

EXECUTIVE ROLES  
Why?

- § Essential for Club health
- § Leadership training
- § Qualify for TM advancement

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OVERVIEW

PRESIDENT	Generally supervises Club operations.
VICE-PRES. EDUCATION	Plans club meetings
VICE-PRES. MEMBERSHIP	Conducts ongoing membership-building programs and efforts.
VICE-PRES. PUBLIC RELATIONS	Promotes the Club.
SECRETARY	Handles Club correspondence.
TREASURER	Handles Club finances.
SERGEANT-AT-ARMS	Maintains Club equipment and supplies; Manages meeting venue.

ALL:

- Attend Executive meetings
- Greet members and guests
- Report to club at business sessions
- Attend District-sponsored Club Officer Training
- Prepare successor for office

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EXECUTIVE ROLES  
Why not?

OBLIGATIONS:

- § Time commitment
- § Learning how
- § Responsibility

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EXECUTIVE ROLES  
Why not?

TIME COMMITMENT:

Estimates:

a) Weekly

- 1h (VPE)
- 20mins (Pres.)
- 15mins (The Rest)

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EXECUTIVE ROLES  
Why not?

TIME COMMITMENT

Estimates:

b) Monthly (meeting):

- 1½h (max)
- + ½h (prep)

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EXECUTIVE ROLES  
Why not?

TIME COMMITMENT:

Total estimates (monthly a)+b):

- ~6h (VPE)
- ~3h (rest)

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EXECUTIVE ROLES  
Why not?

LEARNING HOW

- § Literature
- § Mentoring
- § Meetings
- § Officer Training

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EXECUTIVE ROLES  
Why not?

LEARNING HOW

Literature

- § TI manual
- § Outline
- § Supplementary

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EXECUTIVE ROLES  
Why not?

LEARNING HOW

Mentor

- § Handover
- § Standby
- § Advice on request

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EXECUTIVE ROLES  
Why not?

LEARNING HOW

**Meetings**

- § Active participant
- § Report
- § Feedback

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EXECUTIVE ROLES  
Why not?

LEARNING HOW

**COT**

- § Timely (*twice/yr*)
- § Seminar / workshop
- § Practical

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EXECUTIVE ROLES  
Why not?

RESPONSIBILITY:

- § Attitude
- § Level & duration

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EXECUTIVE ROLES  
Why not?

RESPONSIBILITY:

**Attitude**

- § Goal (not obligation)
- § Gratification
- § Help at hand

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EXECUTIVE ROLES  
Why not?

RESPONSIBILITY:

**Level & duration**

- § Not oppressive
- § 'just-right' for learner
- § Basic job OK
- § Esteem-builder
- § Incentive to aspire

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EXECUTIVE:  
Why not indeed?

- § Learning opportunity
- § Time & duration manageable
- § Instruction on-tap
- § Supportive
- § Standards benign

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