

# Vice President Public Relations

## Promote your club!



As the vice president public relations, you are in charge of the promotional activities for your club. The manual *When You Are the Vice President Public Relations* describes these standards more fully and explains how to fulfill them.

It's also a good idea to order or download *Let The World Know: Toastmasters' Publicity and Promotion Handbook* (Item 1140).

## Outside the Club Meeting:

- Attend district-sponsored club officer training.
- Promote the club to local media.
- Produce and distribute a club newsletter at least monthly, and/or maintain a club Web site.
- Promote membership programs.
- Attend club executive committee meetings.
- Attend other Toastmasters events.
- Arrange for a replacement if unable to attend a club meeting.
- Prepare your successor for office.

## At the Club Meeting:

- Announce upcoming events and programs.
- Ask for contributions to the newsletter and/or Web site.
- Greet members and guests.

Source: Toastmasters International;  
<http://www.toastmasters.org/Members/OfficerResources/ClubOfficerResources/ClubOfficerRoles/VicePresidentPublicRelations.aspx>