

Club Officer Standards of Excellence



Winter 2014

President

Outside of the club meeting

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

At the club meeting

1. Ensure the meeting starts and ends on time.
2. Welcome and introduce guests.
3. Allow time before and after the meeting to speak with guests.
4. Read and/or display the club mission at every meeting.
5. Report on the club's progress in the Distinguished Club Program.
6. Recognize member achievements in Toastmasters and in their personal lives.
7. Report on the "Moments of Truth" the club is achieving.

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Vice President Education

Outside of the club meeting

1. Plan club meetings.
2. Promote participation in the education program.
3. Orient new members.
4. Encourage new members to participate.
5. Assign a mentor to every new member.
6. Attend club executive committee meetings.
7. Attend district council meetings and vote the club's proxy.
8. Attend district-sponsored club officer training.
9. Vote at international business meetings.
10. Arrange for your replacement or assistance.
11. Prepare your successor for office.

At the club meeting

1. Assign each new member before attending their fourth meeting to be a Table Topics™ participant, to a meeting role, and to give the "Ice Breaker" project from *Competent Communication* manual.
2. Ensure a club member conducts presentations from *The Successful Club Series*.
3. Monitor club performance quarterly in cooperation with the club president.
4. Initial speakers' Project Completion Records and help members apply for education awards.
5. Preside over the meeting when the president is absent.

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Vice President Membership

Outside of the club meeting

1. Conduct ongoing membership-building programs and efforts.
2. Promote the goal of one new member per month.
3. Promote achieving 20 members by year-end or sooner if the club has fewer than 20 members.
4. Promote club and Toastmasters International membership-building programs and conduct a minimum of two formal club membership programs annually.
5. Follow up on and keep track of guests, new members joining, and members not attending meetings.
6. Explain the educational program to the prospective members, get their commitment to join, and collect membership applications.
7. Bring membership 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.
8. Assist the vice president public relations with maintaining the club's website and newsletter.
9. Ensure the club's meeting location and time are listed correctly on the club's website, promotional material, and with World Headquarters.
10. Attend club executive committee meetings.
11. Attend district-sponsored club officer training.
12. Arrange for a replacement if unable to attend a club meeting.
13. Prepare your successor for office.

At the club meeting

1. Greet guests and have each complete the Guest Information Card (Item 231).
2. Report on current membership, promote membership campaigns, and welcome new members. The Promotional Welcome Ribbon (Item 393W) is perfect for this.
3. 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.
4. Help guests wanting to join complete the Application for Membership.
5. Speak with fellow members to determine if their needs are being met.
6. Know how much it costs to join your club.

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Vice President Public Relations

Outside of the club meeting

1. Publicize the Toastmasters brand.
2. Promote the club to local media.
3. Maintain a club website.
4. Join a Toastmasters-moderated social networking website.
5. Produce and distribute a club newsletter, preferably via email.
6. Promote membership programs.
7. Attend club executive committee meetings.
8. Attend other Toastmasters events.
9. Attend district-sponsored club officer training.
10. Arrange for a replacement if unable to attend a club meeting.
11. Prepare your successor for office.

At the club meeting

1. Announce upcoming events and programs.
2. Gather information for the newsletter or website by asking for story contributions or covering club news.
3. Report on recent publicity.
4. Greet members and guests.

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Treasurer

Outside of the club meeting

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

At the club meeting

1. Receive completed new member applications and dues.
2. Announce when dues are due and explain dues structure.
3. Allow time before and after the meeting to speak with guests.

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Secretary

Outside of the club meeting

1. Maintain an accurate membership roster and give it to the treasurer to submit with dues.
2. Submit club officer list to World Headquarters within 10 days after elections.
3. Handle general club correspondence.
4. Keep club files, including the club charter, constitution and bylaws, minutes, resolutions, and correspondence.
5. Attend club executive committee meetings.
6. Attend district-sponsored club officer training.
7. Arrange for a replacement if unable to attend meetings.
8. Prepare your successor for office.

Standards at the club meeting

1. Record and read meeting minutes.
2. Greet members and guests.

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Sergeant-at-Arms

Outside of the club meeting

1. Schedule the meeting location.
2. Maintain club equipment.
3. Ensure adequate supplies are always available.
4. Attend executive committee meetings.
5. Attend district-sponsored club officer training.
6. Arrange for a replacement when unable to attend a meeting and for assistance if necessary.
7. Prepare your successor for office.

At the club meeting

1. Prepare the room at least 10 minutes before the meeting begins.
2. Welcome visitors and fellow members to each meeting.
3. Greet the area governor and other visiting officers and escort them to the club president.
4. Arrange for food service at meal meetings.
5. Ensure the meeting starts on time.
6. Collect ballots and tally votes for awards.