

# District 2's guide for the Toastmasters International electronic proxy submittal

Three things you'll need to complete this process:

- 1.) Your club number
- 2.) Your club password
- 3.) Your proxy number

---

## Instructions:

- 1.) Go to [www.toastmasters.org](http://www.toastmasters.org)
- 2.) Click on the Member tab in the upper left corner



### 3.) Click on the Club Officer tab



The screenshot shows the Toastmasters International website. The top navigation bar includes links for Toastmasters.org, My Profile, About TI, Contact Us, Media, Site Map, and Login. The main header features the Toastmasters logo and the text "Toastmasters International Become the Speaker & Leader You Want to Be". Below the header is a secondary navigation bar with links for Home, Member Experience, Membership Building, Officer Resources, Toastmaster Magazine, and Shop.

In the left sidebar, there is a "Meeting locations" section with a "Find a location near you" button and a "Start a club!" link. Below this are two tabs: "Club Officer" and "District Officer". A blue arrow points to the "Club Officer" tab. Underneath the tabs is a login form with the text "Use this to login to conduct club business." and fields for "Club Number" and "Password", both marked with a red asterisk. A "Login" button is positioned below the password field. At the bottom of the sidebar, there are links for "Club Officer Resources" and "NCP Reports".

The main content area features a photograph of a woman in a red dress holding a clock. Below the photo is the article title "5 Tips for Time Management" and a short paragraph of text. A "Read More" link is located at the bottom of the article.

### 4.) Enter your Club Number and Password



## Conduct Club Business

### You are logged in as:

All transactions below will be registered only for this club.

#### [Submit application and dues/fees for my club's new Member\(s\)](#)

Reinstated, transfer and dual members cannot be submitted online. Please fax or mail them with payment to World Headquarters.

#### [Pay Dues for my club's members](#)

Submit payment for renewing member(s) and new members added online but not yet paid.

#### [Change my club's meeting and/or club officer information](#)

Submit changes to your club's meeting place, time and/or location. Also, submit changes and/or updates for your club officers.

#### [Apply for educational award\(s\) for my club members](#)

Submit award applications here.

#### [View/Update my club's membership roster](#)

Listing of current members.

#### [Change my club's bylaws](#)

Submit changes and updates.

#### [View my club's awards](#)

View awards your club has earned.

#### [Club DCP Reports](#)

View Distinguished Club Program reports.

#### [Wire Transfer Instructions \(PDF\)](#)

#### \* [Club Proxy/Delegate Assignment](#)

Club Proxy/Delegate Assignment.



## 5.) Select Club Proxy/Delegate Assignment link



## Club Proxy/Delegate Assignment

You may use this section to do the following actions at the next Annual Business Meeting:

- ▶ [Your club is sending a club delegate](#)
- ▶ [Designate your club's 2010-2011 district governor or the next senior district officer in attendance as your club's proxy](#)
- ▶ [Designate an active Toastmaster from another club as your club's proxy](#)

**6.) Select one of the options above.**

**Are you attending the International Convention in Palm Desert California in August? If yes, then select [“Your club is sending a delegate.”](#)**

**If no, is someone you know going to the convention? If yes, then select [“Designate an active Toastmaster from another club as your club’s proxy.”](#)**

**If no, select [“Designate your club’s 2010-2011 district governor or the next senior district officer in attendance as your club’s proxy.”](#)**



**May 14, 2010**

Dear Club President,

The Annual Business Meeting, where votes will be cast to elect the international officers and directors to the 2010-2011 Board of Directors, is coming soon. This year, the meeting will be held on Saturday, August 14, at 7:30 a.m. at the JW Marriott Resort Desert Springs Resort and Spa, Palm Desert, California, United States.

Toastmasters International clubs hold the most important voting power in the organization, so it is important that you, as president, process your club's proxy.

In the past, all club presidents received a proxy card in the mail. In an effort to simplify the process, reduce costs and minimize the environmental impact, hard-copy proxy cards will no longer be mailed. Instead, this e-mail contains the proxy information unique to your club.

We hope your club will be represented at the Annual Business Meeting. The club can vote in one of three ways:

1. If a member of your club is attending the Annual Business Meeting, they may carry your club's vote as a delegate.
2. If no one from your club is attending the Annual Business Meeting, your club may designate the 2010-2011 district governor, or the next senior district officer in attendance, as the club's proxyholder.
3. If no one from your club is attending the Annual Business Meeting, your club may choose, as your proxyholder, an active Toastmaster from another club who is planning to attend.

To vote at the Annual Business Meeting, your club must be in good standing. **Your club may designate its proxy by following these instructions:**

1. Log in to [www.toastmasters.org/login.aspx](http://www.toastmasters.org/login.aspx)
2. Once logged in, click on your Club Central page, then click on the **club proxy submission** link at the bottom of the page.
3. This will take you to the proxy submission page.

Your club proxy number is:



**7.) Copy the club proxy number from the May 14<sup>th</sup>, 2010 email sent from Toastmasters International to the club president.**

## 8.) Paste the proxy number from the email into the box.



You are confirming your club is naming the 2010-2011 district governor, or the next senior district officer in attendance, as its proxy.

Proxy Number

The following candidates have been nominated by the International Leadership Committee for election to the positions listed, at the 2010 Annual Business Meeting.

Office	Region	Name
Director	2	Kevin Doyle, DTM
Director	2	Debra Ledsinger, DTM
Director	4	Patricia Hannan, DTM
Director	4	Jacque Schnider, DTM
Director	6	Gina Cook, DTM
Director	6	John MacDonald, DTM
Director	8	Patricia Gann, DTM
Director	8	David Hollingshead, DTM
Director	10	Roberta Perry, DTM
Director	10	Lois Sicking, DTM
Director	12	Mike Storkey, DTM
Director	14	Gea Ban Peng, DTM
Director	14	Adelina C. Royo, DTM

Office	Name
International President	Pat Johnson, DTM
President-Elect	Michael Notaro, DTM
First Vice President	John Lau, DTM
Second Vice President	Bash Turay, DTM
Second Vice President	Ralph Wallace, DTM

If you have any comments for the proxyholder, such as instructions about the casting of your votes, please enter below.

By my signature below, my club hereby grants this proxy to the proxyholder indicated above. This means that my club revokes any previous proxies and appoints the proxyholder to act as its proxy, vote for directors and officers, and vote upon any other business coming before the 2010 Annual Business Meeting.

My club may revoke this proxy before it is exercised by delivering a written revocation notice to the Secretary of Toastmasters International, by executing a new proxy, or by authorizing an active individual member of my club to serve as a delegate to the 2010 Annual Business Meeting. Any such action must be executed using the electronic system provided by Toastmasters International for this purpose.

**IMPORTANT NOTICE:** Typing your name in the box below will contribute your electronic signature.

By clicking on this box, I am affixing my electronic signature, which is legally equivalent to my handwritten signature.



## 9.) Type in your name and press the "Confirm and Submit" button.

**CONGRATULATIONS, YOU ARE FINISHED!!**