

Summary of Toastmasters Club Officer Roles

PRESIDENT The President serves as the club's chief executive officer, managing director, cheerleader and coach. The President sets the tone for the club and is expected to provide helpful, supportive leadership for all of the club activities. Presides at all executive committee meetings, oversees all club committees and directs the club in a way that meets the educational growth and leadership needs of members. Working with the executive team, the President establishes plans for club growth and for the Distinguished Club Program. The President serves as the club's representative at the district and international levels.

VICE PRESIDENT EDUCATION The Vice President Education is the club's chief scheduler and primary expert on education awards, speech contests and the mentor program. The VPed orients new members to the Club and appoints mentor assignments; makes sure all members understand the importance of excellent evaluations and the Toastmaster Education Program. The VPed; encourages members to participate in other Toastmasters activities and programs; administers speech contests; participates in executive committee meetings; presides in the absence of the President; attends and votes at area and district council meetings; votes at Regional and International business meetings.

VICE PRESIDENT MEMBERSHIP The Vice President Membership is the primary club recruiter and manages the process of bringing in guests and transforming them into members. By initiating a welcome to guests and providing the information they need to join, maintain a constant influx of new people into your club. The VPmem manages the paperwork related to processing applications. Working with the executive team, the VPmem monitors the membership levels and overcomes membership challenges when they occur. The VPmem attends and participates in executive committee meetings.

VICE PRESIDENT PUBLIC RELATIONS The Vice President Public Relations is the club's link to the outside world, notifying the public about the club's existence. The VPpr oversees the website, social media and brand management for the club. The VPpr notifies the media whenever the club does anything newsworthy and stays current on the publicity material available from Toastmasters International. The VPpr attends and participates in executive committee meetings.

TREASURER The Treasurer is the club's chief accountant, managing the bank account, writing checks as approved by the executive committee and depositing dues payments and other revenues. The accurate and timely performance of Treasurer duties has a profound effect on the health of the club. The Treasurer files all tax documents, notifies members of dues cycles and submits all dues to World Headquarters. Working with the club leadership, the Treasurer oversees the budget, attends and participates in executive committee meetings.

SECRETARY The Secretary is responsible for all club records, correspondence and taking minutes. The Secretary updates and distributes the current roster of paid members and keeps it current in World Headquarters files. The Secretary keeps a copy of the Club Constitution and the Standard Bylaws for clubs on file. The Secretary maintains all club files and documents all executive committee meetings.

SERGEANT AT ARMS The Sergeant at Arms keeps track of all the club's physical properties such as the banner, lectern, and other meeting materials. The SAA prepares the facility for meetings and obtains a new meeting space when needed. The SAA chairs the Social and Reception Committee; attends and participates in executive committee meetings.

IMMEDIATE PAST PRESIDENT The Immediate Past President provides guidance and serves as a resource to the President, club officers and members. The Immediate Past President chairs the nominating committee, assists in the preparation of the Club Success Plan, and promotes the club's efforts to become a Distinguished Club.