



WHERE LEADERS ARE MADE

www.toastmasters.org

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/SwKnwQkkS5mD1whvL4LGCw>

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/](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

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