

## CLUB EXECUTIVE ROLES -- Summary

### OVERVIEW

<b>PRESIDENT</b>	Generally supervises Club operations.
<b>VICE-PRES. EDUCATION</b>	Plans club meetings
<b>VICE-PRES. MEMBERSHIP</b>	Conducts ongoing membership-building programs and efforts.
<b>VICE-PRES. PUBLIC RELATIONS</b>	Promotes the Club.
<b>SECRETARY</b>	Handles Club correspondence.
<b>TREASURER</b>	Handles Club finances.
<b>SERGEANT-AT-ARMS</b>	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

#### **PRESIDENT**

General supervision and operation of the club.

Includes:

- Chairing\* monthly meetings of the Executive
- Ensuring that:
  - Club operates in compliance with Constitution and Bylaws
  - the Club officers meet required standards
  - Club plan is pursued to achieve Distinguished Club goal
  - relationship is maintained with District and TI
  - proxies are sent to District Council and International Convention
  - Club offices are filled for succeeding term, and that timely elections conducted.
  - At meetings:
    - they start and end on time
    - guests are looked after
    - Club's progress in the DCP and 'moments of truth' are reported
    - member's achievements are recognized

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\* or arranging a replacement if unable to attend.

## **CLUB EXECUTIVE ROLES -- Summary**

### **VICE-PRESIDENT EDUCATION**

Plans club meetings.

Includes:

- Chairing Executive meetings in President's absence
- Promoting participation in the educational program
- Ensuring that:
  - schedules are planned at least 3 weeks ahead
  - each member:
    - has the opportunity to achieve his goals
    - is committed to reaching next level
    - has his progress tracked
    - has Record of Assignments marked-off
    - sends off award applications when qualified
  - new members:
    - have a mentor assigned
    - are oriented to the program within 2 meetings
    - participate as early as possible
- 'Educationals' presented at least quarterly

### **VICE-PRESIDENT MEMBERSHIP**

Conducts ongoing membership-building programs and efforts.

Includes:

- Promoting membership goals:
  - one new member/month
  - achieving charter-strength by end-of-year (if nec.)
  - conducting at least 2 membership programs in the year
- Following-up and keeping track of:
  - guests
  - new members joining
  - members not attending meetings
  - late renewals
- For prospective guests:
  - explaining the program
  - getting their commitment to join
  - collecting membership applications and fees & passing to Treasurer
- Speaking with fellow-members to see that their needs are being met

## **CLUB EXECUTIVE ROLES -- Summary**

### **VICE-PRESIDENT PUBLIC RELATIONS**

Promotes the Club:

- to local media
- at other Toastmaster events

Edits a Club newsletter monthly

At meetings:

- announces upcoming events and programs
- canvasses for newsletter contributions

### **SECRETARY**

Handles Club correspondence.

Includes:

- keeping Club files
- maintaining accurate member list
- mailing club officer list promptly to TI
- recording and reading meeting minutes

## CLUB EXECUTIVE ROLES -- Summary

### TREASURER

Handles Club finances

Includes:

- organizing new bank signatories ASAP
- keeping record of all financial transactions
- paying bills as due
- submitting new-member applications promptly to TI (*via* District)
- preparing a budget for approval, in time for renewals-setting (*ie*, twice in the year)
- notifying members of semiannual dues required, and collect
- with VP-Membership, chasing-up those still to pay
- sending dues off to TI by April & October
- presenting written reports quarterly
- submitting Club accounts for audit
- At meetings:
  - receiving completed new-member applications & dues
  - announcing when dues are due, and explaining dues structure

### SERGEANT-AT-ARMS

Maintains Club equipment and supplies

Manages meeting venue

Includes:

- Arranging food service or refreshments (if any)
- Preparing the room (furniture, banner, lectern, lights, books *etc*)
- Greeting members and guests
- Manoeuvring guests to sit with members
- Escorting visiting District Officers to Club President
- Ensuring meeting starts on time
- Collecting ballots and tally votes

See also Article VII of Club Constitution\* for Summaries, including legalistic aspects.

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\* [http://208.179.231.194/apps/Sections.nsf/Files/SectionIV-3/\\$file/SectionIV-3.pdf](http://208.179.231.194/apps/Sections.nsf/Files/SectionIV-3/$file/SectionIV-3.pdf) [**NB:** click on RHS of link]