

## **Serving as a Club Mentor or Sponsor in District 78**

### **Club Mentors:**

Mentors work with new clubs after chartering. District 78 expects mentors to serve up to a year, at least through the first full dues cycle of the new club. Clubs may have two mentors to help them “learn the ropes” of proper meeting protocols, meeting roles and officer responsibilities.

Characteristics of a Mentor:

- Advisor
- Guidance counselor
- Coach
- Promoter
- Role Model

Roles and Expectations of a Mentor:

- Attend at least one club meeting per month
- Establish a schedule for and attend monthly officers’ meetings (at least by phone)
- Serve as first trainer of officers/explain club officer roles and responsibilities
- Be a role model of the Toastmasters program:
  - For meeting roles – TMOD, evaluator, General Evaluator, speaker, etc.
  - For meeting protocols (standing, applauding, lectern management)
  - Using manuals (e.g., bring Competent Communication (CC) and Competent Leadership (CL) manuals to every meeting; every speech is a manual speech)
- Impress mandatory attendance and importance of Toastmasters Leadership Institute (TLI) officer training
- Establish good practices in the club and for club officers to fulfill their duties
- Help ensure that meetings are not cancelled by:
  - Presenting – even on short notice – Educational modules from Successful Club Series, Better Speaker Series or Leadership Excellence Series
  - Having “hip pocket” speeches ready
  - Being prepared to serve in any meeting role
- Educate members on outside the club responsibilities and opportunities, such as TLI, district conferences, contests, district volunteer roles
- Create a climate of membership recruiting and building
- Explain the Distinguished Club Plan (DCP) and develop the Club Success Plan with the officers
- Encourage the set-up of a club website
- Provide overview of features and resources on [Toastmasters International](http://www.toastmastersinternational.org) and <http://www.d78toastmasters.org/> websites, including Club Central and DCP pages
- Plan the club’s first contests and encourage participation in at least Table Topics and Evaluation contests
- Recruit individual members from home club or other nearby clubs to serve as new member mentors

Mentors will receive a letter from Toastmasters International when the club charters. The club President must sign the letter confirming that the mentor(s) have fulfilled the required duties at the end of the mentorship period.

## **Club Sponsors:**

A sponsor guides a prospective new club through the process of chartering. The sponsors' role ends when the club successfully charters. Clubs may have two individual sponsors, as well as club sponsors. Sponsoring clubs receive recognition from Toastmasters International.

Sponsors will take a lead and work with the group through chartering. Leads may be provided by the District or generated independently. Sponsors will assume contact with the lead and guide the organizational process.

Characteristics of a Sponsor:

- Team builder
- Cheerleader
- Promoter
- Entrepreneur

Roles and Expectations of a Sponsor:

- Explain Toastmaster programs, both communication & leadership tracks
- Promote the interest group to help build membership
- Serve on demonstration/sample meeting team
- Extol the selling points of TM based on the type of club being formed
  - Benefits for corporate clubs, government organizations, etc.
  - Benefits for individuals & for organization
- Describe professional development opportunities to corporate and organizational leadership
- Explain costs and club dues payments (including additional pro-rated dues to synch with standard dues cycle)
- Assist with filling out paperwork for chartering with guidance from the District Lt. Governor Marketing Following the procedures outlined in Item 121 How to Build a Toastmasters Club
  - 1. Application to Organize**
  - 2. Charter Payments**
  - 3. Charter Member Application**
  - 4. Charter Club Officer Information**
  - 5. Club Information**
  - 6. Toastmasters Club Constitution for Members of Toastmasters International**
- Explain roles and duties of club officers
- Recruit or identify mentors

Sponsors will receive a letter from Toastmasters International when the club charters. The new club President (or ranking officer if the President is one of the sponsors) must sign the letter confirming that the sponsor(s) has fulfilled the required duties.

Toastmasters International allows up to Two Sponsors and Two mentors for each new club. It is ideally the best situation for the new club to have Two Sponsors and Two Mentors. This will allow each Mentor and Sponsor to attend the club regularly and avoid getting "burned out". The District Governor or the LT Governor Marketing are the officers responsible for appointing the Sponsors and Mentors. It is the LT Governor Marketing's responsibility to Recruit & Train the Mentors and Sponsors.

## Tools and Resources for Club Coaches, Mentors and Sponsors:

- [How to Build a Toastmaster Club \(item 121\)](#)
- [How to Rebuild a Toastmasters Club \(item 1158\)](#)
- *Competent Communication* (CC) manual (item 225)
- *Competent Leadership* (CL) manual (item 265)
- Master Your Meetings, Item 1312
- Membership Growth, Item 1159
- [Club Coach Troubleshooting Guide](#)
- [From Prospect to Guest to Member \(Item 108DCD\)](#) – free digital download
- [Successful Club Series modules](#) (Item 289DCD) – free digital download  
Including:
  - Setting the Stage for Success: Meeting Roles and Responsibilities
  - Creating the Best Club Climate
  - Keeping the Commitment
  - Finding New Members for Your Club
  - Closing the Sale
  - Moments of Truth
  - How to be a Distinguished Club
  - Toastmasters Educational Program
- [Better Speaker Series](#) (Item 269DCD) – free digital download  
Including:
  - Selecting Your Topic (item 274)
  - Preparation and Practice (item 278)
  - Controlling Your Fear (item 272)
- [Leadership Excellence Series](#) (Item 310DCD) – free digital download
- [A Toastmaster's Promise](#)
- [Toastmasters Mission, Vision and Values](#)
- [Toastmasters Club Mission](#)
- [Toastmasters International](#) and <http://www.d78toastmasters.org/>
- District Officers, including Area and Division Governor
- Monthly Conference Calls hosted by District Lt. Governor Marketing (LGM)
  
- *Source Scott Meyer D36 LGM 2011-2012- modified to fit D78 Feb 2013 Bryan Sharp LGM*

Club Structure with Standing Committees  
 Source Toastmasters International Constitution  
 Articles 7 & 8

