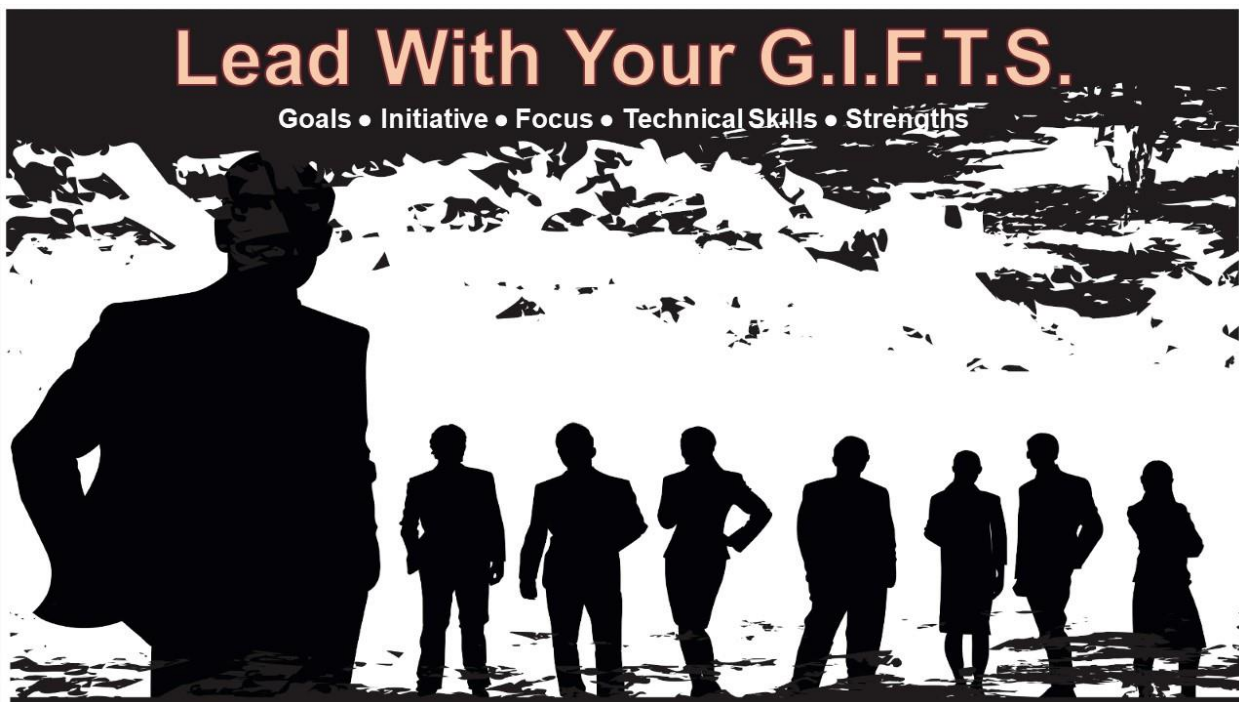




**WHERE LEADERS ARE MADE**  
[www.toastmasters.org](http://www.toastmasters.org)

# 2018 District 103 Summer Toastmasters Leadership Institute (TLI)



For club leaders, club members, district leaders, Base Camp Managers, and Pathways Guides

**June 9, 2018**

**Morton College**

**3801 South Central Avenue**

**Cicero, IL 60804**

# THE PURPOSE OF TLI

The Toastmasters Leadership Institute (TLI) is a format for training club officers. It features sessions that are taught concurrently using educational modules provided by Toastmasters International. The TLI gives districts a chance to make club officer training a rewarding learning experience that gives club officers a firm foundation for their term.

## **The training goal of the TLI is to:**

- Encourage planning and growth;
- Apply the concepts of effective leadership;
- Answer questions and stimulate discussion;
- Motivate participants to work together as team members;
- Incorporate the training and educational programs published by Toastmasters International;
- Provide the tools to achieve in the Distinguished Club and Distinguished District programs;
- Give participants a practical understanding of their roles and responsibilities as a district or club officer; and
- Urge participants to read, review and use handbooks, manuals and other materials to achieve success as a district or club officer.

Current and incoming club officers are invited and encouraged to attend the TLI twice per club year. Toastmasters members not holding club office but interested in learning about or improving their Toastmasters leadership and communication skills can attend the TLI. This applies to guests of members as well.

Overall, the Toastmasters Leadership Institute (TLI) gives districts a chance to provide the best training possible. The success of district clubs depends on the success of club officer training. The TLI is designed to meet the needs of clubs by providing quality training to ensure every club within the district can be Distinguished.



**2017-2018 District 103 Theme: “Express Your G.I.F.T.S.”**  
Goals • Initiative • Focus • Technical Skills • Strengths  
**2017-2018 District 103 Goal: “PRESIDENT’S DISTINGUISHED DISTRICT”**



# NOTES ABOUT THE JUNE 9 DISTRICT 103 SUMMER TLI

The 2018 District 103 Summer Toastmasters Leadership Institute (TLI) provides the first-round of training for all 2018-2019 club officers. It features required workshops for club officers in the morning along with informative workshops for club members, club officers, and Basecamp Managers in the afternoon. Club officers should bring their *Club Leadership Handbook* with them. A complimentary continental breakfast will be served for those who attend the morning sessions. A complimentary lunch will be provided to all who attend the afternoon sessions.

**NOTE1:** [Click here](#) to access a .PDF version of the *Club Leadership Handbook* and [click here](#) to download the *Distinguished Club Program and Club Success Plan*.

**NOTE2:** This event is open to all club members, club leaders (PRES, VPE, VPM, VPPR, SEC, TREAS, and SAA), district leaders, Base Camp Managers (VPEs, PRESs, and SECs), and Pathways Guides/Ambassadors of District 103 Toastmasters.

**NOTE3:** Club officers of another district of Toastmasters International (i.e. 30, 35, 54) are welcome to attend. Be sure to give your club name, club number, and district number when you register/sign-in so we can ensure you receive your club officer training credit. In addition, notify the Program Quality Director of your district that you attended the District 103 Summer TLI on June 9.

**NOTE4:** Club officers will earn FIRST-ROUND club officer training credit when they attend the club officer general session at 8 a.m. PLUS any club officer role breakout session at 10 a.m. and/or 11 a.m. Session sign-in is required for credit.

**NOTE5:** All 2018-2019 club officers must attend two (2) rounds of club officer training during their term. Round one training will occur June 1 - August 31, 2018. Round two training will occur December 1, 2018 - February 28, 2019. Clubs with four (4) or more club officers trained during BOTH rounds will earn credit in the Toastmasters International Distinguished Club Program (DCP).

Register for the 2018 District 103 Summer TLI at <https://2018d103summertli.eventbrite.com>.



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# JUNE 9 DISTRICT 103 SUMMER TLI SCHEDULE

**7 a.m. – 2 p.m.**

Registration and District Bookstore

**7:15 a.m. – 7:45 a.m.**

Continental Breakfast and Networking

**7:45 a.m. – 8 a.m.**

Welcome Address by 2017-2018 District 103 Director Cassandra Lee, DTM

**8 a.m. – 9:45 a.m.**

**GENERAL SESSION:** “Creating a Quality Club Environment” with 2017-2018 Program Quality Director Carolyn Arthur, DTM in the Auditorium *(Required for club officer credit)*

**9:45 a.m. – 10 a.m.**

Break

**10 a.m. – 10:45 a.m.**

**BREAKOUT SESSIONS**

President (PRES) Training with District Director-Elect Don Williams, DTM in Room 178C *(Required for club officer credit)*

Vice President Membership (VPM) Training with Club Growth Director-Elect Frank Hesser, DTM in Room 177C *(Required for club officer credit)*

Treasurer (TREAS) Training with District 103 Finance Manager Jerald Cowan, CC in Room 176C *(Required for club officer credit)*

Sergeant-at-Arms (SAA) Training with James Traywick, DTM in Room 175C *(Required for club officer credit)*

Base Camp I: The Secret to Your Pathways Journey with S55 Pathways Guide/Ambassador Sandra Washington, ACS, ALB, in the Auditorium

Youth Leadership with District 103 Youth Leadership Chair Peggy White, DTM in Room 275C



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**10:45 a.m. – 11 a.m.**

Break

**11 a.m. – 11:45 a.m.**

**BREAKOUT SESSIONS**

Vice President Education (VPE) Training with Program Quality Director-Elect Bill Morrill, DTM in Room 178C *(Required for club officer credit)*

Vice President Public Relations (VPPR) Training with District 103 Public Relations Manager Anniece Anderson, ACB, CL in Room 177C *(Required for club officer credit)*

Secretary (SEC) Training with 2017-2018 Program Quality Director Carolyn Arthur, DTM in Room 176C *(Required for club officer credit)*

Base Camp I: The Secret to Your Pathways Journey with S55 Pathways Guide/Ambassador Saundra Washington, ACS, ALB in the Auditorium

Youth Leadership with District 103 Youth Leadership Chair Peggy White, DTM in Room 275C

**11:45 a.m. – 12:45 p.m.**

Lunch *(Complimentary to those who attend afternoon sessions)*

**12:45 p.m. – 1 p.m.**

Break

**1 p.m. – 2:15 p.m.**

“Base Camp II: How to Be an Effective Base Camp Manager in Pathways” with Saundra Washington, ACS, ALB S55 Pathways Guide/Ambassador in the Auditorium *(Pre-requisite: must have familiarity with Base Camp or have attended Base Camp I: The Secret to Your Pathways Journey)*

**2:15 p.m. – 2:30 p.m.**

Break

**2:30 p.m. – 3:15 p.m.**

District Celebration with Club Recognition/Awards

**3:15 p.m. – 3:45 p.m.**

Meet the 2018-2019 District 103 TRIO

**3:45 p.m. – 4 p.m.**

Closing Remarks and Adjourn by 2017-2018 District 103 Director Cassandra Lee, DTM



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# JUNE 9 DISTRICT 103 SUMMER TLI WORKSHOP DESCRIPTIONS

“Lead With Your G.I.F.T.S.” is the theme for the **2018 District 103 Summer Toastmasters Leadership Institute (TLI)**. It provides club officers, club members, Base Camp Managers, and Pathways Guides/Ambassadors with a reminder to use your **Goals, Initiative, Focus, Technical Skills, and Strengths** in your leadership role for the 2018-2019 club year. Below are descriptions of the workshops offered which will help you to “Lead With Your G.I.F.T.S.”:

## **Base Camp I: The Secret to Your Pathways Journey**

**DESCRIPTION:** *In order to get the most out of Pathways, you'll need to be able to get around in Base Camp. Base Camp is where you'll find your Pathways projects and speech assignments. It's where you'll find your evaluation forms when you're ready to give a speech. It's where you'll keep track of the speeches and projects you've already completed. It's also where you can save and store Pathways documents. So, in this session, you'll learn the ins and outs of Base Camp.*

## **Base Camp II: How to Be an Effective Base Camp Manager in Pathways**

**PRE-REQUISITE:** Attend “Base Camp I: The Secret to Your Pathways Journey” or have familiarity with using Base Camp by having completed at least one Pathways speech.

**WHO SHOULD ATTEND:** Club Vice Presidents Education, Presidents, Secretaries, and anyone who wants to better manage Base Camp

**DESCRIPTION:** *Club VPEs have special roles in Base Camp. They are responsible for approving members' level requests as well as members' requests to do speeches and projects outside the club. In addition, there are a number of tools in Base Camp that allow VPEs to monitor the progress of club members as they work in Pathways. This interactive workshop will explain the role of Base Camp Manager and will use a live demonstration to walk participants step-by-step through Base Camp Manager duties, such as:*

- *How to log on as the Base Camp Manager*
- *How to use the Base Camp Manager dashboard*
- *How to approve level requests*
- *How to approve requests for outside speeches & projects*
- *How to award level completions*
- *How Pathways level completions are counted toward the DCP*



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### **Club Officer Role Breakout Sessions**

**PRE-REQUISITE:** Bring, download, or access a copy of the Club Leadership Handbook. Plus, session sign-in required for club officer credit.

**DESCRIPTION:** An individual session for club President (PRES); Vice President Education (VPE); Vice President Membership (VPM); Vice President Public Relations (VPPR); Secretary (SEC); Treasurer (TREAS); and Sergeant-at-Arms (SAA). Each breakout session is designed to help the club officer understand their role in the Toastmasters club environment. In addition, the duties, responsibilities, and resources for each club officer role will be reviewed and discussed to help the club officer be successful in their role for the 2018-2019 club year.

### **Creating a Quality Club Environment**

**PRE-REQUISITE:** Session sign-in required for club officer credit

**DESCRIPTION:** In this session, club officers will learn what club quality is and why it's important. In addition, club officers will learn how the Moments of Truth (MOT) support the Distinguished Club Program (DCP). Finally, club officers will receive an overview of all club officer roles and responsibilities to identify the relation of their specific leadership role to club members and other club officers.

### **Youth Leadership**

**DESCRIPTION:** Do you have a heart for working with young people? Are you involved with a youth group that could use a public speaking program? Would you be interested in serving as a Youth Leadership Coordinator? Attend this workshop to learn more about the Youth Leadership program and how to conduct one in your community.

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**<https://2018d103summertli.eventbrite.com>.**



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# END OF TERM CHECKLIST

## CLUB LEADERS

- Attend the **first-round** of club officer training four (4) or more club officers
- Enter your *Club Officer List* into the TI website (**due June 10**)
- Meet the incoming 2018-2019 district leadership team at the District 103 Summer TLI on **June 9**
- Participate in **Beat the Clock Membership-Building Program** to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order from TI (**ends June 30**)
- Submit new member applications into the TI website (**due June 30**)
- Induct new club members
- Submit educational awards earned by your club members into the TI website (**due June 30**)
- Recognize member achievement
- Meet with your outgoing successor for a smooth transition into your club officer role (if applicable)
- Complete *Club Success Plan* (CSP) and provide copy to your incoming Area Director
- Meet your incoming Area Director and schedule their first visit to your club

Details for this checklist are taken from the “Club Timeline” in the Toastmasters International *Club Leadership Handbook*, in addition to, the District 103 Toastmasters goals, incentives, and *Calendar of Events*. For more details on tasks for your club officer role, review the *Club Leadership Handbook* at [www.toastmasters.org](http://www.toastmasters.org). For District 103 *Calendar of Events*, visit [www.d103tm.org](http://www.d103tm.org).

## DISTRICT LEADERS

- Encourage clubs to participate in the “Beat the Clock” Membership Building Program (**ends June 30**)
- Review area progress using the *Distinguished Performance Reports* in “Leadership Central” at [www.toastmasters.org](http://www.toastmasters.org)
- Host Area/Division Council Meetings; include division-sponsored club officer training
- Follow-up on outstanding club paperwork (i.e. *Club Officer Lists*, dues, proxies)
- Remind clubs to submit outstanding club paperwork by **June 10** but no later than June 30
- Ask clubs to host a themed Open House (i.e. “Summer Breeze”) to recruit new members
- Encourage club officers to attend the District 103 Summer Toastmasters Leadership Institute (TLI) on **June 9**
- Identify possible new club leads and report them to Club Growth Director
- Encourage clubs to submit educational awards into TI website to become a DISTINGUISHED club or higher by **June 30**
- Attend monthly DEC meeting on **Saturday, June 16** to transition your successor into their role and close out your term
- End your term as the first Area or Division Director of District 103 Toastmasters (**June 30**)

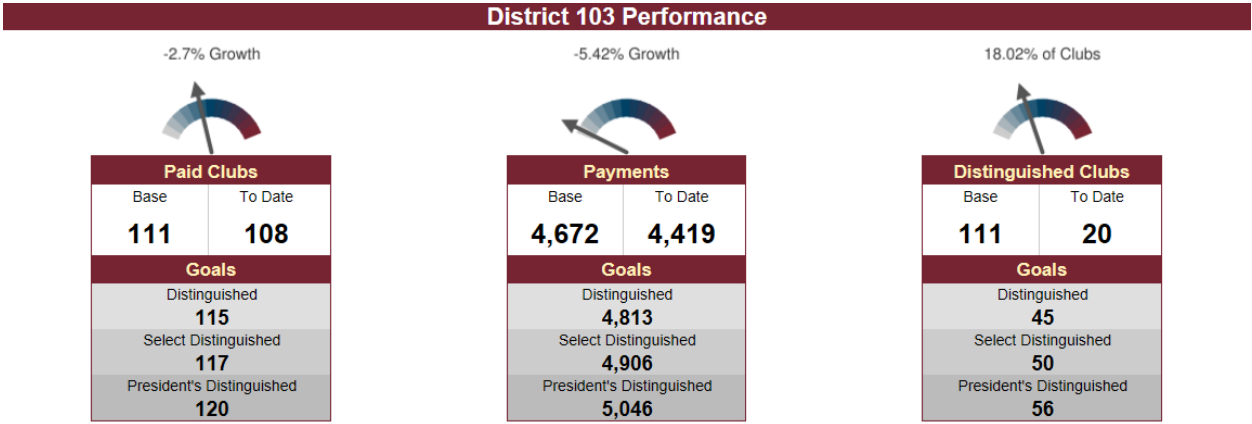


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# HOW DOES YOUR CLUB RANK IN DISTRICT 103?



Distinguished?

Select Distinguished?

President's Distinguished?

Visit <http://dashboards.toastmasters.org/> to find out.

It's not too late to improve the rank of your club.

How? By taking these few actions:

- Submit all paid dues to your club online to Toastmasters International by June 30
- Recruit new members to your club before June 30
- Submit any outstanding educational awards of your members who earned their CC, CL, ACB, ALB, ACS, ALS, ACG, and/or DTM online to Toastmasters International before June 30
- Submit your 2018-2019 club officer list online to Toastmasters International by June 10
- Monitor your club's success at <http://dashboards.toastmasters.org/>



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## **FOR YOUR SUPPORT!**

The 2018 District 103 Summer Toastmasters Leadership Institute (TLI) culminates the end of the 2017-2018 club year – the first year of existence for District 103 Toastmasters! Your ability to “**Express Your G.I.F.T.S.**” has moved District 103 Toastmasters closer to achieving the goal of becoming a **PRESIDENT’S DISTINGUISHED District** in our first year! Thanks to the dedication, commitment, participation, and support you provided to District 103 during the 2017-2018 club year, we can proudly represent at the 87<sup>th</sup> Annual Toastmasters International Convention on August 22-25, 2018 at the Marriott Marquis in Chicago, IL. Mark your calendar to be present at the Hall of Fame ceremony on Thursday, August 23. We will walk the stage together in honor of our collective efforts to make our brand-new district a **PRESIDENT’S DISTINGUISHED District** for the 2017-2018 club year. Again, thank you for your support!

*Register to attend the 87<sup>th</sup> Annual Toastmasters International Convention at <https://www.toastmasters.org/events/2018-international-convention>.*



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