

President

Create a Vision of Club Success

- Feature quality programming
- Require manual speeches
- Expect effective evaluations
- Encourage active participation
- Keep membership at charter strength
- Be enthusiastic

Plan to Make Your Club Vision a Reality

- Communicate your vision
- Use Executive Committee Meetings to set and achieve goals
- Set membership/educational goals
- Make every meeting outstanding
- Provide harassment-free environment
- Make your Club a Quality Club
- Motivate performance/track progress using DCP

Executive Committee Meetings

- Review progress
- Verify all officers are fulfilling responsibilities

Qualities of a Super Team

- Committed to quality performance
- Creative methods of removing obstacles
- Visible/accessible to others
- Driven to achieve, exude energy, excitement, and commitment Work together

Conduct Effective, Enjoyable Meetings

- Contact VPE before each meeting
- At meeting, verify all assignments are filled and that participants are ready Make sure meeting begins/ends on time
- Enthusiastically welcome members/guests
- Follow parliamentary procedure

Ensure Successful Club Administration

- Encourage officers to attend training sessions Verify that officers attend training Confirm all paperwork is turned in to WHQ Search for Club leaders

Represent the Club

- Act as liaison between Club/Area/District Participate in and vote at Area/District functions Vote at the International Convention

Vice President - Education

Envision/Plan/Direct Club Meetings

- Create varied programs Assign meeting roles Prepare agendas

Promote Participation

Promote communication track

Advanced Toastmaster Bronze Requirements

An applicant must have

- Achieved CC (or earlier CTM) award
- Completed two advanced manuals

Advanced Communicator Silver Requirements

An applicant must have

- Achieved AC Bronze (or old Advanced TM bronze or Able TM bronze)
- Completed any two remaining advanced manuals
- Conducted any two programs from the Better Speaker Series or
- Successful Club Series

Advanced Communicator Gold Requirements

An applicant must have

- Achieved new AC Silver (or old ATM Bronze) Completed any two remaining advanced manuals Conducted Success/Leadership, Success/ Communication, or Youth Leadership Program Coached a new member

Promote leadership track

Competent Leader Requirements

An applicant must have

- Completed Competent Leader manual
- Achieved CC (or earlier CTM award)

Or if filing before July 1, 2008 –old Competent Leader requirements

- Achieved CC (or earlier CTM award)
- Served six months as Club officer (from July thru December 2007 or earlier)
- Participated in preparing Club Success Plan Participated in District-sponsored training Conducted two Successful Club Series modules

Advanced Leader Bronze Requirements

- An applicant must have
- Achieved New Competent Leader award (10 manual projects)
- Achieved CC (or earlier CTM award)
- Served six months as Club officer (from July thru December or January thru June)
- Participated in preparing Club Success Plan Participated in District-sponsored training Conducted two Successful Club Series modules

Advanced Leader Silver Requirements

- Achieved Advanced Leader Bronze or old Competent Leader award
- Served complete term as District officer
- Completed High Performance Leadership Program
- Served as Club Sponsor, Mentor, or Specialist

Distinguished Toastmaster Requirements

An applicant must have

- Achieved Advanced Communicator Gold
- Achieved old Advanced Leader award or Advanced Leader Silver

Administration Tips

- Introduce incentives
- Promote constructive evaluations
- Assist members with paperwork
- Encourage quality manual speeches
- Advocate participation in leadership roles
- Become familiar with other opportunities
- Schedule Success/Leadership and Success/Communication modules

Get New Members Off to a Good Start

- Introduce and explain materials/procedures Match with mentor
- Arrange induction ceremony with Vice President Membership Get them participating

Boost Participation in Toastmasters Activities

- Explain benefits of training
- Organize speech contests
- Promote Area/District meeting attendance

Club Leader

- Motivate participation Lead by example
- Preside when President is absent Understand parliamentary procedure

Represent the Club

- Act as liaison between Club/Area/District Participate in and vote at Area/District functions

Vice President - Membership

Membership Goals

- Every Club should add at least one new member per month.
- If your Club has fewer than 20 members, its goal should be to have a minimum of 20 members by year-end.

Strategies for Membership Growth

- Promote growth benefits to current membership Promote Toastmasters benefits to others Hold at least two contests
- Offer recognition

Transform Guests Into Members

- Personally welcome guests and introduce them to others Explain benefits
- Conduct a voting session
- Process application
- Welcome new members into the Club

Guarantee Member Satisfaction

- Contact absent members Conduct surveys Distribute evaluation forms

Vice President – Public Relations

Promote the Club to local Media

- Target your audience
- Develop a media list
- Send promotional materials to media members

Publicity Materials

- Maintain a press kit
- Send news releases
- Give interviews

Four Reasons to Publish a Club Newsletter

- Document and publicize current events
- Inform with educational material
- Provide visitors with take-home publicity
- Submit for contest

Important Newsletter Features

- Content
- Readability
- Visual impact

Keep in Touch With Toastmasters Events

- Be aware of Area and District events
- Attend whenever possible
- Promote the benefits of the organization

Standards at the Club Meeting

- Announce upcoming events / programs
- Ask for newsletter contributions
- Greet members/guests

Secretary

Standard Outside of Meeting

- Maintain membership roster
- Submit officer list online to WHQ
- Handle correspondence
- Keep Club files
- Arrange for a replacement
- Prepare successor

Standards at the Meeting

- Record/read minutes
- Greet members/guests

Treasurer

Standards Outside of Meeting

- Prepare budget
- Provide bank with signature card
- Prepare/send dues statements Collect/send dues to WHQ
- Submit applications/dues to WHQ
- Pay bills as due
- Keep records
- Present verbal/written reports Submit accounts for audit
- Arrange for replacement
- Prepare your successor

Standards at the Meeting

- Receive applications/dues
- Announce dues are due
- Greet members/guests

Sgt. at Arms

Duties Outside of the club meeting

- Schedule meeting location
- Maintain Club equipment in working order and check after every meeting to ensure adequate supplies are available.
- Attend Club Executive Committee Meetings
- Attend District-sponsored Club officer training
- Arrange for a replacement and for assistance if necessary Prepare your successor for office

Duties at the Club Meeting

- Arrange the room at least 10 minutes before the meeting begins. Make sure the lectern, gavel, timing lights, and flag are in place, the club banner displayed, evaluation forms and ballots distributed, awards, supply catalog, progress chart and educational material displayed, place cards arranged, and name badges available.
- Greet members and guests and arrange for guests to meet and sit with members.
- Greet the Area Governor and other visiting officers and escort them to the Club President
- Arrange for food service at meal meetings
- Ensure the meeting starts on time Collect ballots and tally votes for awards