



Meeting Helpers

Toastmasters International: Where Leaders Are Made

Prepared and edited by Andrew M. Bott



fytc.cars85.com

CMSG :: Club Mentoring Survival Guide

Fantastic! We've welcomed another new club into the Toastmasters' family!

What should we do now? 😊

MAM:

Sometimes meetings can be a little chaotic when a new member doesn't fully understand how to complete their meeting role successfully.

Could you imagine a club with 20+ *new* members, where absolutely *nobody* knows how to complete *any* role at all? 😊 Can you see an issue here?

New clubs need *your* help. New clubs need **MAMs**!

What is a **MAM**? A MAM is a **Meeting Assistant Mentor**. I.e. an experienced Toastmaster that mentors a new meeting assistant:

1. The meeting role -- e.g. the timer -- is done by the new club member.
2. The MAM guides the new club member through the timer process.
3. Each meeting assistant needs their own MAM.
4. A MAM should call their mentee [the new club member] before the meeting offering support and advice on how to complete their role.

Club Sponsors:

1. There are 2 club sponsors.
May I suggest assigning a head sponsor to lead the planning process?
2. Arrange the **Charter Ceremony**:
 - a. Choose a date:
 - i. Ask the District's LGM, LGET or Governor to choose a date.
[Or give D67's top trio a choice of 2 dates.]
 - ii. The date should be at a regular meeting time.
 - iii. Ideally, the ceremony should be **after the New Club Pack as arrived** from Toastmasters International's HQ in the US.
 - b. Invite an army of VIPs to attend the ceremony.
 - c. Invite a senior member of the district or division to give an inspiring speech.
 - d. Prepare the agenda.
 - e. Prepare the certificates.
 - i. Club Officers
 - ii. Charter members
 - iii. Club mentors/sponsors

- iv. Club Division Governor
 - v. Club Area Governor
 - f. Prepare a ppt showing the relationship of the new club within the huge world of Toastmasters.
3. Provide **club mentors with a group of MAMs and senior members** for key roles.
 4. Provide guest speakers.

Sponsoring Clubs:

There are 2 sponsor clubs. Members of the sponsoring clubs should:

1. Be MAMs as often as possible.
2. Provide support to the new club by attending as many meetings as possible.
3. Be available to mentor the new members.

Club Mentors:

1. There are 2 club mentors.
May I suggest assigning a head mentor to lead the mentoring process?
2. Since the VPE has the most challenging duties, may I suggest:
 - a. One mentor guides the new club's VPE:
 - i. Agenda
 - ii. Meeting assistant training
 - iii. Speaker training
 - b. The other mentor guides the other officers: President, VPM, VPPR etc.
 - i. Meeting equipment such as clock, flags, gavel etc.
 - ii. The membership roster
 - iii. Invite new club officers & members to all TM events such as trainings and outings.
 - iv. VPPR: Setup communication channels such as a Facebook page and a Line group.
3. **MAMs:** Assign MAMs to help the meeting assistants [e.g. the timer needs a MAM].
4. **Guest speaker:** Find inspirational speakers to make model speeches and educational presentations. Ideally, there'll be one guest speaker at each meeting.
5. Invite the new club officers for a meeting to discuss their own roles within the new club.
6. Mentors need to *fasttrack* some super members so they can quickly become the TME, GE and evaluators.
7. Mentors need to visit each meeting for the first 6 months.

New Club Pack:

Toastmasters International will issue a *New Club Pack*:

- The pack will be mailed to the District Governor about 5-6 weeks after the charter date.
- The District governor will mail the pack to the registered club address.
- The pack contains:
 - CC & CL manuals for each charter member
 - The gavel

- Certificates for the charter ceremony

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