

# Club Officers Roles & Responsibilities

## President

### Chief executive officer

The president holds the most important office in a Toastmasters club. As president, you provide the leadership and guidance the club needs to meet its standards and to become a Distinguished Club. You are responsible for providing the supportive club environment members need to fulfill their self-development goals, for making sure that members benefit from the Toastmasters educational program, and that the club recruits new members and retains current ones.

The manual *When You Are the President* describes the following standards more fully and explains how to carry them out.

#### Outside the Club Meeting:

- Attend district-sponsored club officer training.
- Ensure club officers meet officer and meeting standards.
- Oversee plan to achieve Distinguished Club Program goals and ensure club is Distinguished.
- Encourage communication and leadership development by promoting CC, AC, CL and AL awards.
- Ensure club has an ongoing membership-building program.
- Attend and vote club's proxy at district council meetings or authorize a club member to do so.
- Attend regional conference and International Convention and vote club's proxy or send proxy to district governor.
- Oversee administrative operation of club in compliance with the Club Constitution and Bylaws.
- Maintain relationships with the district and with Toastmasters International.
- Schedule and chair monthly executive committee meetings.
- Arrange for a replacement if unable to attend a club or executive committee meeting.
- Search for leaders, ensure all club offices are filled for the succeeding term and ensure timely elections are conducted.
- Prepare your successor for office.

#### At the Club Meeting:

- Ensure the meeting starts and ends on time.
- Make sure guests are warmly and enthusiastically welcomed and introduced.
- Allow time before and after the meeting to speak with guests.
- Read and/or display the club mission at every meeting.
- Discuss the Distinguished Club Program and the club's progress and achievements in it.
- Recognize member achievements in Toastmasters and in their personal lives.
- Report on the "Moments of Truth" the club is achieving.

## Vice President Education

### Maintaining the Toastmasters educational program

The office of vice president education is a critical office in a Toastmasters club. The Toastmasters educational program depends on the vice president education to carry out the club's mission.

As vice president education, you are responsible for providing and maintaining the positive environment and the programs through which members can learn and grow. If you do your job well, your club will have satisfied members and will continue to grow. Your efforts also will help the club become a Distinguished Club, which should be an annual goal.

The manual *When You Are the Vice President Education* describes the following standards more fully and explains how to carry them out.

#### Outside the Club Meeting:

- Attend district-sponsored club officer training.
- Plan club meetings, completing schedules and assignments at least three weeks in advance and confirming each schedule five to seven days before the meeting.
- Promote participation in the educational program. Get commitment from members to earn the next level of achievement and track their progress toward these awards.
- Orient new members to the Toastmasters program within two meetings after they join.
- Assign every new member a mentor.

- Attend club executive committee meetings and preside when the president is absent.
- Attend district council meetings and vote the club's proxy.
- Vote at regional and international business meetings.
- Arrange for a replacement if unable to attend a club or executive committee meeting.
- Prepare successor for office.

#### **At the Club Meeting:**

- Ask each new member to be a Table Topics participant at the first meeting after joining. Assign him or her to a meeting role at the third meeting or earlier, and assign the Ice Breaker manual project at the fourth meeting or sooner.
- Ensure a club member conducts *The Successful Club Series* programs Evaluate to Motivate, Moments of Truth, Mentoring and Finding New Members for Your Club at least once per year.
- Monitor club performance quarterly in cooperation with the club president.
- Initial Speakers' Project Completion Records and ensure eligible members fill out their award applications.
- Preside over the meeting when the president is absent.

When members are ready to apply for an educational award you can [submit award applications online](#). You also can print award applications and submit them by mail or fax.

## **Vice President Membership**

### **Building and maintaining club membership**

As vice president membership, you – with your membership committee – are responsible for building membership and ensuring a strong membership base by satisfying the needs of all members. Your job is vital to the growth and success of the club.

#### **The manual**

*When You Are the Vice President Membership* describes the following standards more fully and explains how to carry them out.

#### **Outside the Club Meeting:**

- Attend district-sponsored club officer training.
- Conduct ongoing membership building programs and efforts. Promote the goal of one new member per month and, if the club has fewer than 20 members, achieving 20 members by year end or sooner. Promote club and Toastmasters International membership-building programs and conduct a minimum of two formal club membership programs annually.
- Follow up on and keep track of guests, new members and members not attending meetings.
- Explain the educational program to all prospective members, get their commitment to join and collect membership applications. Bring the applications to the club for voting and, if the members are accepted, collect dues and fees and give them to the treasurer with the applications.
- Attend club executive committee meetings.
- Attend and vote at area council meetings.
- Arrange for a replacement if unable to attend a club meeting.
- Prepare your successor for office.

#### **At the Club Meeting:**

- Greet guests and have each complete a guest card.
- Report on current membership, promote membership campaigns and welcome new members.
- Work with the president and vice president education to ensure each new member is formally inducted at the first meeting after being voted in by the club.
- Help guests wishing to join complete the membership applications.
- Speak with fellow members to determine if their needs are being met.

# Vice President Public Relations

## Promote your club!

As the vice president public relations, you are in charge of the promotional activities for your club. The manual *When You Are the Vice President Public Relations* describes these standards more fully and explains how to fulfill them.

### Outside the Club Meeting:

- Attend district-sponsored club officer training.
- Promote the club to local media.
- Produce and distribute a club newsletter at least monthly, and/or maintain a club Web site.
- Promote membership programs.
- Attend club executive committee meetings.
- Attend other Toastmasters events.
- Arrange for a replacement if unable to attend a club meeting.
- Prepare your successor for office.

### At the Club Meeting:

- Announce upcoming events and programs.
- Ask for contributions to the newsletter and/or Web site.
- Greet members and guests.

# Secretary

## Record keeping and correspondence

As secretary, you are responsible for keeping clear and accurate records of club business, including membership records and correspondence with Toastmasters International's World Headquarters and others.

The manual *When You Are the Secretary* describes the following standards more fully and explains how to carry them out.

### Outside the Club Meeting:

- Attend district-sponsored club officer training.
- Maintain accurate membership roster and give it to treasurer to submit with dues.
- Submit new club officer list to World Headquarters within 10 days after elections via Web site or mail. Also, submit any changes to club officers immediately to WHQ.
- Handle general club correspondence.
- Keep club files, including the club charter, Constitution and Bylaws, minutes, resolutions and correspondence.
- Attend club executive committee meetings.
- Arrange for a replacement if unable to attend meetings.
- Prepare your successor for office.

### At the Club Meeting:

- Record and read meeting minutes.
- Greet members and guests.

# Treasurer

## Bookkeeping and financial reporting

As treasurer, you are responsible for keeping clear and accurate financial records of club business and for seeing that the club remains financially stable.

The manual *When You Are the Treasurer* describes the following standards more fully and explains how to carry them out.

### Outside the Club Meeting:

- Prepare a budget to be approved by the executive committee and membership within one month of taking office.
- Provide the bank with a new signature card by July 1/January 1.
- Prepare and send dues statements by August 15/February 15.
- Collect and pay dues to World Headquarters by October 1 and April 1, and work with the vice president membership to contact members who have not paid dues.
- Submit new member applications and dues to World Headquarters within 48 hours of receipt. Add new members online.
- Pay bills as due.
- Keep records of all financial transactions.
- Present verbal and written financial reports quarterly (October 15, January 15, April 15 and July 15).
- Submit club accounts for audit.
- Attend club executive committee meetings.
- Attend district-sponsored club officer training.
- Arrange for a replacement if unable to attend a meeting.
- Prepare successor for office.

### At the Club Meeting:

- Receive completed new member applications and dues.
- Announce when dues are due and explain dues structure.
- Greet members and guests.

# Sergeant at Arms

## Keeper of club properties

As the sergeant at arms, you are responsible for maintaining club properties, arranging the meeting room and welcoming members and guests at each meeting.

The manual titled *When You Are the Sergeant at Arms* describes these standards more fully and explains how to fulfill them.

### Outside the Club Meeting:

- Attend district-sponsored club officer training.
- Schedule the meeting location.
- Maintain club equipment and check after every meeting to ensure adequate supplies are available.
- Attend club executive committee meetings.
- Arrange for a replacement if you are unable to attend a club meeting or if you need assistance.
- Prepare your successor for office.

### At the Club Meeting:

- Arrange the room and equipment at least 10 minutes before the meeting begins. Make sure the lectern is in place, the banner displayed, evaluation forms and ballots distributed, awards, supply catalog, progress chart and educational material displayed, place cards arranged and name badges available.
- Greet members and guests and arrange for guests to sit with members.
- Greet visiting officers and escort them to the club president.
- Arrange for food service at meal meetings.
- Ensure the meeting starts on time.
- Collect ballots and tally votes for awards.