

# President

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## **Create a Vision of Club Success**

- Feature quality programming
- Require manual speeches
- Expect effective evaluations
- Encourage active participation
- Keep membership at charter strength
- Be enthusiastic

## **Plan to Make Your Club Vision a Reality**

- Communicate your vision
- Use Executive Committee Meetings to set and achieve goals
- Set membership/educational goals
- Make every meeting outstanding
- Provide harassment-free environment
- Make your Club a Quality Club
- Motivate performance/track progress using DCP

## **Executive Committee Meetings**

- Review progress
- Verify all officers are fulfilling responsibilities

## **Qualities of a Super Team**

- Committed to quality performance
- Creative methods of removing obstacles
- Visible/accessible to others
- Driven to achieve, exude energy, excitement, and commitment Work together

## **Conduct Effective, Enjoyable Meetings**

- Contact VPE before each meeting
- At meeting, verify all assignments are filled and that participants are ready Make sure meeting begins/ends on time
- Enthusiastically welcome members/guests
- Follow parliamentary procedure

## **Ensure Successful Club Administration**

- Encourage officers to attend training sessions Verify that officers attend training Confirm all paperwork is turned in to WHQ Search for Club leaders

## **Represent the Club**

- Act as liaison between Club/Area/District Participate in and vote at Area/District functions Vote at the International Convention

# Vice President - Education

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## **Envision/Plan/Direct Club Meetings**

- Create varied programs Assign meeting roles Prepare agendas

## **Promote Participation**

## **Promote communication track**

## **Advanced Toastmaster Bronze Requirements**

An applicant must have

- Achieved CC (or earlier CTM) award
- Completed two advanced manuals

## **Advanced Communicator Silver Requirements**

An applicant must have

- Achieved AC Bronze (or old Advanced TM bronze or Able TM bronze)
- Completed any two remaining advanced manuals
- Conducted any two programs from the Better Speaker Series or
- Successful Club Series

## **Advanced Communicator Gold Requirements**

An applicant must have

- Achieved new AC Silver (or old ATM Bronze) Completed any two remaining advanced manuals Conducted Success/Leadership, Success/ Communication, or Youth Leadership Program Coached a new member

## **Promote leadership track**

## **Competent Leader Requirements**

An applicant must have

- Completed Competent Leader manual
- Achieved CC (or earlier CTM award)

*Or if filing before July 1, 2008 –old Competent Leader requirements*

- Achieved CC (or earlier CTM award)
- Served six months as Club officer (from July thru December 2007 or earlier)
- Participated in preparing Club Success Plan Participated in District-sponsored training Conducted two Successful Club Series modules

## **Advanced Leader Bronze Requirements**

- An applicant must have
- Achieved New Competent Leader award (10 manual projects)
- Achieved CC (or earlier CTM award)
- Served six months as Club officer (from July thru December or January thru June)
- Participated in preparing Club Success Plan Participated in District-sponsored training Conducted two Successful Club Series modules

## **Advanced Leader Silver Requirements**

- Achieved Advanced Leader Bronze or old Competent Leader award
- Served complete term as District officer
- Completed High Performance Leadership Program
- Served as Club Sponsor, Mentor, or Specialist

**Distinguished Toastmaster Requirements**

An applicant must have

- Achieved Advanced Communicator Gold
- Achieved old Advanced Leader award or Advanced Leader Silver

**Administration Tips**

- Introduce incentives
- Promote constructive evaluations
- Assist members with paperwork
- Encourage quality manual speeches
- Advocate participation in leadership roles
- Become familiar with other opportunities
- Schedule Success/Leadership and Success/Communication modules

**Get New Members Off to a Good Start**

- Introduce and explain materials/procedures Match with mentor
- Arrange induction ceremony with Vice President Membership Get them participating

**Boost Participation in Toastmasters Activities**

- Explain benefits of training
- Organize speech contests
- Promote Area/District meeting attendance

**Club Leader**

- Motivate participation Lead by example
- Preside when President is absent Understand parliamentary procedure

**Represent the Club**

- Act as liaison between Club/Area/District Participate in and vote at Area/District functions

# Vice President - Membership

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## **Membership Goals**

- Every Club should add at least one new member per month.
- If your Club has fewer than 20 members, its goal should be to have a minimum of 20 members by year-end.

## **Strategies for Membership Growth**

- Promote growth benefits to current membership Promote Toastmasters benefits to others Hold at least two contests
- Offer recognition

## **Transform Guests Into Members**

- Personally welcome guests and introduce them to others Explain benefits
- Conduct a voting session
- Process application
- Welcome new members into the Club

## **Guarantee Member Satisfaction**

- Contact absent members Conduct surveys Distribute evaluation forms

# Vice President – Public Relations

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## **Promote the Club to local Media**

- Target your audience
- Develop a media list
- Send promotional materials to media members

## **Publicity Materials**

- Maintain a press kit
- Send news releases
- Give interviews

## **Four Reasons to Publish a Club Newsletter**

- Document and publicize current events
- Inform with educational material
- Provide visitors with take-home publicity
- Submit for contest

## **Important Newsletter Features**

- Content
- Readability
- Visual impact

## **Keep in Touch With Toastmasters Events**

- Be aware of Area and District events
- Attend whenever possible
- Promote the benefits of the organization

## **Standards at the Club Meeting**

- Announce upcoming events / programs
- Ask for newsletter contributions
- Greet members/guests

# Secretary

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## **Standard Outside of Meeting**

- Maintain membership roster
- Submit officer list online to WHQ
- Handle correspondence
- Keep Club files
- Arrange for a replacement
- Prepare successor

## **Standards at the Meeting**

- Record/read minutes
- Greet members/guests

# Treasurer

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## **Standards Outside of Meeting**

- Prepare budget
- Provide bank with signature card
- Prepare/send dues statements Collect/send dues to WHQ
- Submit applications/dues to WHQ
- Pay bills as due
- Keep records
- Present verbal/written reports Submit accounts for audit
- Arrange for replacement
- Prepare your successor

## **Standards at the Meeting**

- Receive applications/dues
- Announce dues are due
- Greet members/guests

# Sgt. at Arms

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## **Duties Outside of the club meeting**

- Schedule meeting location
- Maintain Club equipment in working order and check after every meeting to ensure adequate supplies are available.
- Attend Club Executive Committee Meetings
- Attend District-sponsored Club officer training
- Arrange for a replacement and for assistance if necessary Prepare your successor for office

## **Duties at the Club Meeting**

- Arrange the room at least 10 minutes before the meeting begins. Make sure the lectern, gavel, timing lights, and flag are in place, the club 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 meet and sit with members.
- Greet the Area Governor and other 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