

The Toastmaster Promise

As a member of Toastmasters International and my club,
I promise to...

attend all club meetings regularly;
prepare all of my speeches to the best of my ability,
basing them on projects in the Communication and
Leadership Program manual or the Advanced
Communication and Leadership program manuals;
prepare for and fulfill meeting assignments;
provide fellow members with helpful, constructive evaluations;
help the club maintain the positive, friendly environment
necessary for all members to learn and grow;
serve my club as an officer when called upon to do so;
treat my fellow club members and our guests with respect
and courtesy;
bring guests to club meetings so they can see the benefits
that Toastmasters offers;
adhere to the guidelines and rules for all Toastmasters
educational and recognition programs;
maintain honest and highly ethical standards during the
conduct of all Toastmasters activities;

Standards for Success

Maintain membership roster
Submit officer list to WHQ online
Handle correspondence
Keep club files
Arrange for a replacements
Prepare your successor
Record / prepare / share / read minutes
Greet members and guests



“TLI Officer’s Training for Secretaries”

The Secretary has many responsibilities and rewards. You will have the opportunity to develop and practice leadership skills that you can use in all areas of your life. Through your service as a Club Executive, you will learn to set goals, plan, develop strategies and recognize people for their efforts. As a member of the Executive Committee, you are part of an executive team. The Executive Team is responsible for making your club dynamic and enjoyable for all members and for seeing that the club is a Distinguished Club. You share those responsibilities!

Toastmasters International
Toastmasters District 55

<http://www.toastmasters.org/WhenSecretary.aspx>

Please silence all pagers, beepers and cell phones

As the Secretary you are responsible for keeping clear and accurate records of the club business including membership records and correspondences with the Toastmasters International's World Headquarters and others. Your Secretary manual describes the standards more fully and how to carry them out!

At the Meeting:

- Record and read meeting minutes
- Guest members and guests

NOTES

Outside the meeting:

- Attend district sponsor club training
- Maintain accurate membership roster and give it to treasurer to submit with dues
- Submit new club officer list to World Headquarters with in 10 days after elections via Web site or mail. Also, submit any changes to club officers immediately to WHQ.
- Handle general club correspondence
- Keep club files, including the club charter, constitution and Bylaws, minutes, resolutions and correspondence.
- Attend club executive committee meetings.
- Arrange for a replacement if unable to attend meetings.
- Prepare your successor for office.

NOTES