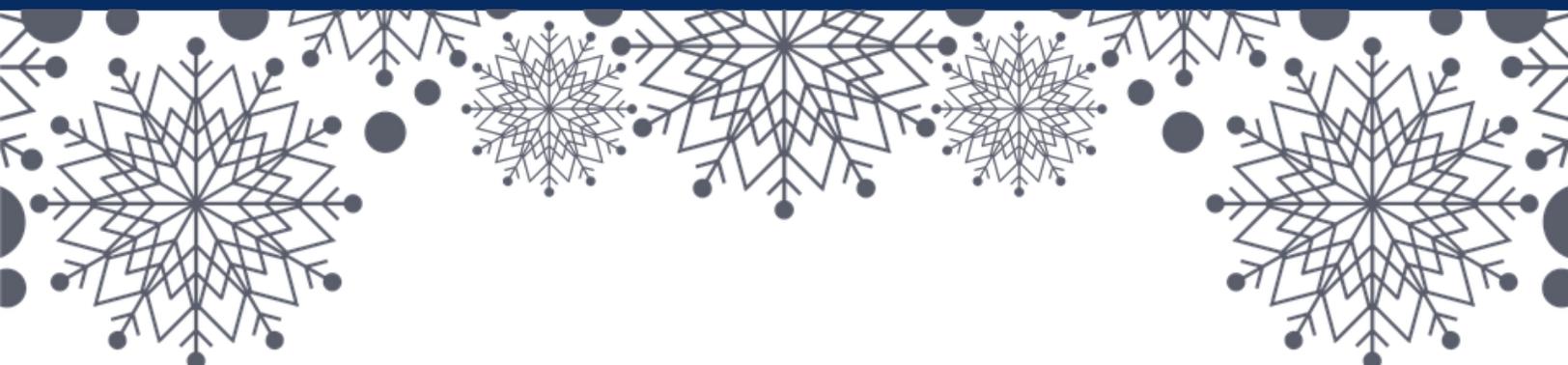
**Training will be
delivered by:**

Don Bittick, DTM,
Past International
Director, Past Region
Advisor and Stephen
Shaner, DTM, Past Region Advisor

When: Thursday, December 9th from 7 pm to 8:30 pm; Zoom will open at 6:40 pm to admit participants.

Where: Zoom: <https://toastmasters.zoom.us/j/99750744484>

Why: Well-trained Contest Judges help us to have fair and equitable contests where a great winner is declared. Judging a contest isn't always easy. This session will help clarify any questions you may have about contest judging, what the categories of judging entail, how to judge vs. evaluate a speech, and gain further understanding of the role.



**TOASTMASTERS
INTERNATIONAL**

Region 6 presents.....

Contest Judges Training

Trainers: Don Bittick, Past International Director
Stephen Shaner, Past Region Advisor



Don has served as a
Region Advisor in 2013-
2015 and as International
Director from 2017-2019.

Thursday, December 9, 2021
7:00 p.m. EST



Stephen has served as a Past
District Governor in 2010-
2011 and as a Region Advisor
in 2012-2013.

<https://toastmasters.zoom.us/j/99750744484>

Meeting ID: 997 5074 4484
+1 312 626 6799 US

DISTRICT LEADERSHIP



Bob Johnson, DTM
District Director



Stephanie Scott, DTM
Program Quality
Director



Jackey Collier, DTM
Club Growth
Director

DISTRICT LEADERSHIP



Kat Licause
Public Relations
Manager



Catherine McCarron
Administrative
Manager



Brandie Baughman, DTM
Finance
Manager



Steve Sokolowski
Logistics
Manager



Jim Hulings
Parliamentarian

DISTRICT LEADERSHIP



Julia Wick
Division A Director



Kim Santillo
Division B Director



Joe Arnold, DTM
Division C Director



Sonia McKoy, DTM
Division D Director

DISTRICT LEADERSHIP



Katie Wooten
Area 1 Director



Sharel O'Connell, DTM
Area 2 Director



Fred Fox
Area 3 Director



Aisha Kennedy
Area 4 Director



Amit Grover
Area 11 Director



Cassie Treshok
Area 12 Director



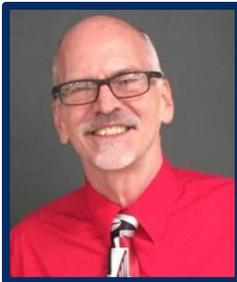
Tina Kramer, DTM
Area 13 Director



Adie Kurtanich
Area 14 Director



Bandana Raj
Area 15 Director



Cory Straub, DTM
Area 21 Director



Phillip Nichols
Area 22 Director



Ryan Jacobs
Area 23 Director



Yasmin S. Brown
Area 24 Director



David Houston
Area 31 Director



Spriha Chandrayan
Area 32 Director



Graeme Crawford
Area 33 Director



Ariel Epouhe
Area 34 Director



Sharon Henderson
Area 35 Director

DISTRICT 13 MAP



SPECIAL THANKS

Thanks to everyone who helped make this year's Winter TLI a success!

- *Russell Drake*
 - *Nick Cecchetti*
 - *Ryan Jacobs*
 - *Joe Arnold*
 - *Elizabeth Carter*
 - *Fred Vornbrock*
 - *Julia Wick*
 - *Stephanie Scott*
 - *Spriha Chandrayan*
 - *Christina Keener*
 - *John Sinclair*
 - *Cassie Treshok*
- Registration Chair - Catherine McCarron
 - Region 6 Advisor - Karen Isaacs, DTM
 - Technical Guru - Stephen Sokolowski



TOASTMASTERS
INTERNATIONAL®



President

Summary:

As club President, you will set the tone for your club. You are expected to provide helpful, supportive leadership for all the club's activities and you will be the first to assume responsibility for the progress and welfare of the club. You motivate, resolve conflict, and facilitate as required. Though you must occasionally step in and make a difficult decision, you rarely do so without consulting club members and other club officers. You show respect for all members, even when you do not agree with them, and provide leadership for all.

Responsibilities:

- Provide positive leadership to all officers and members
- Build a cohesive team and ensure all tasks are completed
- Oversee and facilitate club meetings
- Lead by example and treat all members fairly and equally
- Hold yourself and other officers accountable
- Be diplomatic in resolving conflict
- Encourage participation in Distinguished Club Program
- Ensure financial responsibility and accountability for club funds
- Remain current with the Leader Letter
- Represent club at district leadership and area council meetings
- Be familiar with all aspects of the Addendum of Standard Club Options and Club Constitution

Skills learned:

- Team building and delegation
- Positive small group leadership
- Organization and problem-solving
- Organizing communities to accomplish a specific task or event
- Critical thinking
- Networking and relationship-building
- Conflict management
- Delivery of tactful and constructive feedback
- Succession planning
- Compliance with standard procedures



Club Officer Self-Evaluation

Club President

Officer's Name

Date

Club Role

Timeframe for Evaluation

This self-evaluation is an important part of the leadership development process. Over the course of your term, use this form to track your leadership skills, how you progress, and what areas of opportunity you have for growth. It can also help close previously missed gaps, clarify the responsibilities of each role, and ensure officers are held accountable.

Work with your club officer team to determine how often to complete a self-evaluation. It is recommended to complete this form at least once every three months. After completing the evaluation, fellow club officers should review their evaluations with you. Presidents should review their form with the Immediate Past President, Area Director, or a mentor. When reviewing these forms, conversations should be positive, constructive, and forward looking.

Using the following scale, circle the responses that best describe your abilities:

- 1 = Needs Improvement**
- 2 = Marginal**
- 3 = Meets Expectations**
- 4 = Exceeds Expectations**
- 5 = Exceptional**
- N/A = Not Applicable**

Club President Self-Evaluation

I achieved my monthly goals according to the Club Success Plan.	1	2	3	4	5	N/A
Comment						
Meetings start and end on time.	1	2	3	4	5	N/A
Comment						
Regular executive board meetings are held.	1	2	3	4	5	N/A
Comment						
I provide support as Base Camp Manager.	1	2	3	4	5	N/A
Comment						

Club President Self-Evaluation

I recognize and reward individual contributions in a manner meaningful to each team member.	1	2	3	4	5	N/A
Comment						
I greet guests, introduce them during the meeting, and invite them to participate.	1	2	3	4	5	N/A
Comment						
My words and actions match, and I do what I say I am going to do.	1	2	3	4	5	N/A
Comment						
I lead by example and treat members fairly and respectfully.	1	2	3	4	5	N/A
Comment						
I communicate decisions made by the executive committee to the club for its approval.	1	2	3	4	5	N/A
Comment						
I provide a positive environment for leaders to grow and express themselves.	1	2	3	4	5	N/A
Comment						
I support a team environment by valuing collaboration and cooperation.	1	2	3	4	5	N/A
Comment						
I am familiar with all aspects of the Club Constitution and conduct club activities in accordance with policy.	1	2	3	4	5	N/A
Comment						
I understand and am comfortable using parliamentary procedures and conduct business meetings accordingly.	1	2	3	4	5	N/A
Comment						
I communicate to the club members announcements, ideas, and plans proposed by Area, Division, or District councils that affect the club.	1	2	3	4	5	N/A
Comment						
Officers are responsibly handling their duties.	1	2	3	4	5	N/A
Comment						

Club President Self-Evaluation

The knowledge I gained from training and mentoring allows me to better perform my duties.

1 2 3 4 5 N/A

Comment

Considering my leadership role, I am satisfied with my performance.

1 2 3 4 5 N/A

Comment

I excelled at: _____

I want to improve at: _____

I will challenge myself by: _____



Vice President Education

Summary:

As Vice President Education (VPE), you schedule your club members' speeches, verify the completion of projects, and serve as a resource for questions about the Toastmasters Pathways learning experience, speech contests, and your club mentor program. You are an important source of Toastmasters knowledge for club members and it is your job to become familiar with all aspects of Pathways.

Responsibilities:

- Set club meeting agendas and assign meeting roles
- Manage club schedule and plan meetings
- Manage member progress in Pathways and act as the primary Base Camp Manager
- Encourage member engagement in the Pathways learning experience
- Plan speech contests
- Hold yourself and other officers accountable
- Keep current with Toastmasters programs
- Manage mentor program
- Provide positive and impartial evaluation on speeches/projects
- Remain current with the Leader Letter

Skills learned:

- Strategic planning
- Evaluate individual's performance and determine strengths/weaknesses
- Organization and problem-solving
- Successful mentoring techniques
- Positive small group collaboration
- Critical thinking
- Motivate others to set and achieve personal goals
- Strategic thinking
- Succession planning
- Compliance with standard procedures



Club Officer Self-Evaluation

Vice President Education

Officer's Name

Date

Club Role

Timeframe for Evaluation

This self-evaluation is an important part of the leadership development process. Over the course of your term, use this form to track your leadership skills, how you progress, and what areas of opportunity you have for growth. It can also help close previously missed gaps, clarify the responsibilities of each role, and ensure officers are held accountable.

Work with your club officer team to determine how often to complete a self-evaluation. It is recommended to complete this form at least once every three months. After completing the evaluation, review it with your Club President. When reviewing these forms, conversations should be positive, constructive, and forward looking.

Using the following scale, circle the responses that best describe your abilities:

- 1 = Needs Improvement**
- 2 = Marginal**
- 3 = Meets Expectations**
- 4 = Exceeds Expectations**
- 5 = Exceptional**
- N/A = Not Applicable**

Vice President Education Self-Evaluation

I achieved my monthly goals according to the Club Success Plan.	1	2	3	4	5	N/A
Comment						
I ensure that members are actively involved in club meetings.	1	2	3	4	5	N/A
Comment						
I ensure that club meeting roles are published at least a month in advance.	1	2	3	4	5	N/A
Comment						
I ensure that speaking and leadership projects are from Pathways.	1	2	3	4	5	N/A
Comment						

Vice President Education Self-Evaluation

Meetings are well organized and dynamic. Comment	1 2 3 4 5 N/A
I coordinate fair, objective, and quality club contests. Comment	1 2 3 4 5 N/A
Members are informed about their assignments and how to fulfill them. Comment	1 2 3 4 5 N/A
Educational Distinguished Club Program (DCP) goals are tracked and adapted if needed. Comment	1 2 3 4 5 N/A
Speech evaluations given by members are positive, constructive, and helpful. Comment	1 2 3 4 5 N/A
I work collaboratively with the Vice President Membership so members' goals are met. Comment	1 2 3 4 5 N/A
I plan interclub events. Comment	1 2 3 4 5 N/A
The knowledge I gained from training and mentoring allows me to better perform my duties. Comment	1 2 3 4 5 N/A
I understand basic parliamentary procedure. Comment	1 2 3 4 5 N/A
Considering my leadership role, I am satisfied with my performance. Comment	1 2 3 4 5 N/A

I excelled at: _____

I want to improve at: _____

I will challenge myself by: _____



Vice President Membership

Summary:

As Vice President Membership (VPM), you promote the club and manage the process of bringing in guests and converting them into members. By initiating contact with guests, helping them feel welcome, and providing them with information they need to join, you help maintain a constant influx of new people into your club. You also attentively monitor membership levels and strategize with the rest of the executive committee about how to overcome membership challenges when they occur.

Responsibilities:

- Initiate contact with guests and help them feel welcome
- Provide hospitality and membership information for guests
- Reply to all communications from prospective members in a timely manner
- Manage the process of converting guests to members
- Monitor membership levels and strategize with the club executive committee to cover membership challenges when they occur
- Conduct membership-building programs
- Promote the club and recruit new members
- Hold yourself and other officers accountable
- Remain current with the Leader Letter

Skills learned:

- Marketing
- Networking and relationship-building
- Strategic planning
- Critical thinking
- Internal/external communication skills
- Organization and problem-solving
- Positive small group collaboration
- Succession planning
- Compliance with standard procedures



Club Officer Self-Evaluation

Vice President Membership

Officer's Name

Date

Club Role

Timeframe for Evaluation

This self-evaluation is an important part of the leadership development process. Over the course of your term, use this form to track your leadership skills, how you progress, and what areas of opportunity you have for growth. It can also help close previously missed gaps, clarify the responsibilities of each role, and ensure officers are held accountable.

Work with your club officer team to determine how often to complete a self-evaluation. It is recommended to complete this form at least once every three months. After completing the evaluation, review it with your Club President. When reviewing these forms, conversations should be positive, constructive, and forward looking.

Using the following scale, circle the responses that best describe your abilities:

- 1 = Needs Improvement**
- 2 = Marginal**
- 3 = Meets Expectations**
- 4 = Exceeds Expectations**
- 5 = Exceptional**
- N/A = Not Applicable**

Vice President Membership Self-Evaluation

I achieved my monthly goals according to the Club Success Plan.	1	2	3	4	5	N/A
Comment						
I ensure that an induction ceremony is held for new members.	1	2	3	4	5	N/A
Comment						
I help new members complete a survey to determine their learning goals.	1	2	3	4	5	N/A
Comment						
I ensure that members have a mentor and complete a mentoring survey.	1	2	3	4	5	N/A
Comment						

Vice President Membership Self-Evaluation

Member attendance at meetings is tracked and absentees contacted.	1	2	3	4	5	N/A
Comment						
I plan networking and social events.	1	2	3	4	5	N/A
Comment						
I ensure that members who achieve awards are recognized.	1	2	3	4	5	N/A
Comment						
I ensure that members want to renew because we meet their needs.	1	2	3	4	5	N/A
Comment						
I work collaboratively with the Vice President Education so member goals are met.	1	2	3	4	5	N/A
Comment						
The knowledge I gained from training and mentoring allows me to better perform my duties.	1	2	3	4	5	N/A
Comment						
Considering my leadership role, I am satisfied with my performance.	1	2	3	4	5	N/A
Comment						

I excelled at: _____

I want to improve at: _____

I will challenge myself by: _____



Vice President Public Relations

Summary:

As the Vice President Public Relations (VPPR), you promote the club to the local community and notify the media about the club's existence and the benefits it provides. You promote the club, updated web content, and safeguard the Toastmasters brand identity. It's your job to notify the media whenever your club does something newsworthy. You will find yourself writing news releases, creating and distributing fliers, and maintaining the club's presence on the web and in the community.

Responsibilities:

- Promote the club to eligible guests and notify the media regarding the club's existence and benefits
- Develop and maintain club social media pages and website
- Write new releases and distribute marketing materials
- Create club publicity campaigns
- Ensure the Club Contact and Meeting Information is up to date in Club Central
- Understand the importance and impact of the Toastmasters brand
- Update web content and safeguard the Toastmasters brand
- Remain current with the Leader Letter, Toastmaster magazine, and Toastmasters International's social media channels

Skills learned:

- Marketing and promotion
- Social and public media/developing media relations
- Development of a social media plan across multiple platforms while adhering to brand standards
- Communication and interaction with local communities
- Writing press releases
- Networking and relationship-building
- Critical thinking
- Organization and problem-solving
- Positive small group collaboration
- Compliance with standard procedures



Club Officer Self-Evaluation

Vice President Public Relations

Officer's Name

Date

Club Role

Timeframe for Evaluation

This self-evaluation is an important part of the leadership development process. Over the course of your term, use this form to track your leadership skills, how you progress, and what areas of opportunity you have for growth. It can also help close previously missed gaps, clarify the responsibilities of each role, and ensure officers are held accountable.

Work with your club officer team to determine how often to complete a self-evaluation. It is recommended to complete this form at least once every three months. After completing the evaluation, review it with your Club President. When reviewing these forms, conversations should be positive, constructive, and forward looking.

Using the following scale, circle the responses that best describe your abilities:

- 1 = Needs Improvement**
- 2 = Marginal**
- 3 = Meets Expectations**
- 4 = Exceeds Expectations**
- 5 = Exceptional**
- N/A = Not Applicable**

Vice President Public Relations Self-Evaluation

I achieved my monthly goals according to the Club Success Plan.	1	2	3	4	5	N/A
Comment						
Club branding meets Toastmasters International branding standards.	1	2	3	4	5	N/A
Comment						
I publish our club newsletter consistently.	1	2	3	4	5	N/A
Comment						
I keep the club website up to date.	1	2	3	4	5	N/A
Comment						

Vice President Public Relations Self-Evaluation

I promptly publicize our member and club achievements. Comment	1 2 3 4 5 N/A
I promote our club to the local community. Comment	1 2 3 4 5 N/A
I promote our club within our organization regularly. Comment	1 2 3 4 5 N/A
I understand basic parliamentary procedure. Comment	1 2 3 4 5 N/A
I am promoting our next Speechcraft program. Comment	1 2 3 4 5 N/A
I am familiar with the Club Constitution and the Addendum for Standard Club Options. Comment	1 2 3 4 5 N/A
I use social media continually to promote our club. Comment	1 2 3 4 5 N/A
I am promoting our next Open House meeting. Comment	1 2 3 4 5 N/A
I create and distribute fliers regularly. Comment	1 2 3 4 5 N/A
The knowledge I gained from training and mentoring allows me to better perform my duties. Comment	1 2 3 4 5 N/A
Considering my leadership role, I am satisfied with my performance. Comment	1 2 3 4 5 N/A

I excelled at: _____

I want to improve at: _____

I will challenge myself by: _____



Secretary

Summary:

As Secretary, you maintain all club records, manage club files, handle club correspondence, and take the minutes at each club and executive committee meeting. You are also in charge of updating and distributing a roster of the current paid membership and keeping the club officer list current for Toastmasters International. Though some clubs combine the Secretary role with the Treasurer, it's best to have a dedicated Secretary who can help reduce the workload of the treasurer and occasionally assist the Vice President Education as well. You will also order supplies for the club as needed.

Responsibilities:

- Take minutes at club and executive committee meetings
- Organize and maintain club records and files
- Update and distribute membership rosters
- Update the club and officer list at Toastmasters International
- Understand basic parliamentary procedures
- Order supplies as needed
- Remain current with the Leader Letter

Skills learned:

- Organization and problem-solving
- Record maintenance
- Critical thinking
- Meeting organization
- Document decisions agreed to at meetings and communicate decisions to larger audiences
- Compliance with standard procedures



Club Officer Self-Evaluation

Secretary

Officer's Name

Date

Club Role

Timeframe for Evaluation

This self-evaluation is an important part of the leadership development process. Over the course of your term, use this form to track your leadership skills, how you progress, and what areas of opportunity you have for growth. It can also help close previously missed gaps, clarify the responsibilities of each role, and ensure officers are held accountable.

Work with your club officer team to determine how often to complete a self-evaluation. It is recommended to complete this form at least once every three months. After completing the evaluation, review it with your Club President. When reviewing these forms, conversations should be positive, constructive, and forward looking.

Using the following scale, circle the responses that best describe your abilities:

- 1 = Needs Improvement**
- 2 = Marginal**
- 3 = Meets Expectations**
- 4 = Exceeds Expectations**
- 5 = Exceptional**
- N/A = Not Applicable**

Secretary Self-Evaluation

I achieved my monthly goals according to the Club Success Plan.	1	2	3	4	5	N/A
Comment						
I consistently take minutes at club meetings.	1	2	3	4	5	N/A
Comment						
I provide club meeting minutes to members.	1	2	3	4	5	N/A
Comment						
I update the club roster.	1	2	3	4	5	N/A
Comment						

Secretary Self-Evaluation

I organize and maintain club records.	1	2	3	4	5	N/A
Comment						
I take minutes at the executive board meetings.	1	2	3	4	5	N/A
Comment						
I provide executive board meeting minutes to club members.	1	2	3	4	5	N/A
Comment						
I understand basic parliamentary procedure.	1	2	3	4	5	N/A
Comment						
I am familiar with the Club Constitution and the Addendum for Standard Club Options.	1	2	3	4	5	N/A
Comment						
I conduct Base Camp manager duties.	1	2	3	4	5	N/A
Comment						
The knowledge I gained from training and mentoring allows me to better perform my duties.	1	2	3	4	5	N/A
Comment						
Considering my leadership role, I am satisfied with my performance.	1	2	3	4	5	N/A
Comment						

I excelled at: _____

I want to improve at: _____

I will challenge myself by: _____



Treasurer

Summary:

As Treasurer, you are the club's accountant. You manage the club's bank account, write checks as approved by the executive committee, and deposit membership dues payments and other club revenues. You are also in charge of submitting membership dues payments to World Headquarters (accompanied by the names of renewing members), filing necessary tax documents, and keeping timely, accurate, up-to-date financial records for the club.

Responsibilities:

- Record and maintain accurate and up-to-date financial club records
- Manage club bank account, make deposits, and write checks as approved
- Collect and submit membership and renewal dues
- Create budget
- File necessary tax documents
- Prepare documents for the Annual Audit Committee
- Prepare quarterly financial reports
- Remain current with the Leader Letter

Skills learned:

- Basic bookkeeping
- Budget monitoring
- Financial record control and maintenance
- Adhering to financial controls
- Critical thinking
- Organization and problem-solving
- Compliance with standard procedures



Club Officer Self-Evaluation

Treasurer

Officer's Name

Date

Club Role

Timeframe for Evaluation

This self-evaluation is an important part of the leadership development process. Over the course of your term, use this form to track your leadership skills, how you progress, and what areas of opportunity you have for growth. It can also help close previously missed gaps, clarify the responsibilities of each role, and ensure officers are held accountable.

Work with your club officer team to determine how often to complete a self-evaluation. It is recommended to complete this form at least once every three months. After completing the evaluation, review it with your Club President. When reviewing these forms, conversations should be positive, constructive, and forward looking.

Using the following scale, circle the responses that best describe your abilities:

- 1 = Needs Improvement**
- 2 = Marginal**
- 3 = Meets Expectations**
- 4 = Exceeds Expectations**
- 5 = Exceptional**
- N/A = Not Applicable**

Treasurer Self-Evaluation

I achieved my monthly goals according to the Club Success Plan.	1	2	3	4	5	N/A
Comment						
I provide a budget for the club.	1	2	3	4	5	N/A
Comment						
I collect membership dues and fees and submit them early or on time.	1	2	3	4	5	N/A
Comment						
I manage club financial affairs including the bank account, paying bills, and making deposits.	1	2	3	4	5	N/A
Comment						

Treasurer Self-Evaluation

I file necessary tax documents. 1 2 3 4 5 N/A

Comment

With the Vice President Membership, I follow up on unpaid members. 1 2 3 4 5 N/A

Comment

I provide the club financial status regularly to members. 1 2 3 4 5 N/A

Comment

I understand basic parliamentary procedure. 1 2 3 4 5 N/A

Comment

I am familiar with the Club Constitution and the Addendum for Standard Club Options. 1 2 3 4 5 N/A

Comment

I reconcile accounts on a monthly basis. 1 2 3 4 5 N/A

Comment

The knowledge I gained from training and mentoring allows me to better perform my duties. 1 2 3 4 5 N/A

Comment

Considering my leadership role, I am satisfied with my performance. 1 2 3 4 5 N/A

Comment

I excelled at: _____

I want to improve at: _____

I will challenge myself by: _____



Club Officer Self-Evaluation

Sergeant at Arms

Officer's Name

Date

Club Role

Timeframe for Evaluation

This self-evaluation is an important part of the leadership development process. Over the course of your term, use this form to track your leadership skills, how you progress, and what areas of opportunity you have for growth. It can also help close previously missed gaps, clarify the responsibilities of each role, and ensure officers are held accountable.

Work with your club officer team to determine how often to complete a self-evaluation. It is recommended to complete this form at least once every three months. After completing the evaluation, review it with your Club President. When reviewing these forms, conversations should be positive, constructive, and forward looking.

Using the following scale, circle the responses that best describe your abilities:

- 1 = Needs Improvement**
- 2 = Marginal**
- 3 = Meets Expectations**
- 4 = Exceeds Expectations**
- 5 = Exceptional**
- N/A = Not Applicable**

Sergeant at Arms Self-Evaluation

I achieved my monthly goals according to the Club Success Plan.	1	2	3	4	5	N/A
Comment						
The meeting space is set up and materials are distributed.	1	2	3	4	5	N/A
Comment						
I assure the meeting space/platform is available for our meetings.	1	2	3	4	5	N/A
Comment						
I act as liaison between the manager of the meeting location/platform and the club.	1	2	3	4	5	N/A
Comment						

Sergeant at Arms Self-Evaluation

I coordinate refreshments, as needed, for our meetings. Comment	1	2	3	4	5	N/A
I manage club inventory. Comment	1	2	3	4	5	N/A
I order supplies as needed. Comment	1	2	3	4	5	N/A
I understand basic parliamentary procedure. Comment	1	2	3	4	5	N/A
I ensure guests are greeted. Comment	1	2	3	4	5	N/A
I am familiar with the Club Constitution and the Addendum for Standard Club Options. Comment	1	2	3	4	5	N/A
The knowledge I gained from training and mentoring allows me to better perform my duties. Comment	1	2	3	4	5	N/A
Considering my leadership role, I am satisfied with my performance. Comment	1	2	3	4	5	N/A

I excelled at: _____

I want to improve at: _____

I will challenge myself by: _____



Sergeant at Arms

Summary:

As Sergeant at Arms, you keep track of the club's physical property, such as the banner, lectern, timing device, and other meeting materials. You arrive early to prepare the meeting place for members and stay late to stow all the club's equipment. You are also in charge of the meeting place itself, obtaining a new space when necessary, and maintaining contact with the people who allow you to use the space for your club's meetings.

Responsibilities:

- Store club equipment and materials
- Manage meeting facilities
- Provide hospitality and membership information for guests
- Understand physical logistics
- Distribute club materials
- Negotiate, as needed
- Remain current with the Leader Letter

Skills learned:

- Organization and problem-solving
- Maintaining records
- Inventory control
- Understanding of physical logistics
- Networking and relationship-building
- Compliance with standard procedures



Immediate Past President

Summary:

As the Immediate Past President (IPP), you will provide advice and counsel as requested by the Club President. You are expected to provide helpful, supportive leadership for all the club's activities, and you will provide counsel to the other club officers in a manner that is conducive to club success when called upon. You are a member of the Club Executive Committee and can vote on any matter discussed. You show respect for all members, even when you do not agree with them, and provide leadership for all.

Responsibilities:

- Provide positive leadership to all officers and members
- Lead by example and treat all members fairly and equally
- Be diplomatic in resolving conflict
- Encourage participation in the Distinguished Club Program
- Be familiar with all aspects of the "Addendum of Standard Club Options" and "Club Constitution"
- Chair the Club Leadership Committee
- Provide advice and counsel when requested to by the Club President
- Remain current with **the Leader Letter**

Skills learned:

- Positive small group leadership
- Organization and problem-solving
- Organizing communities to accomplish a specific task or event
- Critical thinking
- Networking and relationship-building
- Conflict management
- Delivery of tactful and constructive feedback
- Succession planning
- Compliance with standard procedures