

**Club Mission:**

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

District Director

Darnell Evans, DTM

Program Quality Director

Dr. Angelina Dickey, DTM

Club Growth Director

Greg Mauro, DTM

Public Relations Manager

Eumi Sprague, DTM

Finance Manager

Debby Baker, DTM, PDD

Administration Manager

Joyce A. Williams

Logistics Manager

Ying Ming Lee, DTM

Parliamentarian

Eric Browning, DTM

Immediate Past District Director

Tan Pham, DTM

COT Co-Chairs:

Laquita Dukes, DTM

Division A Director, Interim

Jim Kearny, DTM

Division D Director

Steve Estrada, DTM

Division F Director

District Website

<https://d33tm.org/>

Toastmasters International

<http://www.toastmasters.org/>

AGENDA

DISTRICT 33 DIVISIONS A, D, F

CLUB OFFICER TRAINING ROUND 2

10:00AM - 12:00PM PST

REGISTRATION LINK

<https://us02web.zoom.us/meeting/register/SwKKnwQkkS5mD1whvL4LGCw>

Saturday, January 31, 2026

Toastmasters International Mission: We empower individuals to become more effective communicators and leaders.

District Mission: We build new clubs and support all clubs in achieving excellence.

10:00 am	Introduction	Laquita Dukes, DTM
10:05 am	Call to Order, Welcome	Dr. Angelina Dickey, DTM
10:10 am	Pledge/District Mission/Inspiration	Jim Kearny, DTM
	Toastmaster of the Day	Steve Estrada, DTM
	Introduction of the Timer	
	Introduction of the Trainers	
10:15 am	Club officer roles and responsibilities, best practices and resources	

(Q&A for 3 minutes after each 7-minute presentation)

1. 10:15am **President**
2. 10:25am **VP Education**
3. 10:35am **VP Membership**
4. 10:45am **VP Public Relations**
5. 10:55am **Secretary**
6. 11:05am **Treasurer**
7. 11:15am **Sgt at Arms**

11:30 am	Specific Club Leadership Topics	
	1. Pathways overview and enhancements	
	2. Speech contest preparation	
	3. Strategies to become Distinguished or better	
	4. Club growth and member retention	
	5. District 33 Transition Overview	

11:55 am	Recognition and Closing Remarks	Darnell Evans, DTM
		Dr. Angelina Dickey, DTM

12:00 pm Adjourn

**** Reminder: District 33 Annual Conference ****

Register for our exciting [District Conference](#); April 17-18, 2026; Fresno, CA; Early Bird Ends 31 Jan

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Club Officer Training (COT) Resources

Hyperlinks from Toastmasters International

Title	Hyperlink	For Who
Club Leadership Handbook	https://www.toastmasters.org/resources/resource-library?t=1310	All Club Officers
President Manual	https://toastmasterscdn.azureedge.net/medias/files/department-documents/club-documents/club-officer-training-materials/president-manual.pdf	President
VP Education Manual	https://toastmasterscdn.azureedge.net/medias/files/department-documents/club-documents/club-officer-training-materials/vice-president-education-manual.pdf	VP Education
VP Membership Manual	https://toastmasterscdn.azureedge.net/medias/files/department-documents/club-documents/club-officer-training-materials/vice-president-membership-manual.pdf	VP Membership
VP Public Relations Manual	https://toastmasterscdn.azureedge.net/medias/files/department-documents/club-documents/club-officer-training-materials/vice-president-public-relations-manual.pdf	VP Public Relations
Secretary Manual	https://toastmasterscdn.azureedge.net/medias/files/department-documents/club-documents/club-officer-training-materials/secretary-manual.pdf	Secretary
Treasurer Manual	https://toastmasterscdn.azureedge.net/medias/files/department-documents/club-documents/club-officer-training-materials/treasurer-manual.pdf	Treasurer
Sgt. At Arms	https://toastmasterscdn.azureedge.net/medias/files/department-documents/club-documents/club-officer-training-materials/sergeant-at-arms-manual.pdf	Sgt. At Arms
Moments of Truth	https://www.toastmasters.org/resources/resource-library?t=290	All Club Officers
DCP and Club Success Plan	https://www.toastmasters.org/footer/faq/Distinguished%20Club%20Program https://www.toastmasters.org/Membership/Leadership/district-leader-tools/training/club-officer-training-materials/#faqTop	All Club Officers

General COT Materials: <https://www.toastmasters.org/leadership-central/district-leader-tools/training/club-officer-training-materials>

Upcoming District 33 Events (see District Website <https://d33tm.org/> for more details)

January

31 Division A, D, F Club Officer Training Round 2
31 District 33 Transition to District 203 Discussion with PID Rick Danzey

February

1-28 Division-sponsored Club Officer Training Round 2
1-28 Area Speech Contests

March

1-31 Division Speech Contests
31 Membership Renewals (TI Deadline)

April

11 DEC Meeting (9:00 am - 10:15 am), DC Meeting (10:30 am - 11:45 am)
18 District 33 Annual Conference (Division F Host), District Speech Contests
30 Area Director Club Visit Reports Due (District 33 Recommended Date)

May

15 California Tax Form 199N Due for 2024 Tax Year
31 Area Director Club Visit Reports Due (TI Deadline)

June

6 District 33 Club Officer Training (Round 1) – Early Bird (2026-2027)
30 Club Officer List Submissions (TI Deadline), Toastmaster Year Ends