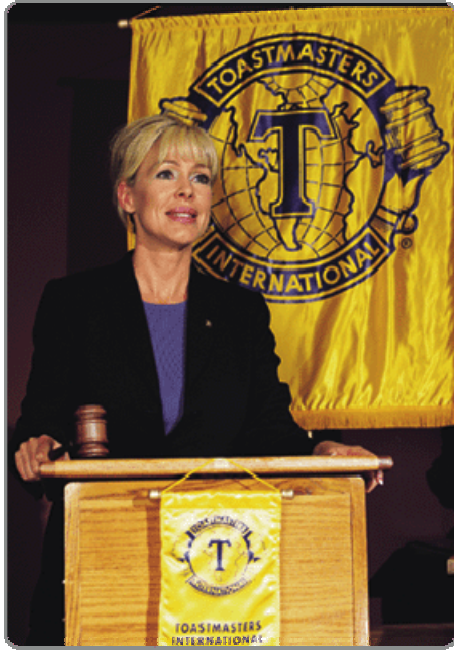


President

Chief executive officer



The president holds the most important office in a Toastmasters club. As president, you provide the leadership and guidance the club needs to meet its standards and to become a Distinguished Club. You are responsible for providing the supportive club environment members need to fulfill their self-development goals, for making sure that members benefit from the Toastmasters educational program, and that the club recruits new members and retains current ones.

The manual *When You Are the President* describes the following standards more fully and explains how to carry them out.

Outside the Club Meeting:

- Attend district-sponsored club officer training.
- Ensure club officers meet officer and meeting standards.
- Oversee plan to achieve Distinguished Club Program goals and ensure club is Distinguished.
- Encourage communication and leadership development by promoting CC, AC, CL and AL awards.
- Ensure club has an ongoing membership-building program.
- Attend and vote club's proxy at district council meetings or authorize a club member to do so.
- Attend regional conference and International Convention and vote club's proxy or send proxy to district governor.
- Oversee administrative operation of club in compliance with the Club Constitution and Bylaws.
- Maintain relationships with the district and with Toastmasters International.
- Schedule and chair monthly executive committee meetings.
- Arrange for a replacement if unable to attend a club or executive committee meeting.

President

- Search for leaders, ensure all club offices are filled for the succeeding term and ensure timely elections are conducted.
- Prepare your successor for office.

At the Club Meeting:

- Ensure the meeting starts and ends on time.
- Make sure guests are warmly and enthusiastically welcomed and introduced.
- Allow time before and after the meeting to speak with guests.
- Read and/or display the club mission at every meeting.
- Discuss the Distinguished Club Program and the club's progress and achievements in it.
- Recognize member achievements in Toastmasters and in their personal lives.
- Report on the "Moments of Truth" the club is achieving.

Source: Toastmasters International;

<http://www.toastmasters.org/Members/OfficerResources/ClubOfficerResources/ClubOfficerRoles/WhenYouArethePresident.aspx>