

Toastmaster International – Club Officer Roles and Responsibilities

NOTE: *When club elections come up, you may be considering running for a position as club officer. Here are descriptions of all the officer roles. Be aware these are basic guidelines only and each club may adjust responsibilities between various officer roles as appropriate, to ensure each officer's capabilities best fit the responsibilities they're given. Also not listed here is the "Immediate Past President" role. This person serves as a resource to the Club Officers.*

President

The President serves as the Club's chief executive officer, responsible for general supervision and operation of the Club. The President presides at Club meetings and directs the Club in a way which meets the educational growth and leadership needs of members. In cooperation with the Executive team, the President establishes long-term and short-term plans for Club growth.

- ✓ Set goals for the club
- ✓ Plan with executive committee how to accomplish those goals
- ✓ Delegate duties and responsibilities to other officers and club members
- ✓ Monitor progress of the club and it's members
- ✓ Solve problems and coach officers and members as appropriate
- ✓ Recognize achievements of members
- ✓ Responsible for overall club progress and satisfaction
- ✓ Set agenda for executive meetings
- ✓ Represent club at local, area, division and district convention, conference and meetings
- ✓ Open club meetings, setting the tone
- ✓ Excellent organizational skills a plus

Vice President Education

The Vice President Education is responsible for planning successful Club meetings so that each member has the opportunity to achieve his or her educational goals. The Vice-President Education directs planning, organization, and implementation of the communication and Leadership Program, Speechcrafts, and other educational programs.

The Vice President Education schedules speeches, signs Communication and Leadership Program manuals, updates Member Program Progress Charts, reports educational program completions promptly to World Headquarters, and coordinates recognition of member achievement. S/He is the second-highest ranking Club officer, presiding at Club and Executive Committee meetings in the absence of the President. The Vice President Education ensures that each new member receives orientation to the Toastmasters educational program, including assignment of mentors.

- ✓ Plan club meetings (speakers, evaluators, etc.)
- ✓ Route meeting agendas one week prior to the meetings
- ✓ Create meeting program or arrange for someone to handle
- ✓ Set meeting themes to add interest to the club meetings
- ✓ Monitor member's progress and sign or initial appropriate documentation when they complete a speech or achieve objectives in the various manuals
- ✓ Submit member designation achievements to TI as they are completed
- ✓ Help plan SpeechCraft programs (one or two per year)
- ✓ Preside at meetings when President is not in attendance

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Vice President Membership

The Vice President Membership plans, organizes, and implements a continuous marketing effort which ensures the Club maintains or exceeds a charter membership level of 20. The Vice President Membership works with groups inside and outside of Toastmasters to promote Club membership and membership retention. In coordination with the Club Treasurer and Secretary, s/he is responsible for promptly submitting to World Headquarters the Club's semiannual membership report (including membership list and dues payment) by the appropriate deadlines.

The Vice President Membership also provides for recognition of Toastmasters to contribute to the increase of membership in Toastmasters International, and s/he maintains an accurate membership roster and attendance records in conjunction with the Club Secretary. S/He also serves as chairman of the Club Membership Committee and is the third-ranking officer in the Club.

- ✓ Advise with ideas on how to maintain and build membership
- ✓ Promote Toastmaster benefits to others
- ✓ Welcome guests attending meetings
- ✓ Help new members with membership forms
- ✓ Work with Treasurer on semi-annual membership report
- ✓ Work with President and VP of Education to ensure individual member's needs are being met

Vice President Public Relations

The Vice-President Public Relations develops, implements, and administers a program that maintains a positive image of Toastmasters for all members, guests, and the general public. S/He is responsible for internal and external public relations for the Club, including, but not limited to: preparing and distributing news releases regarding Club activities; publicizing Club events; working with Club officers to develop literature about the Club; representing the Club with the media.

The Vice President Public Relations works with the Club bulletin editor, serves as chairman of the Public Relations Committee, and is the fourth-ranking Club officer.

- ✓ Plan Public Relation programs
- ✓ Prepare publicity materials, i.e. posters, newspaper articles, take pictures of special events
- ✓ Produce club newsletter
- ✓ Promote benefits of the organization to both current and non-members, encouraging visits to and from other clubs in the area

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Secretary

The Secretary is responsible for all Club records, correspondence, and publication of the monthly Club Bulletin. S/He is the custodian of the Club Constitution and Bylaws and all other official Club documents. The Secretary submits updated membership and officer records to World Headquarters, prepares and mails orders for Toastmasters supplies, and, in conjunction with the Vice-President Membership, submits all applications for new, transfer, and reinstated members to World Headquarters. S/He records and reads minutes of Club meetings and Executive Committee meetings. The Secretary is the fifth-ranking Club Officer.

- ✓ Maintain accurate membership name & address roster
- ✓ Help prepare semi-annual membership report and submitting dues to Toastmasters International
- ✓ Submit officer list to TI within 10 days of induction
- ✓ Prepare and submit orders for Toastmaster supplies
- ✓ Create meeting minutes to be submitted to newspaper(s)
- ✓ Maintain club records, including history of past programs, newsletters and other activities

Treasurer

The Treasurer is responsible for the development and execution of financial policies, procedures, audits, and controls. The Treasurer receives and disburses funds in payment of all obligations, and develops and recommends a budget to the Club Executive Committee. S/He also notifies members of dues payable and collects the dues. Along with the Vice President Membership and Club Secretary, the Treasurer ensures semiannual membership reports, dues, and membership roster are mailed to World Headquarters and received there by the appropriate deadlines. The Treasurer is the sixth-ranking Club officer.

- ✓ Collect dues and pay Toastmaster International fees
- ✓ Pay bills
- ✓ Reconcile deposits and expenditures
- ✓ Maintain records for audit

Sergeant at Arms

The Sergeant at Arms serves as master host and makes the proper physical arrangements for all Club meetings. S/He coordinates with the Vice President Public Relations and Vice President Membership to ensure that each member and guest is welcomed at Club meetings. The Sergeant at Arms is responsible for the orderly conduct of the Club meeting, including: arranging meal service if necessary, arranging meeting room layout, setting out materials and equipment, collecting ballots, tallying votes, controlling Club property between meetings. The Sergeant at Arms is the seventh-ranking Club officer.

- ✓ Arrange room and equipment for meetings
- ✓ Welcome guests, introducing them to a current member who can answer their questions during the meeting
- ✓ Maintain club banner and materials