

HOW TO KICKOFF (KO)

It is our goal to build a STRONG HEALTHY club

Strong clubs are very important to the strength of Areas, Divisions, and the District. When forming new clubs in our division, it has been our experience that a team approach works best.

Volunteers who are effective at club building come from strong clubs. Therefore the long term success of the district means we must build STRONG clubs.

A strong club is a club where:

- ☺ Members feel safe to try new things. They are encouraged by everyone.
- ☺ Members volunteer for speaking roles.
- ☺ Members step forward when asked to take on leadership roles.
- ☺ Club officers / leaders make sure they are fully trained.
- ☺ Member commitment is high.

To form a club, even when membership is not an issue, we recommend that at least 5 meetings be completed to give the new club a healthy start. This does not mean you should put off the paper work or delay the charter. The club building effort will benefit from the momentum of an expedient setup of the club.

The following document will guide you through the creation of a new STRONG club. In addition to this document you will require the following documentation.

- ▶ “How to Build a Toastmasters Club” manual
- ▶ Club Executive Roles handout
- ▶ Volunteer handout for Timer
- ▶ Volunteer handout for Grammarian
- ▶ Total Meeting Roles (Checklist)
- ▶ Detailed Meeting Roles handout
- ▶ Ice Breaker Guideline
- ▶ Speaker feedback forms
- ▶ Sample Club Constitution and Bylaws
- ▶ Optionally have a couple of Communication and Leadership manuals on hand.

Managing a KO Team is much like being a V.P. of Education at one of our clubs. We balance the needs of the new group with the resources available to us from our group. Remember that your demo team is made up of Volunteers and that they also belong to their own clubs. It is important that you treat your team accordingly. Your success will depend on the collective commitment of your whole group.

If you have only a few Volunteers it may be possible to do all your planning through email. Once the team grows to an unmanageable size it will be important to setup an online presence where volunteers can visit and find out where they can help. For an example see www.jmactm.com

How to KickOff

Your job as Salesperson, Educator

Which ever title you prefer, your job is to make the transition from no club to STRONG club a smooth and easy transformation.

This means sharing information as it is required and in a manner that is easily understood by non Toastmasters.

Before you Demo

Before the first demo meeting it is important that the new group be of sufficient size to create a club. Meet with the Club Organizer, let them know what they are beginning. Provide the Club Organizer with an outline of each of the officer roles. As the new club interest builds, the Club Organizer considers people for each of the executive roles.

Demo team needs:

- ▶ Gavel. The club will get one once it charts
- ▶ Timers cards. Binder dividers work well and are available at Staples
- ▶ Stop watch. A silent watch is less distraction for new members. There is a way to make a watch silent if you are not able to find one.
- ▶ Sign up sheets. Used to gain a list of interested members.

Demo Speakers:

Although the manual suggests that each speech be from the CTM manual and completed by a Toastmaster who is not too polished. You must balance the needs of your new club and the availability of speakers.

We have had success at providing speakers who are working on ATM projects as long as the CTM objectives can be easily identified. The evaluation at the meeting is very encouraging and the speaker will get additional evaluation outside the meeting where required.

On to Kickoff:

New Club Meetings	Meeting goals	Team Size
<p>Meeting 1 “ New Beginnings ”</p>	<p>Our goal is to answer a question for the audience members.</p> <p>Why Toastmasters?</p> <p>Roles are explained by each member of the team as they do the role.</p> <p>Introduce Toastmasters. Demonstrate each of the meeting parts and show benefits to prospective members.</p> <p>At meeting end. Answer questions. Setup the next meeting.</p>	<p>6 Toastmasters for best results. It can be done with less. 3 Minimum.</p> <p>Toastmasters fill all main roles.</p> <p>Volunteers called upon at the meeting fill roles as Grammarian and Timer. Handouts given to help.</p> <p>Chair - Sales type person Toastmaster Table topics master Speaker General Evaluator Evaluator</p>
<p>Meeting 2 “ Moving Forward ”</p>	<p>Continue with demo meetings. The goal of this meeting is to find out how many people are ready to move forward. If you have in the neighborhood of 10 people then the club can move forward easily.</p> <p>Create a list with at least one person in each of the Executive roles.</p> <p>Next meeting will be elections.</p> <p>Additionally, each role with the exception of Chair and General Evaluator shall be filled by meeting participants.</p> <p>Application to organize shall be sent in to Toastmasters International.</p>	<p>6 Toastmasters for best results. It can be done with less. 3 Minimum.</p> <p>Toastmasters fill all main roles.</p> <p>Volunteers called upon at the meeting fill roles as Grammarian and Timer. Handouts given to help.</p> <p>Chair - Sales type person Toastmaster Table topics master Speaker General Evaluator Evaluator</p>

<p>Meeting 3 “ Getting Organized ”</p>	<p>Follow through with a meeting. Coach new members in roles.</p> <p>Do club elections, Fill next meeting roles. Do educational session on Organize a speech. Communication and Leadership Track.</p> <p>Build Membership</p>	<p>2 Toastmasters</p> <p>1 for Chair 1 for General Evaluator / Evaluator</p>
<p>Meeting 4 “ Breaking the Ice ”</p>	<p>Follow through with meeting. Coach new members in roles.</p> <p>Fill next meeting roles. If you have 20 members Pass Club Constitution and Bylaws</p> <p>Do educational session on How to introduce the speaker and Effective evaluations</p> <p>Send in Charter Membership and Remittance Notice.</p>	<p>2 Toastmasters</p> <p>1 for Chair 1 for General Evaluator / Evaluator</p>
<p>Meeting 5 “ Making Connections “</p>	<p>Follow through with meeting. Coach new members in roles.</p> <p>Do educational session Your Body Speaks</p> <p>Introduce club Mentors</p> <p>Put together club committee to handle charter party.</p>	<p>1 Toastmaster as Chair</p> <p>Mentors to be in attendance and to do educational sessions.</p>

As the Mentor takes over helping the club it is important to continue with the speeches every week and continue the education sessions at each meeting through to the eighth meeting.

As a means of keeping track of the club:

- ▶ Stay on the club email list. You will be able to review agendas from time to time
- ▶ Check in with the Mentors from time to time.
- ▶ Verify progress toward Charter Party
- ▶ Make sure the club is introduced to the Area Governor and included in training
- ▶ Invite members to contests and other out of club experiences.
- ▶ Check on club progress with Area Governor.

Etobicoke and York Community Care Access Centre Demonstration Meeting

Agenda

Wednesday August 11, 2004

12:00 to 1:00 pm

Time	Theme: New Beginnings	Include word of the day in Table Topics & Speeches
12:00 pm	Chairperson Call to Order - Welcome Meeting Purpose	John MacDonald
12:10 pm	Toastmaster Role explanation / Introductions Timer Grammarians Quiz Master	Donna Richardson Anthony Whittingham Cheryl Waterson Tim Burger
12:15 pm	Table Topics Master Role explanation Table Topics (3) to 10 Minutes	Mike Johnson
12:27 pm	Toastmaster Introduction	Donna Richardson
12:28 pm	Speaker (5-7) Min	Marie Pereira
12:35 pm	Toastmaster Introduction	Donna Richardson
12:36 pm	General Evaluator Role Explanation Introduction	Lance Kimlin
12:41 pm	Speech Evaluator Role Explanation	Eva Britton
12:44 pm	Grammarians Report Quiz Master	Cheryl Waterson Tim Burger
12:47 pm	Timers Report	Anthony Whittingham
12:49 pm	General Evaluation	
12:52 pm	Chairperson Charter Process Questions and Answers	John MacDonald
1:00 pm	Meeting Adjourned	

**Ontario Energy Savings Corp.
Demonstration Meeting**

Agenda
March 10, 2005
12:00 to 1:00 pm

Time	Theme: Breaking the Ice	Include word of the day in Table Topics & Speeches
12:00 pm	Chairperson Call to Order - Welcome Meeting Purpose	John MacDonald
12:03 pm	Toastmaster Role explanation / Introductions Timer Grammarians/Word of the Day Quiz Master	Dave Colagiovanni Pierre McGowan Frances Findley Chantelle Dayes
12:06 pm	Table Topics Master Role explanation Table Topics Check Timing on left	Kevin Daley
12:18 pm	Toastmaster Introduction	Dave Colagiovanni
12:19 pm	Speaker 1 (4-6) Min	Beth Spence
12:26 pm	Toastmaster Introduction	Dave Colagiovanni
12:27 pm	Speaker 2 (4-6) Min	Jennifer Kemp
12:37 pm	Toastmaster Introduction	Dave Colagiovanni
12:38 pm	General Evaluator Role Explanation Introduction	Monique Michael
12:38 pm	Speech Evaluator 1 Role Explanation	John MacDonald
12:40 pm	General Evaluator	Monique Michael
12:41 pm	Speech Evaluator 2 Role Explanation	Marie Pereira
12:43 pm	Grammarians Report Quiz Master	Frances Findley Chantelle Dayes
12:44 pm	Timers Report	Pierre McGowan
12:45 pm	General Evaluation	Monique Michael
12:48 pm	Chairperson Building Membership / Club Name / Charter Process	John MacDonald
1:00 pm	Meeting Adjourned	