



District 18 Newly Chartered Club Mentors Expectations

The intention of a Newly Chartered Club Mentor is to advise and tutor new clubs by providing the foundation for a successful and healthy Toastmasters club

The club mentor expectations are to:

- Attend club meetings regularly up to at least 6 months, preferably a year
- Identify options that clubs have regarding meetings and customs
- Assist in helping the club conduct quality meetings working closely with the officers (especially Vice President of Education)
- Ensure club members understand meeting roles/responsibilities
- Ensure Vice President of Education and members understand the Pathways Toastmasters Education program and can successfully navigate the online Pathways Base Camp
- Work with club to build and maintain membership
- Assist with and attend club officers (executive club meetings)
 - Ensure officers review Club Leadership Handbook to familiarize their officer roles
 - Ensure officers understand the Distinguished Club program and know where to find the Distinguished Club Program and Club Success Plan online
 - Advise and assist (when necessary) the officers how to use and complete the Club Success Plan
- Assist with the start-up of establishing a club website via [FreeToastHost](#) (preferably) or appropriate webhost platform
- Expose the club to Toastmasters International tools and District events.

Helpful resources:

- Master Your Meetings <https://www.toastmasters.org/resources/master-your-meetings>
- Club Meeting Roles (roles explained & role scripts provided - <https://www.toastmasters.org/membership/club-meeting-roles>)
- Club Leadership Handbook: <https://www.toastmasters.org/resources/club-leadership-handbook>
- Distinguished Club Program and Club Success Plan (Item 1111)
- District 18 website: www.toastmasters-d18.org
- Toastmasters International Website: www.toastmasters.org
- Successful Club Series Set – <https://www.toastmasters.org/resources/the-successful-club-series-set>
a complete set of the Successful Club series modules and PowerPoint presentations that address the quality of club meetings and offer tips on attracting and maintaining members. Some modules that may be of interest are: 1) Meeting Roles & Responsibilities, 2) Creating the Best Club Environment, 3) Evaluate to Motivate, 4) Finding New members, and 5) Moments of Truth