

Protocol 2.3 Club Programs and Events 1. Club Coach Program A.

The objective of this program is to coach struggling clubs back to a healthy membership, and to instruct club members in strategies to encourage continued member enthusiasm and interest in continuing with the Toastmasters Education Program.

I. Eligible clubs and prospective coaches may approach the **District Director** to request the appointment of a club coach to a given club. The **District Director** may also determine a club is eligible without external prompting.

II. Once it has been determined that a club requires coaching, **the District Director arranges a meeting between the eligible club, a qualified club coach, and either the District Director, Program Quality Director, or Club Growth Director.** The purpose of this meeting is to fill out and sign the Club Coach Agreement.

III. Once all parties have agreed to the specific terms of the Club Coach Agreement, the document is sent to World Headquarters for final approval and filing. Once this confirmation has been received, club coaching may begin.

B. Clubs seeking a club coach must meet the following criteria in order to be considered eligible for the program:

I. Must have between three (3) and 12 active members in good standing.

II. Must not be currently suspended.

C. Toastmasters members seeking to become club coaches must meet the following criteria prior to their appointment in order to be considered qualified:

I. Must be an active member in good standing with Toastmasters International, having maintained an active membership in any club other than the club to be coached for a minimum of one (1) program year.

a. Club coaches may not become members of, or hold any position in, any club they are appointed to coach for the duration of their appointment.

b. Club coaches may be former members of an eligible club, so long as they have not been a member of that club for a minimum of six (6) months prior to their appointment.

II. Must have completed Level Two (2) in any Pathways path, or achieved an Advanced Communicator Bronze (ACB) or Advanced Leadership Bronze (ALB) designation in the traditional education program.

III. Must have served as a club officer for one (1) program year (or two (2) six (6)-month terms).

IV. Must have completed Club Coach Training.

V. Must not be coaching any other club.

D. On completion of their assigned term of service,

I. a club coach will be considered eligible for Distinguished Toastmaster (DTM) credit if all of the following conditions have been met:

a. The club coach served for a minimum of six months in their assigned role.

b. The club coach submitted reports on club status to World Headquarters, club officers, and relevant District personnel at the appropriate times. Initial reports are

to be submitted within 30 days of a club coach's assignment; ongoing reports every 60 days thereafter; and final reports following the conclusion of the assigned term.

c. *The Club President of the coached club and District Director have both confirmed in writing that the Club Coach has successfully discharged their duties. Club coach evaluations may be collected to aid in this determination.*

d. The coached club has achieved Distinguished or higher recognition in the Distinguished Club Program by June 30 of the relevant program year.

ii. The club coach, in addition to being eligible for Distinguished Toastmaster (DTM) credit, shall also be eligible for District officer credit if they are able to bring the coached club up to full charter strength (20 members) within their assigned term.

E. Eligible undistricted clubs may seek the assistance of World Headquarters for appointment of a qualified club coach or coaches. All other requirements as applicable to eligible clubs and club coaches shall apply to club coaches coaching undistricted clubs.