



# Dear New Club Officers 2023-2024

Taka Miyawaki, DTM, District 76 Director

## Toastmasters International District 76 (Japan)



**Atsuhiko Nakayasu**

Program Quality Director



**Taka Miyawaki**

District Director



**Mica Inoue**

Club Growth Director

Congratulations on your appointment as a club officer!

We hope that serving as a club officer will be an invaluable experience for all of you in the year ahead.

Each member club of Toastmasters is a independent organization. District officers help club officers run the club in an enjoyable way and provide excellent growth opportunities to its members. Club officers and District officers are all volunteers, so let's work together and give each other feedback so we can grow together.

We encourage all club officers to attend the Club Officer Training (COT) to learn the fundamentals of serving as an officer and to meet others in your Division with whom you will be able to collaborate. Get to know your Area Director to whom you can ask questions. These are your team members you can rely on for the coming year.

This letter summarizes the actions that the District requests that new club officers take first at the beginning of the year. If you have any questions, please contact your Area Director. This is a learning experience for them too.

### **Club Leadership Handbook will help you**

We hope that you will enjoy this year-long experience as a club officer and that it will lead to better club meetings and your own personal growth. The best help you can get in serving as a club officer is the Club Leadership Handbook. I encourage you to read it carefully as it is filled with information such as the duties of each officer, the annual schedule, induction ceremonies, officer election procedures, and much more.

Link to the latest English version (Rev.05/2023):

<https://toastmasterscdn.azureedge.net/medias/files/departement-documents/club-documents/1310-club-leadership-handbook.pdf>

Link to the latest Japanese version (Rev.12/2021), which we believe will be updated shortly:  
<https://toastmasterscdn.azureedge.net/medias/files/department-documents/translations/club-leadership-handbook/ja-jp1310-club-leadership-handbook-ff.pdf>

## **Review Club Mission and A Toastmaster's Promise**

When going through the Club Leadership Handbook, please first review the "Club Mission" and "A Toastmaster's Promise". Check page 6 for the latest edition in English, and page 3 for the Japanese edition, counting from the front cover.

Club Mission: Toastmasters clubs around the world carry out this mission through the educational programs offered by Toastmasters International.

A Toastmaster's Promise: Many clubs may read this at the induction ceremony for new members since it is also on the membership application form. It is an important pledge for us to work together and grow together. Please take the opportunity to review it with your club members.

Membership Application Form (Eng): <https://toastmasterscdn.azureedge.net/medias/files/membership-files/membership-applications/800-membership-application.pdf> (Jpn): [https://toastmasterscdn.azureedge.net/medias/files/membership-applications/jp800.pdf](https://toastmasterscdn.azureedge.net/medias/files/membership-files/membership-applications/jp800.pdf)

## **Use BRAND PORTAL to protect our brand image**

The use of up-to-date and standardized logos and design elements by member clubs helps protect the Toastmasters International brand image. It also creates a consistent and professional impression for members and prospective members alike.

Open the Toastmasters BRAND PORTAL by clicking on the link below. You can download business card templates for use by club officers by clicking on "Branded Business Cards." Open "Stationery Templates" and "Marketing Resources" to find a variety of templates and materials, you can also select "Japanese" to get translated materials. Many other useful materials can be found here.

<https://www.toastmasters.org/resources/brand-portal>

## **Make sure your club's registration information is accurate on "Club Central"**

Once you are registered as a club officer and your term of office begins, you will be granted access to **Club Central** on the Toastmasters International website. Officers will use Club Central to perform administrative processes such as membership registration, dues payment, registration for educational awards, and the extraction of various reports.

At the beginning of your term of office, please first verify the club information registered in the system.

- **Club Contact and Meeting Information**

- Are the club's address, website address, meeting dates and frequency correct? The area assignment of clubs by the District is based on the address registered here, so be sure to check. Also, the "Find a Club" function on the Toastmasters website (<https://www.toastmasters.org/find-a-club>) uses this address to display clubs on the map.

- **Club Demographics**

- Are the club type, language, and representative name correct?

- **Addendum of Standard Club Options**

- Is the club's supplementary information registered correctly?

**Please also check the club information on the District 76 website!**

In Japan, many people find a club on the District's website and request a visit. Posting accurate club information will help attract new members. Unfortunately, the information on the District website is not linked to the Toastmasters International database. Please find your club in the list below and confirm that the information is correct in both English and Japanese.

Club List (Eng): [https://district76.org/en/list\\_of\\_all\\_clubs/](https://district76.org/en/list_of_all_clubs/) (Jpn): [https://district76.org/ja/list\\_of\\_all\\_clubs/](https://district76.org/ja/list_of_all_clubs/)

If you have any corrections, please send your request by clicking the "Apply for Club Information Change" button at the bottom of the page.

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*Please note that links and information on the website may be updated without notice; the information on Toastmasters International's website is the most current.*

I look forward to working with you all to make Toastmasters in Japan even more fun and exciting!

**District 76 Trio 2023-2024**

Taka Miyawaki, DTM, District Director  
Atsuhiko Nakayasu, Program Quality Director  
Mica Inoue, Club Growth Director

**2023-2024 ディストリクト 76 トリオ**

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|----------------|------|
| ディストリクト・ディレクター | 宮脇貴英 |
| 教育担当ディレクター     | 中保篤彦 |
| クラブ担当ディレクター    | 井上美香 |