

Officer Roles in Toastmaster Clubs

All Officers have an important role to attend and participate in Executive Committee meetings. The club needs a wide cross section of leadership planning to function well.

President:

- Responsible for the overall success of the club
- Assists other officers with their roles
- Holds regular Executive meetings to plan and monitor club progress
- Represents the Club at Area, Division and District meetings
- Closes Club Meetings

Vice President Education

- Programming – the current program, the next 2 meetings and long range planning
- Leads the preparation of the Club Success Plan for the year and monitors its implementation
- Represents the Club at Area, Division and District meetings
- As the second ranking Officer, takes over in the absence of the President

Vice President Membership

- Develop and carry through a recruiting strategy for new members
- Greet visitors at the beginning of the meeting and invite them to join at the end
- Assist applicants to fill in the Membership Application
- Send off Membership Applications with fees to Toastmasters International

Vice President Public Relations

- Set up and maintain the club website
- Publicise the activities of the Club in the local community
- Produce a regular club newsletter

Treasurer

- Bill and collect Semi Annual Fees from members
- Bank all money collected as soon as possible
- Pay accounts as authorised by the Executive or President
- Keep accurate account books showing all receipts, all payments and the current balance of club funds.
- Prepare a Budget for the coming year

Secretary

- Keep Minutes of meetings of the Club and the Executive
- Help maintain and develop the Club's Website
- Maintain a register of Club assets

Sergeant at Arms

- Supervise the setting up of the meeting room in time for each meeting
- Supervise the putting away after each meeting
- Open the meeting and hand over to the Toastmaster

For a very detailed account of Officer roles go to the Toastmasters International website <http://www.toastmasters.org/Members/OfficerResources/ClubOfficerResources/ClubOfficerRoles.aspx>