

Club Executive Roles & Responsibilities

Prepared by Carl Duivenvoorden
Toastmasters District 45 Governor 2004-05

President

As President, you are the Club's Chief Executive Officer and team leader. Your key responsibilities are:

- Setting a standard of excellence in all Club operations
- Motivating your executive team for success: carefully respecting everyone's job, yet ensuring that everything that needs to get done, gets done!
- Coordinating preparation of the Club Success Plan by the Club executive
- Ensuring all Club administration and paperwork is current
- Attending summer and winter Club Officer training sessions, and motivating all executive members to attend as well
- Representing the Club at Area, District, Regional and International meetings, either in person or by proxy.

Vice-President of Education

As Vice-President of Education, you direct the Club's educational program. Your key responsibilities are:

- Scheduling and confirming functionaries and speakers for every meeting, *encouraging bookings well in advance where possible*
- Ensuring that the Educational portion of each meeting is well organized, fun and instructive, and that all speeches are manual speeches
- Promptly forwarding paperwork for all educational awards to Toastmasters International *so that member achievements are quickly recognized*
- Assessing the needs of each member, then helping them set and achieve appropriate goals
- Operating a Club Mentoring Program and assigning mentors to new members as required
- Challenging all members to constantly strive for improvement and growth by trying new tasks and positions*
- Organizing Evaluation, Humorous Speech, Table Topic and International Speech contests at the Club level: *assigning contest roles and inviting participation*
- Presiding as senior Club officer in the absence of the President
- Representing the Club at Area and District meetings in person or by proxy.
- Attending summer and winter Club Officer training

Vice-President of Membership

As Vice-President of Membership, you help the Club build and maintain its membership. Your key responsibilities are:

- Welcoming guests and explaining the basics of how Toastmasters works
- Orienting new members to Toastmasters, its educational program and your Club. (Many Clubs provide New Member Orientation Kits to new and prospective members – an excellent example of such a kit can be found at www.exploreallopossibilities.com/program.html)
- Helping new members fill out forms, and inducting them into the Club
- Conducting periodic Club surveys to ensure that the Club is meeting the needs of its members
- Following up with members after repeat absences
- Coordinating Club membership building activities
- Representing the Club at Area meetings in person or by proxy.
- Attending summer and winter Club Officer training

Vice-President of Public Relations

As Vice-President of Public Relations, you coordinate the Club's internal and external communications. Your key responsibilities are:

- Promoting the Club, special events and member achievements to local media
- Preparing and distributing a Club newsletter or e-letter
- Directing the development and maintenance of a Club website (if the Club chooses to have one)
- Attending summer and winter Club Officer training

Secretary

As Secretary, you are the Club's record keeper. Your key responsibilities are:

- Maintaining an up-to-date Club membership list
- Handling the Club's general correspondence
- Maintaining Club files
- Recording minutes of Club meetings
- Attending summer and winter Club Officer training

Treasurer

As Treasurer, you are caretaker of the Club's finances. Your key responsibilities are:

- Preparing a Club budget soon after taking office
- Updating bank account signatories
- Collecting Club dues from all members
- Preparing Semiannual Membership Reports and sending with dues to Toastmasters International. (The President, Vice-President of Membership and Secretary usually help with this task.)
- Submitting new member applications and dues to Toastmasters International promptly
- Accepting Club revenues and paying Club bills
- Maintaining verifiable records of all Club transactions
- Presenting periodic financial reports to the Club
- Attending summer and winter Club Officer training

Sergeant-at-Arms

As Sergeant-at-Arms, you are the Club's property and logistics manager. Your key responsibilities are:

- Preparing the room in advance of every Club meeting, ensuring that all requirements for a successful meeting (IE banners, lectern, ballots, agendas, etc.) are in place; and straightening up the room after the meeting
- Arranging for food and drinks in accordance with the Club's custom
- Welcoming guests and explaining the basics of how Toastmasters works
- Collecting ballots and tallying votes for awards
- Maintaining Club equipment and supplies, alerting the President of any shortages
- Designating a replacement SAA in your absence, and an assistant SAA at other times if necessary
- Attending summer and winter Club Officer training