



CLUB OFFICER ROLES AND RESPONSIBILITIES

All Club Officers

- Greet guests and welcomes them to the Club
- Attends District-sponsored Club officer training
- Attends Club meetings regularly
- Attends Executive Committee meeting
- Takes responsibility for his/her role and finds support or replacement if necessary
- Prepares successor for office

President

- Provides general supervision and operation of the Club
- Ensures that Club meetings are effective, encouraging, supportive, and rewarding for members to reach their goals
- Leads the Club to achieve Distinguished Club recognition
- Ensures that the administrative and financial tasks are accurate, efficient and in compliance with the Club's constitution and by-laws
- Maintains relationships with the District and with Toastmasters International and represents the Club in Area, Division and District events
- Searches for new Club leaders and ensures all officer positions are filled for the succeeding term.

VP Education

- Plans successful Club meetings to allow members to achieve his/her personal educational goals
- Promotes educational programs and gains commitment from members to continuously advance
- Tracks members' progress toward educational awards and assists them with award applications
- Plans with President member and club recognition for achievements
- Leads process for Club contest
- Presides at Club or Executive Committee meetings in the absence of the President

VP Membership

- Conducts ongoing membership building programs – including greeting guests and introducing them to the Club
- Introduces guests at meeting
- Inducts new members
- Maintains new member applications
- Coordinates mentor program
- Conducts new member orientation
- Assists treasurer in collecting semiannual dues to ensure ongoing member interest in the Club
- Conducts periodic member satisfaction survey

VP Public Relations

- Promotes the Club for special events and building membership
- Communicates the achievements of members and the club both internally and externally
- Produces monthly newsletter (if applicable)
- Oversees maintenance of the website (if applicable)

Secretary

- Takes Club meeting attendance and reports to President and VP Membership
- Maintains an accurate Club roster and all Club records
- Attends and takes minutes at Executive Committee meetings
- Takes brief minutes at weekly Club meetings
- Presents a weekly oral report to the Club

Treasurer

- Prepares budget for Club approval
- Collects dues from new members and submits applications to TI
- Collects and submits semiannual dues to TI
- Pays Club expenses
- Submits Club records for audit

Sergeant at Arms

- Arranges the room and equipment at each meeting
- Calls the meeting to attention and introduces the President
- Collects ballots and tallies votes for awards
- Ensures supplies for the room and awards are always stocked

Minimum officer requirements:

**President,
one Vice President (Education recommended), &
a Secretary or Secretary/Treasurer.**