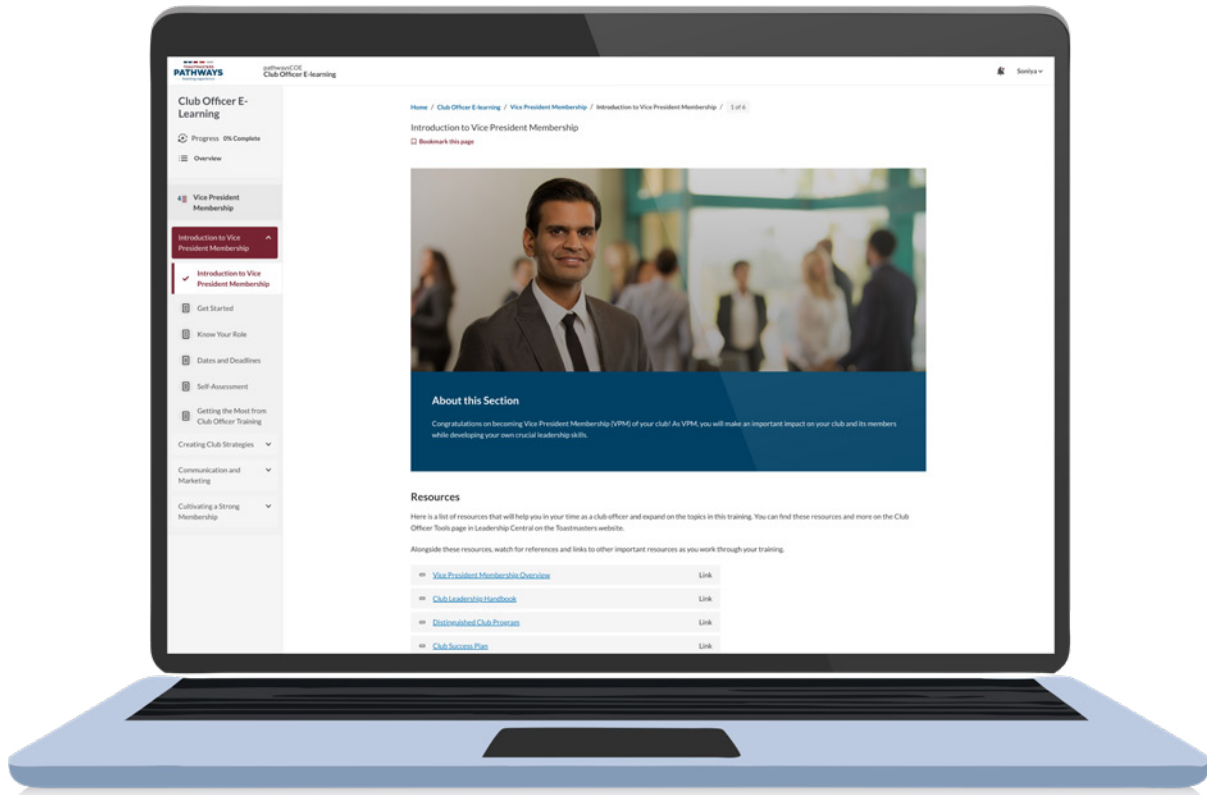




Club Officer E-learning

Overview



Table of Contents

3	Overview: Club Officer E-learning
3	Club Officer Training Overview
3	District-sponsored Club Officer Training
3	Club Officer E-learning
6	Club Officer E-learning Access
7	Getting the Most Out of Club Officer Materials
7	Club Officer Training Credit
8	Common Questions

TOASTMASTERS INTERNATIONAL
toastmasters.org

©2026 Toastmasters International. All rights reserved. Toastmasters International, the Toastmasters International logo, and all other Toastmasters International trademarks and copyrights are the sole property of Toastmasters International and may be used only with permission.

Rev. 10/2026

Overview: Club Officer E-learning

This overview will help you get familiar with the Club Officer E-learning and provide helpful context for conversations with members about this new content.

Club Officer Training Overview

Club officers are required to attend training twice throughout the program year—once between June and August, and once between November and February.

Each club officer has a distinct job that plays a vital role in the health of their club and the experience of other members. That is why the resources to support club officers matter. Over the last year, concerted effort has been put into ensuring these resources are updated, current, effective, and easy for both Districts and club officers to access.

District-sponsored Club Officer Training

In the first half of 2026, new District-sponsored Club Officer Training materials were made available to support Districts in conducting required, live club officer training. These materials were developed by the Club Officer Training Project Development Team, a group of past District leaders who worked under the guidance of the Club Officer Training Working Group, a team of Past International Presidents. These materials include scripts and PowerPoint presentations for each club officer role, designed to help Districts provide targeted, consistent training that addresses what each club officer needs to know most. **Round 1 and round 2 District-sponsored Club Officer Training Materials are available**, and Districts are strongly encouraged to use these as the foundation for live training.

Club Officer E-learning

With the goal of supporting live District-sponsored Club Officer Training and providing club officers with useful resources throughout the year, a new Club Officer E-learning is coming soon. This learning will be available to all members on Base Camp, and club officers will be encouraged to view portions of the learning before District-sponsored Club Officer Training and as needed throughout the year to support them in their role.

Research shows that learners can forget up to 90 percent of what they learn within a week if they are not re-exposed to the same information later. Repetition is essential for individuals to remember what they've learned. Additionally, breaking learning into smaller pieces of content helps learners absorb and remember information. This e-learning will give club officers a self-paced way to reinforce and continue their learning throughout their term. It will also be a learning tool for members thinking about taking on a club officer role.

The Club Officer E-learning will include foundational information relevant to all club officers, along with modules specific to each club officer role.

The Club Officer Foundations section outlines each club officer role and other information officers will need to succeed. This is meant to mirror and build upon the general sessions in District-sponsored club officer training materials. Topics covered in this section include:

- ▶ The Distinguished Club Program eligibility and goals
- ▶ Preparing and completing a Club Success Plan as a Club Executive Committee team
- ▶ The structure of Toastmasters beyond the club level
- ▶ Using Club Central and the Base Camp Manager Dashboard
- ▶ Working together successfully as a team

In the role-specific sections, club officers will find the following modules:

- **Introduction:** This module provides helpful resources, an overview of their responsibilities, important dates and deadlines they'll want to keep in mind, a self-assessment that evaluates where they are in the role, and information to help them get the most out of the modules.

- **Creating Club Strategies:** This module encourages club officers to meet with the prior officer in their role to ensure transfer of knowledge and learn from their successes and challenges. It also helps officers take actionable steps toward completing the most important responsibilities in their role and creating an overarching strategy for their term. It wraps up by encouraging them to consider how the skills they're growing apply to their life outside of Toastmasters.

- **Role-specific Responsibilities modules:** Following the Introduction and Creating Club Strategies modules, each club officer will find additional modules that cover topics that will be specifically helpful to their role. For example, the Vice President Education will have modules covering Motivation and Engagement and Organization and Administration.

Progress: 85% Complete

Overview

Section

Introduction to Vice President Education

Creating Club Strategies

Motivation and Engagement

Motivation and Engagement

Section Introduction

How We Learn (and Grow): Part One

How We Learn (and Grow): Part Two

The "Keys" to Motivation

Individual Growth Conversations: Part One

Individual Growth Conversations: Part Two

Keep Practicing

Take What You've Learned

Reflect on Your Learning

Before You Move On

Self-determination theory, developed by psychologists Edward Deci and Richard Ryan, looks at what factors help create motivation. Deci and Ryan theorize that people's motivation, well-being, and psychological growth are strongest when three major needs are met.

Before looking at these three major needs, it is worth looking at the difference between internal and external motivation.

If you are **internally motivated**, your motivation to accomplish a goal comes from within you, driven by values, goals, or interests. Perhaps you are teaching yourself how to play piano because you've always loved the instrument, or you are in Toastmasters because you wish to become a better speaker.

External motivation means your motivation comes from outside yourself, whether through rewards, recognition, or a wish to avoid negative consequences. While motivations such as money and fame can motivate us in the short-term, research has found that being externally motivated actually hurts and decreases our long-term motivation to pursue tasks.

What are some activities or goals you are more internally motivated to do? What are some activities or goals you are more externally motivated to do?

STAY ON TOP OF IT

Record your response below.

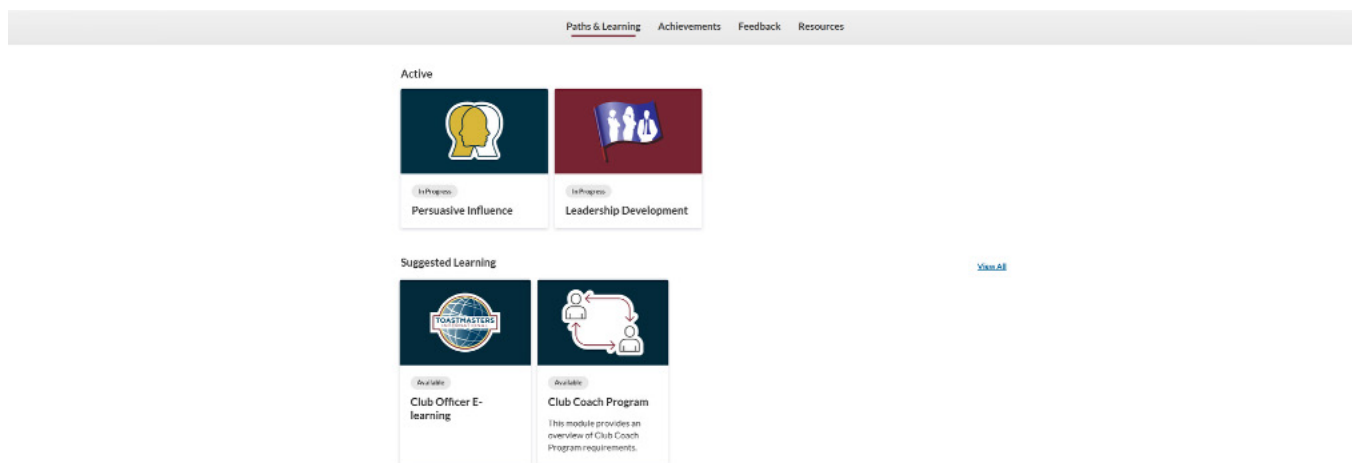
The list below outlines the role-focused modules for each club officer role:

- **Club President**
 - Motivational Leadership
 - Building a Cohesive Team
- **Vice President Education**
 - Motivation and Engagement
 - Organization and Administration
- **Vice President Membership**
 - Communication and Marketing
 - Cultivating a Strong Membership
- **Vice President Public Relations**
 - Community and Media Relations
 - Cultivating a Web Presence
- **Club Secretary**
 - Managing Club Records and Business
 - Collaboration and Leadership Support

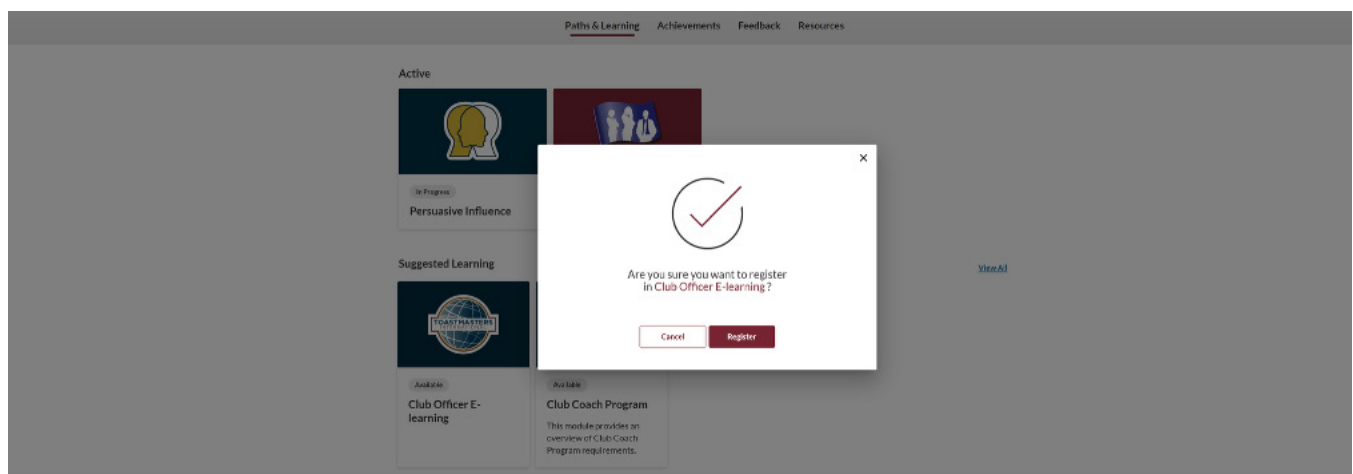
- ▶ **Sergeant at Arms**
 - Meeting Support and Hospitality
 - Handling Changes and Safety
- ▶ **Club Treasurer**
 - Managing Membership Dues
 - Managing Club Finances

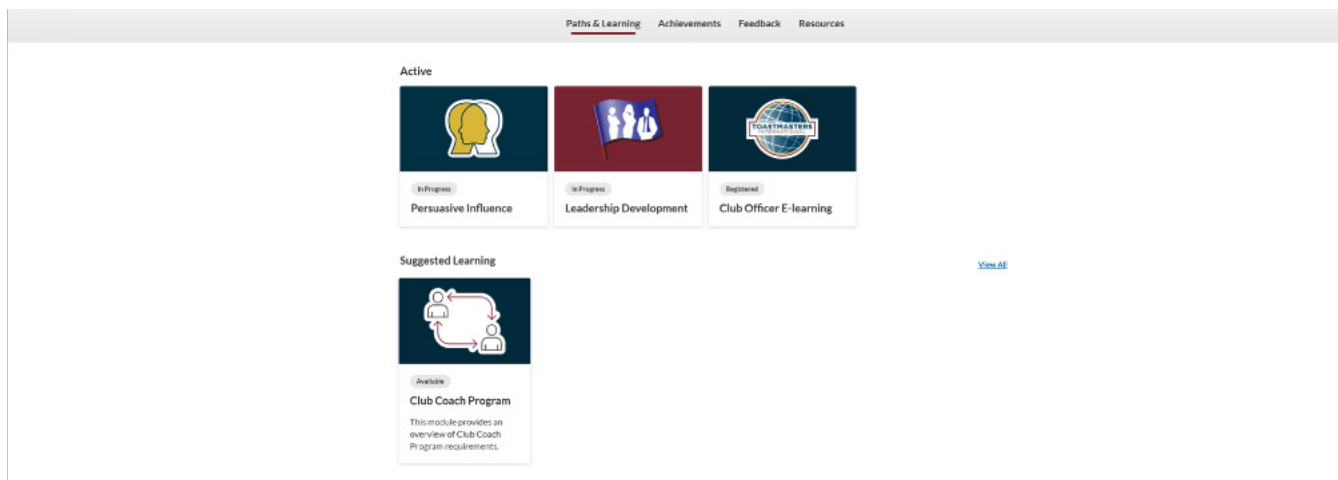
Club Officer E-learning Access

The Club Officer E-learning is available to all members, not just those who are club officers. Members will see this e-learning in the Suggested Learning section of Base Camp after completing Level 1. Club officers who have not completed Level 1 will have access to this in the Suggested Learning section as soon as they are in a club officer role.



Once the e-learning becomes available in Suggested Learning, members can register at any time.





Getting the Most Out of Club Officer Materials

The Club Officer E-learning is designed to support and work alongside the District-sponsored Club Officer Training materials. To make the most of the available materials and provide club officers with a comprehensive learning experience, it is recommended that Districts take the following steps:

1. Use the District-sponsored **Club Officer Training Materials** developed by the Club Officer Training Working Group as the basis for your round 1 and round 2 live trainings.
2. Ahead of your live training, communicate with club officers and make sure they know about the e-learning available on Base Camp.
3. Ask club officers to complete the Introduction module relevant to their role before their live training.
4. At the training, let them know that the e-learning modules are a great resource for them throughout their term. Ask them to complete the remaining modules for their role and encourage them to return to the e-learning modules any time they have a question or need a refresher.
5. If you're talking with a member who is interested in a club officer role and wants to know more about what it entails, encourage them to review the Introduction module for the role they're interested in. This provides an overview of responsibilities and will help them know what to expect.

Club Officer Training Credit

While the Club-officer E-learning provides valuable information that officers can come back to throughout their term, it does not replace live District-sponsored Club Officer Training. This means that the e-learning modules will not count for club officer training credit. Club officers are still required to attend District-sponsored Club Officer Training and should use the e-learning modules to reinforce what they've learned.

Common Questions

▶ How will members access the Club Officer Training E-learning?

- The Club Officer E-learning will be available to all members in the Suggested Learning section on Base Camp once they have completed Level 1. Members who become a club officer before completing Level 1 will receive this e-learning in the Suggested Learning section when their club officer term begins. Members who are stepping into club officer roles or are interested in these positions can register themselves in the e-learning at any time.

▶ What if a member wants to view the Club Officer E-learning but it's not available in their Suggested Learning section?

- ▶ Members who have not completed Level 1 or are not currently in a club officer role will not have access to the e-learning from the Suggested Learning section. If one of these members is getting ready for or curious about a club officer role, they can email membership@toastmasters.org and request that the Club Officer E-learning be assigned to them on Base Camp.

▶ When should club officers complete the modules in the E-learning?

- Club officers are encouraged to complete the Introduction module relevant to their role ahead of their District-sponsored Club Officer Training. The information in these modules will provide a foundation for what they'll learn at training. Having a basic understanding of the role, the timelines they should keep in mind, and their first action items will help club officers make the most of live training. They'll be able to ask more specific questions and connect what's being covered in more tangible ways.

▶ Should members who have served in a club officer role previously still complete the modules for that role?

- The e-learning modules are designed to benefit all club officers, regardless of whether it's their first time in the role or they have years of experience. When the e-learning becomes available, all officers are asked to complete the relevant modules. Even if they've served in a role before, the content will provide an important refresher and may highlight ideas they didn't think of last time. Once a member has gone through the modules once, they can refer back to them at any time. Members who repeat roles will likely find that these are helpful resources when new situations arise or they need a refresher.

▶ Will members receive Club Officer Training credit for completing the e-learning?

- The e-learning modules do not count for club officer training credit. Club officers are still required to attend District-sponsored Club Officer Training to receive credit.

▶ Will members who use assistive technology and need accessible materials be able to engage with the Club Officer E-learning?

- Yes. The e-learning modules are built on Base Camp, which means they are compatible with assistive technology in the same way as content from paths.



toastmasters.org