



## Online Meeting Tips for Club Officers

Due to the global impact of the coronavirus disease (COVID-19), Toastmasters clubs around the globe are meeting online. Club officers and leaders, we ask that you keep meeting and encourage members to attend all the meetings and sign up for speaking roles. Now more than ever, the members in your club are relying on your support! Here are some helpful tips for club officers to lead the way:

- ▶ To start, the officer team needs to decide on an online platform that will work best for their club. **Zoom, Skype, WebEx, Line, and Facebook** are a few possible platforms your club can use. View the **Online Club Meeting Software Platform Comparison** to help you decide what works best for your club.
- ▶ Once a platform is chosen, have an online meeting with fellow club officers to test the platform and work through any technical issues.
- ▶ Review the agenda for the first online meeting:
  - It is recommended to have the Toastmaster of the Day be a member who is comfortable online and has a webcam.
  - Officers should fill club meeting roles for the first meeting.
  - Meet with the speakers online prior to the meeting to help them feel comfortable online.
- ▶ Send the club meeting link to all members a few days before the meeting. Tell the club how excited you are to be meeting online. Encourage all members to attend.
- ▶ It's okay to take some time to discuss current events and check in on the well-being of your members. Above all, the health and safety of your members should be the top priority.
- ▶ Officers should help the club stay on track and run normally. Voting and feedback are key pieces to any Toastmasters club meeting.
  - Create an online voting form. This can be done by a digital form or club members can vote in the online chat/comment box.
  - Members can give feedback to speakers via email, direct chat on the online platform, text messages, or phone calls.
- ▶ Prior to the meeting, a club officer should send the following:
  - Email the meeting agenda.

- Include the online meeting link in the agenda.
  - Remind members with speaking roles to log on 15 minutes early to test their audio and sound.
  - Suggest club members to connect five minutes prior to the meeting to test audio and sound.
- ▶ As the meeting starts, the Sergeant at Arms or the President should give all members and guests online guidelines:
- Please mute your microphone.
  - Be cognizant of body movement, multitasking, and backgrounds.
  - Use the chat box for any questions or comments.
- ▶ End on a positive note!
- As the President concludes the meeting, sign off with positivity and stories of success.
  - Urge members to attend the next meeting.
  - Remind members to add the meeting link to their digital calendar.