

# Officer Roles – One Page Summary

## All Officers

- Greet Members and Guests Warmly!
- Begin and End meetings on time
- Get Trained AND get familiar with [www.TMD55.org](http://www.TMD55.org) and [www.Toastmasters.org](http://www.Toastmasters.org) websites and **Club Central** to conduct club business
- Lead by example: Give manual speeches, bring your manuals, get evaluated in your CL manual!
- Prepare **Club Success Plan** and set goals for your club and your members!
- Know the Deadlines!!! And always Train Successor! Help fellow officers!!!

## SAA

- Set up, break down room
- Greet all guests and members warmly
- Responsible for all club equipment and reserving meeting location
- Keep supplies inventory / replace as needed ordering on the TI website

## Treasurer

- Collect and **PAY DUES** to TI Word Headquarters by **October 1<sup>st</sup> and April 1<sup>st</sup>**
- Responsible for all financial transactions and reporting. Know the District INCENTIVES!
- Submit new members applications to TI, coordinate with VP Membership

## Secretary

- Maintain club member roster (this includes contact information at TI)
- Keep club files, including the club charter, Constitution and addendum minutes, resolutions, and correspondence.
- Ensure the Officer List is submitted online to TI soon after elections and in time so new officers can attend TLI. All elections are held the first meeting in May for the coming July term.

## VP Public Relations

- Maintain a club website
- Work with the VP Membership to organize membership drives throughout the year
- Prepare monthly newsletter AND organize socials!!

## VP Membership

- Better retention: Serve as a motivator. Know the needs of the members.
- Increase membership: Conduct ongoing membership programs. Know the District INCENTIVES!
- Nurture relationships: Remember the value of warmly greeting and welcoming guests to meetings; introduce guest to club officers. This helps to build relationships.
- Follow-up with Guests... Invite them to join!!!

## VP Education

- Set up orientation/mentorship program for your new club members. Set goals soon after they join.
- Organize fun and rewarding meetings. Make sure roles are filled in advance. (FreeToastHost/Easy Speak)
- Develop club Success Plan with other officers knowing your members' personal goals –  
Plan → Execute → Follow-up → Recognition
- Submit Educational Awards promptly to TI on Club Central
- Schedule educational sessions from the **Better Speaker Series**, the **Successful Club Series**, and the **Leadership Excellence Series**. Know the District INCENTIVES!

## President

- Preside over meetings, ensure VP Ed takes over when absent. Do not cancel meetings!
- Motivate your team of officers to become better leaders. Constantly look for successors.
- Promote educational awards and provide recognition. Ensure the club achieves **DCP** status.
- Be the spark of the meeting. You give the tone to the meeting from the start!
- Oversee the administrative operation of the club. Know the District INCENTIVES!
- Chair Monthly Executive committee meetings. Share DCP Club Goals with the membership.