



# **TOASTMASTERS INTERNATIONAL**

## **District 70**

### **CLUB OFFICER DUTIES**

#### **President**

- Presides at all club meetings
- Organises, delegates and supervises various responsibilities
- Manages the Distinguished Club Program
- Liaises with the Area Governor
- Chairs Club Executive Meetings
- Prepares Agenda for Club Executive Meetings
- Attends and votes on issues at Area Council
- Attends and votes at District Council (2 per year)
- Assists VPE /VPM with new member inductions

#### **Vice President Education (VPE)**

- Plans and organises club meetings, including future programs
- Arrange speakers and other participants
- Prepares meeting agenda of regular club meetings
- Presides in the absence of the President
- Assists in the induction of new members
- Arranges educational sessions
- Chairs Educational Committee
- Attends and participates in Club Executive Meetings
- Attends and votes at Area Council
- Attends and votes at District Council

#### **Vice President Membership (VPM)**

- Assists prospective new members with filling out form 400
- Assists in building of club membership
- Helps increase member satisfaction
- Helps VPE with member surveys
- Chairs club Membership Committee
- Helps Secretary prepare Semi Annual Membership Report
- Attends and participates in Club Executive Meetings
- Attends and votes at Area Council Meetings
- Organises Welcome to Toastmaster Kits for visitors

#### **Vice President Public Relations (VPPR)**

- Prepares publicity materials for promotion of club for newspapers and local community
- Plans programs (with other exec) for Club Promotions
- Produces Club Newsletter with help of other club officers
- Attends and participates in Club Executive Meetings

## **Secretary**

- Records and reads minutes of club meetings
- Records attendance of members present (attendance book)
- Assists VPM with updates of membership list
- Sends New Member forms to WHQ
- Assists VPM with Semi Annual Membership Report
- Records incoming and outgoing mail
- Orders Toastmasters Supplies
- Circulates relevant TM information received
- Keeps Club Constitution and By-Laws on file
- Attends and participates in Club Executive Meetings takes minutes and distributes them to club exec

## **Treasurer**

- With executive, prepares club annual budget
- Present Financial Report at Club and Executive Meetings
- Keep bank statements on file so books can be balanced regularly
- Arrange accounts for payment approval at Executive Meetings, and pay promptly.
- Keep complete and accurate records of all financial transactions
- Submit Club accounts for audit every 6/12 months
- Notify each club member in writing when semis are due for payment
- Collect payable dues and fees
- Issue cheques to District 70 Membership Officers to pay for all members
- Attend and participate at Club Executive Meetings

## **Sergeant at Arms (SAA)**

- Arranges room for each meeting (chairs, water on tables etc)
- Maintain Club equipment
- Distribute / tally / collect votes for meeting awards recognition
- Assist with Evaluation & Table Topic Contests
- Greet guests and introduce them to another member to sit with during the meeting
- Help pack up at end of meeting
- Attend and participate at Club Executive Meetings

## **Immediate Past President (IPP)**

- Chairman for Nominating Committee of new Club Executive
- Attends and participates in Club Executive Meetings
- Helps with Distinguished Club Program planning (DCP)
- Provides guidance and serves as a resource to club officers & members
- Helps promote club effort to become a distinguished club

## **All committee Members**

- Work together as a team for the good of the club
- Welcome Guests
- Help Sergeant at Arms set up room, and pack up at end
- Attend District Club Officer Training
- Talk to guests before meeting, during breaks and after meeting
- Make sure meetings are fun
- Help other executive members if needed -illness, extra work commitments etc