

OFFICER ROLES

The President...

1. Lead the club by promoting excellence.
2. Preside over club meetings.
3. Chair Executive Committee and Conduct club business.
4. Use the Distinguished Club Program/Club Success Plan as a Management tool.
5. Attend training sessions and participate at District Council meetings.
6. Prepare and submit semi-annual reports, to be received at WHQ by April 10 and October 10.
7. Exercise vote at Regional Conference and International Convention, or tender proxy to district
8. Be a member of the Are & District Council.
9. Prepare your successor for office.

The Immediate Past President...

1. Chairs the Nominating Committee.
2. Helps with the Distinguished Club Program/Club Success Plan.
3. Promotes the Club's efforts to become a Distinguished Club.
4. Provides guidance and serves as a resource to Club officers and members.

The Vice President Education...

1. Plans dynamic Club meetings.
2. Promotes the Toastmasters educational program to Club members.
3. Orients new members to the Toastmasters program and to the Club.
4. Makes sure all members understand the importance of excellent evaluations and know how to evaluate.
5. Arranges for Speechcraft and other Success/Communication and Success/Leadership Programs to be conducted inside or outside of the Club.
6. Arranges for the Club to conduct Youth Leadership Programs.
7. Encourages members to participate in other Toastmasters activities and programs.
8. Administers speech contests.
9. Organizes a Speakers Bureau.
10. Chairs the Education Committee.
11. Attends and participates in Executive Committee meetings.
12. Presides in the absence of the President.
13. Attends and votes at Area and District council meetings.
14. Votes at Regional and International business meetings.

The Vice President Membership...

1. Builds Club membership.
2. Increases member satisfaction.
3. Prepares the Semiannual Membership Report
4. Chairs the Membership Committee.
5. Attends and participates in Executive Committee meetings.
6. Attends and votes at Area Council meetings.

OFFICER ROLES . . . (CONTINUED)

The Vice President Public Relations...

1. Plans a public relations program.
2. Prepares publicity materials.
3. Produces a Club newsletter.
4. Writes for the company publication.
5. Chairs the Public Relations Committee.
6. Attends and participates in Executive Committee meetings.

The Secretary...

1. Maintains an accurate membership roster.
2. Records and reads meeting minutes.
3. Assists with the Semiannual Membership Report.
4. Reports new officers to World Headquarters.
5. Prepares and mails orders for Toastmasters supplies.
6. Circulates TIPS, the Supply Catalog and *The Toastmaster* magazine.
7. Keeps the Club Constitution and Bylaws.
8. Maintains general Club correspondence.
9. Attends and participates in Executive Committee meetings.

The Treasurer...

1. Prepares an annual budget for the Club.
2. Provides the bank with a new signature card.
3. Notifies each Club member in writing of dues payable.
4. Collects payable dues and fees.
5. Issues checks to World Headquarters for semiannual membership dues/New Member Fees.
6. Pays all bills promptly.
7. Keeps complete and accurate records of all financial transactions.
8. Presents a verbal and written financial report monthly.
9. Submits Club accounts for audit.
10. Responds to Internal Revenue Service or other government agency inquiries and makes sure the Club has an Employer's Identification Number (U.S. only).
11. Attends and participates in Executive Committee meetings.

The Sergeant at Arms...

1. Arranges room and equipment for each meeting.
2. Greets all guests and members at each meeting.
3. Arranges for food service at meal meetings.
4. Collects ballots and tallies votes for awards.
5. Maintains all Club equipment and materials.
6. Chairs the Social and Reception Committee.
7. Attends and participates in Executive Committee meetings.