



Guidance Committee Introduction

High Performance Leadership

Congratulations! You have been invited to participate on a Toastmasters club member's guidance committee for their High Performance Leadership project.

Leadership can be defined as the ability to inspire and guide, build an environment in which visions are developed, and support a team while goals are met. A leader who fills that definition, and does it in a way that motivates others to participate and contribute, is a high performance leader.

You have been asked to assist a Toastmaster wishing to develop their leadership skills. This Toastmaster is participating in the Toastmasters International education program and as part of the learning process will study educational content, practice leadership skills through a project of their choosing, and receive feedback.

The Toastmaster is responsible for defining their goals, designing the project, selecting team members to help, delegating responsibilities, and leading the project to completion. The Toastmaster also selects and leads the guidance committee. They must establish committee meeting dates, determine meeting locations, and provide agendas.

As a guidance committee member, your responsibility is to help the Toastmaster by evaluating their progress and giving feedback through the duration of the project. You have been chosen to help build the Toastmaster's leadership skills through your guidance and support.

The High Performance Leadership project has been designed to challenge every person who completes it, regardless of their level of expertise. The guidance committee has the responsibility of challenging the Toastmaster's thinking as well as the means and methods used in carrying out the project. Be ready to provide advice if necessary. You do not need to be an expert in leadership theory. The Toastmaster has selected you because they respect your guidance and feedback.

As a member of the guidance committee, you are required to:

- ▶ Meet with the Toastmaster and other committee members a minimum of five times during the course of the project.
- ▶ Help to evaluate the progress of the Toastmaster's project, give them advice, and offer feedback.
- ▶ Be supportive, practical, and available to meet with the Toastmaster as necessary.

How to Use This Packet

The materials included in this packet are the responsibility of the Toastmaster to fill out and distribute. Though it is unlikely you will use most of the forms included, this packet will help you understand the materials the Toastmaster has at their disposal.

You are welcome to make arrangements with the Toastmaster to review the High Performance Leadership text if you believe it will be of assistance in your role as a committee member.

The materials included in this packet are:

- ▶ Meeting Agenda
- ▶ Project Plan Overview
- ▶ Project Plan
- ▶ Vision Plan
- ▶ Event Planning Worksheet
- ▶ 360° Evaluation

Thank you for serving on this guidance committee. Your time and expertise are greatly appreciated by the Toastmaster who invited you as well as Toastmasters International.