

# Session 3: Establish and Support New Clubs

# Division and Area

# Director Training

Participant Workbook





**TOASTMASTERS INTERNATIONAL**  
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# Missions, Values, and Promises

## Toastmasters International Mission

We empower individuals to become more effective communicators and leaders.

## District Mission

We build new clubs and support all clubs in achieving excellence.

## Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

## Toastmasters International Core Values

### Integrity

We match our actions with our words, demonstrate honesty and trustworthiness, communicate with sincerity and thoughtfulness, have the courage to acknowledge our mistakes, and always strive to do the right thing.

### Service

We strive to provide high-value, exceptional support by being responsive, attentive, and passionate in fulfilling our duties as individuals and as an organization to all.

### Respect

We treat all with dignity, welcome diverse perspectives, acknowledge all contributions, believe that all have positive intent, practice mutual accountability, and critique but never demean.

### Excellence

We consistently strive to meet or exceed expectations by upholding the Toastmasters Promise, nurturing a collaborative environment, innovating to deliver creative solutions, and optimizing quality to produce superior service.

## A Toastmaster's Promise

As a member of Toastmasters International and my club, I promise:

- ▶ To attend club meetings regularly
- ▶ To prepare all of my projects to the best of my ability, basing them on the Toastmasters education program
- ▶ To prepare for and fulfill meeting assignments
- ▶ To provide fellow members with helpful, constructive evaluations
- ▶ To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- ▶ To serve my club as an officer when called upon to do so
- ▶ To treat my fellow club members and our guests with respect and courtesy
- ▶ To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- ▶ To adhere to the guidelines and rules for all Toastmasters education and recognition programs
- ▶ To act within Toastmasters' core values of integrity, respect, service, and excellence during the conduct of all Toastmasters activities

## Toastmasters International Envisioned Future

Toastmasters is a thriving and diverse global community. We enhance the personal lives and careers of individuals, enabling them to positively impact their communities. We empower people to develop communication and leadership skills through a welcoming, high-quality, experiential learning environment, resulting in greater self-confidence and personal growth.

# Session 3:

## Establish and Support New Clubs

As District leaders, part of your mission is to extend the network of clubs. New clubs allow more people access to the benefits of Toastmasters. An important responsibility of yours is to establish and support new clubs. In this session, you identify club-building opportunities and requirements for establishing clubs.

### Overview

In this session, the following topics are presented:

- ▶ Missions and goals
- ▶ Club builders
- ▶ Club-building cycle

### Objectives

After completing this session, you will be able to do the following:

- ▶ Describe the relationship between establishing new clubs and the Toastmasters and District missions
- ▶ Identify District leader responsibilities for establishing new clubs
- ▶ Recognize the network of support a District can establish to build clubs
- ▶ Describe the club-building cycle
- ▶ Identify opportunities for new clubs in the Division or Area

### Duration

- ▶ One hour

# Mission and Goals

## The Toastmasters International Mission

Complete the sentence.

We \_\_\_\_\_ individuals to become more  
\_\_\_\_\_ communicators and leaders.

## The District Mission

Complete the sentence.

We build \_\_\_\_\_ and \_\_\_\_\_  
all clubs in achieving \_\_\_\_\_ .

## **Club-building Benefits**

What are the benefits of club-building to you as Toastmasters?

What are the benefits of new clubs to the members who join them?

# Club Builders

What is the role of Division and Area Directors in club-building?

## **District Director**

What are the District Director's club-building responsibilities?

## **Club Growth Director**

What are the Club Growth Director's club-building responsibilities?

## **Club Sponsors**

What are club sponsors' club-building responsibilities?

## **Club Mentors**

What are club mentors' club-building responsibilities?

## **Club-building Team Support**

What are some of the committees and teams that a District can establish to support club-building?

In what ways can Division and Area Directors support club-building?

## **My Club-building Team**

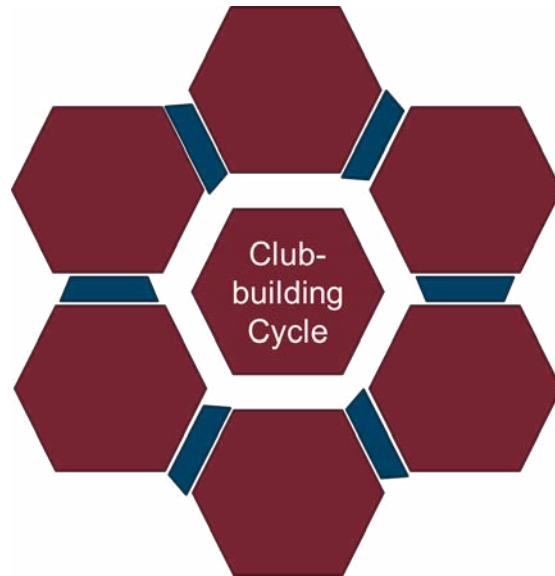
Write the names of the people on your club-building team.

If some of the roles are blank, who could fill them?

What actions will you take to ensure you have a full team?

# Club-building Cycle

Identify the six steps in the club-building cycle:



## Step 1

Identify and describe the first step of the club-building cycle.

## Step 2

Identify and describe the second step of the club-building cycle.

### **Step 3**

Identify and describe the third step of the club-building cycle.

### **Step 4**

Identify and describe the fourth step of the club-building cycle.

### **Step 5**

Identify and describe the fifth step of the club-building cycle.

### **Step 6**

Identify and describe the sixth step of the club-building cycle.

## **Next Steps**

What steps will you take for establishing new clubs? (For example, contact team members, get leads from World Headquarters, gather resources like *How to Build a Toastmasters Club*, and research existing clubs.)

# Evaluation

What level of knowledge of the topic did you have prior to this session?

Beginner      Intermediate      Advanced

**Indicate to what degree you agree with the following statements about this session.**

Overall, I was satisfied with the session.

Strongly Disagree      Disagree      Neither Agree nor Disagree      Agree      Strongly Agree

I will use the content to strengthen my Division and Area.

Strongly Disagree      Disagree      Neither Agree nor Disagree      Agree      Strongly Agree

Materials provided by the speaker were well-done and supported learning.

Strongly Disagree      Disagree      Neither Agree nor Disagree      Agree      Strongly Agree

The learning objectives were met.

Strongly Disagree      Disagree      Neither Agree nor Disagree      Agree      Strongly Agree

Will you implement at least one idea from this session in the next 30 days?

Yes      No

Write your comments about the session:

**Indicate to what degree you agree that the facilitator demonstrated the following.**

Solid knowledge of the subject matter

Strongly Disagree      Disagree      Neither Agree nor Disagree      Agree      Strongly Agree

Excellent presentation skills

Strongly Disagree      Disagree      Neither Agree nor Disagree      Agree      Strongly Agree



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