

Toastmasters - District 70
Standards for Club Executive Officers
Outside the Club meeting

Handout #2 Page 1

	President	Vice President Education	Vice President Membership	Vice President Public Relations	Secretary	Treasurer	Sergeant at Arms
Ensure Club officers meet Club officer and Club meeting standards.	Yes						
Oversee plan to achieve Distinguished Club Program goals and ensure Club is a Distinguished Club.	Yes						
Oversee administrative operation of Club in compliance with the Club Constitution and Bylaws.	Yes						
Schedule and chair monthly Executive Committee meeting.	Yes						
Attend Club Executive Committee meetings and preside when the President is absent.		Yes					
Attend Club Executive Committee meetings.			Yes	Yes	Yes	Yes	Yes
Arrange for a replacement if unable to attend a Club or Executive Committee meeting.	Yes						
Plan Club meetings, completing schedules and assignments at least three weeks in advance and confirming each schedule five to seven days before the meeting.		Yes					
Arrange for a replacement if unable to attend Club meeting.		Yes	Yes	Yes	Yes	Yes	Yes
Maintain accurate membership roster and give it to Treasurer to submit with dues.					Yes		
Mail Club officer list to World Headquarters within 10 days after elections or online via www.toastmasters.org .					Yes		
Mail Club President and VPE details, and Club meeting details, to District Directory Officer within 10 days after elections, or online via www.d70toastmasters.org .					Yes		
Handle general Club correspondence.					Yes		
Keep Club files, including the Club charter, Constitution and Bylaws, minutes, resolutions, and correspondence.					Yes		
Prepare a budget to be approved by the Club Executive Committee and membership within one month of taking office.						Yes	
Provide the bank with a new signature card.						Yes	
Prepare and send dues statements by August 15/February 15.						Yes	
Collect and send dues to World headquarters by October 1 and April 1, preferably online at www.toastmasters.org . Forward copy of Returns Receipt to District's Membership Returns Officer. Work with the Vice President to contact members who have not paid dues.						Yes	
Submit new member applications and dues to World Headquarters within 48 hours after receipt, preferably online, or via District's Membership Returns Officer.						Yes	
Pay bills as due.						Yes	
Keep records of all financial transactions.						Yes	
Present verbal and written financial reports quarterly (October 15, January 15, April 15, and July 15).						Yes	
Submit Club accounts for audit.						Yes	
Schedule the Club meeting location.							Yes
Maintain Club equipment and supplies.							Yes

Toastmasters - District 70
Standards for Club Executive Officers
Outside the Club meeting

Handout #2 Page 2

	President	Vice President Education	Vice President Membership	Vice President Public Relations	Secretary	Treasurer	Sergeant at Arms
Attend District-sponsored Club officer training.	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Promote participation in the educational program. Get commitment from new members to achieve the CC award within one year or less and schedule them to speak accordingly. Get commitment from CCs to earn AC-B awards within one year, and get commitment from AC-B and AC-S recipients to earn the next award within one year. Get commitment from members to earn the Leadership awards. Track all members' progress toward these awards.		Yes					
Ensure Club has an ongoing membership building program.	Yes						
Encourage communication and leadership development through promoting awards.	Yes						
Orient new members to the Toastmasters program within two meetings after they join.		Yes					
Assign every new member a mentor.		Yes					
Conduct ongoing membership building programs and efforts. Promote the membership goal of one new member per month and, if the Club has fewer than 20 members, achieve 20 members by year-end or sooner. Promote Club and Toastmasters International membership building programs and conduct a minimum of two formal Club membership programs annually.			Yes				
Follow up on and keep track of guests, new members joining, and members not attending meetings. Send follow-up notes to guests.			Yes				
For all prospective members, explain the educational program, get their commitment to join, collect membership applications. Bring the applications to the Club for voting and, and if the members are accepted, collect dues and fees and give them to the Treasurer with the applications.			Yes				
Promote membership programs.				Yes			
Attend and vote Club's proxy at District council meetings or ensure Club member attends and votes with Club's proxies.	Yes	Yes					
Possibly attend International Convention and vote Club's proxy or send proxy to District Governor.	Yes	Yes					
Maintain relationship with the District and with Toastmaster International.	Yes						
Attend and vote at Area Council meetings.	Yes	Yes	Yes				
Promote the Club to local media.				Yes			
Produce and distribute a Club newsletter at least monthly.				Yes			
Attend other Toastmaster events.				Yes			
Prepare your successor for office.	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Search for leaders, ensure all Club officers are filled for the succeeding term, and ensure timely elections are conducted.	Yes						

<p style="text-align: center;"> Toastmasters - District 70 Standards for Club Executive Officers At the Club meeting Handout #2 Page 3 </p>	President	Vice President Education	Vice President Membership	Vice President Public Relations	Secretary	Treasurer	Sergeant at Arms
Ensure meeting starts and ends on time.	Yes						
Make sure guests are warmly and enthusiastically introduced.	Yes						
Allow time before and after the meeting to speak with guests.	Yes						
Read and/or display the Club Mission at every meeting.	Yes						
Discuss the Distinguished Club Program and the Club's progress and achievements in it.	Yes						
Recognise member achievements in Toastmasters and in their personal lives.	Yes						
Report on the "Moments of Truth" the Club is achieving.	Yes						
Assign each new member to be a table topics participant at the first meeting after joining, to a meeting role at the third meeting or earlier, and to give the Ice Breaker manual project at the fourth meeting or sooner.		Yes					
Ensure a Club member conducts The Successful Club Series programs "Evaluate to Motivate", "Moments of Truth", "Mentoring", and "Finding New Members for Your Club" at least once per year.		Yes					
Monitor Club performance quarterly in cooperation with the Club President.		Yes					
Initial speakers' Records of Assignments and ensure eligible members fill out their award applications.		Yes					
Preside over the meeting when the President is absent.		Yes					
Greet guests and have each complete a guest card.			Yes				
Report on current membership, promote membership campaigns, and welcome new members.			Yes				
Work with the President and Vice President Education to ensure each new member is formally inducted at the first meeting after being voted in by the Club.			Yes				
Announce upcoming events and programs.				Yes			
Ask for contributions to the newsletter.				Yes			
Greet members and guests.				Yes	Yes	Yes	Yes
Record and read meeting minutes.					Yes		
Receive completed new member applications and dues.						Yes	
Announce when dues are due and explain dues structure.						Yes	
Arrange the room before the meeting begins.							Yes
Greet visiting officers.							Yes
Arrange for food service.							Yes
Ensure the meeting starts on time.							Yes
Collect ballots and tally votes for awards.							Yes