

Club Executive Team - Quick Reference Guide

The Top 10 Club Standards	The Top 10 Club Officer Standards
<ol style="list-style-type: none"> 1. Meetings start & end on time 2. Club officers are effective 3. Membership recruitment is ongoing 4. New members are oriented and inducted 5. Every member is assigned a mentor 6. Speakers give manual speeches 7. Members give effective evaluations 8. Members are recognized for their accomplishments 9. Members contribute to the club being Distinguished 10. Administrative work is handled promptly and efficiently 	<ol style="list-style-type: none"> 1. Find one or more assistants; use this opportunity to lead a committee 2. Attend District-sponsored Club Officer training (TLI) 3. Attend monthly Club executive committee meetings 4. Promote an ongoing membership building program 5. Promote participation in educational programs 6. Help guests wishing to join to complete the Application for Membership 7. Monitor Distinguished Club Program progress and ensure Club achieves Distinguished Club status 8. Maintain relationship with Area, Division, and District officers and with Toastmasters International 9. Arrange for replacement if unable to attend a Council, Club or executive meeting 10. Prepare successor for office

Club Executive Calendar

Month	Events to Attend	Things To Be Done	Things to Promote	Don't Miss This Date!
July / January	<ul style="list-style-type: none"> • TLI – District Sponsored Club Officer Training • Area Council Meeting • Club Executive Team Meeting 	<ul style="list-style-type: none"> • Complete/Update the Club Success Plan for DCP term • Complete/Update the Club Budget for the DCP term • Contact Area Governor to arrange for Club Officer Installation 	<ul style="list-style-type: none"> • Annual Membership Campaign • Talk Up Toastmasters! Campaign (Feb/Mar) 	<ul style="list-style-type: none"> • Have a past officer present two modules (July) for ALB <ul style="list-style-type: none"> -- Finding New Members -- Moments of Truth
August / February	<ul style="list-style-type: none"> • Area Council Meeting • Club Executive Team Meeting • International Convention (August - Recommended) 	<ul style="list-style-type: none"> • Conduct Club Speech Contest (Spring = International Speech Contest) • Distribute Dues Renewal Statements to Members • Follow-up with non-renewing members and invite them back 	<ul style="list-style-type: none"> • Smedley Award Campaign (Aug/Sep) • Talk Up Toastmasters! Campaign (Feb/Mar) • Dues Renewals (due Sep/Mar) 	<ul style="list-style-type: none"> • Have a past officer present two modules (Aug) for ALB <ul style="list-style-type: none"> -- Mentoring -- Evaluate to Motivate
September / March	<ul style="list-style-type: none"> • Area Council Meeting • Club Executive Team Meeting • Area Speech Contests 	<ul style="list-style-type: none"> • Collect Semi-annual Dues & Update membership report • Update and post member achievement/progress charts 	<ul style="list-style-type: none"> • Smedley Award Campaign (Aug/Sep) • Talk Up Toastmasters! Campaign (Feb/Mar) • District Conference 	<ul style="list-style-type: none"> • Oct 1 & Apr 1 Club Dues Renewals due to WHQ (submit online)
October / April	<ul style="list-style-type: none"> • Area Council Meeting • Club Executive Team Meeting • Division Speech Contest 	<ul style="list-style-type: none"> • Verify Club DCP award credits online at WHQ • Submit Club supply order • Appoint Nominating Chairman (IPP) 	<ul style="list-style-type: none"> • Annual Membership Campaign • Announce Club Elections; Call for Nominations 	<ul style="list-style-type: none"> • Spring: On receipt – Forward Club Proxies for Regional & International to District Governor
November / May	<ul style="list-style-type: none"> • Area Council Meeting • Club Executive Team Meeting • District Conference & District Council Meeting (VOTE!) 	<ul style="list-style-type: none"> • Hold Club Officer Elections • Appoint Audit Committee • Conduct Member Interest Survey for club improvements 	<ul style="list-style-type: none"> • Beat The Clock Campaign (May/June) 	<ul style="list-style-type: none"> • Nov 30 & May 31 Club Officer Lists due to WHQ (submit online within 10 days of election)
December / June	<ul style="list-style-type: none"> • Area Council Meeting • Club Executive Team Meeting (Transition Meeting) • Regional Conference (June - Recommended) • TLI – District Sponsored Club Officer Training 	<ul style="list-style-type: none"> • Sign new bank signature card • Distribute Officer Manuals to incoming officers • Report Audit results & Budget update to membership 	<ul style="list-style-type: none"> • Annual Membership Campaign • Beat The Clock Campaign (May/June) 	<ul style="list-style-type: none"> • Jun 30 All award and member applications must be received at WHQ to count towards the Distinguished Club Program goals

Club Officer Responsibilities

PRESIDENT	VP EDUCATION	VP MEMBERSHIP	VP PUBLIC RELATIONS
<p>Provides the leadership and guidance the club needs to recruit and retain members, meet its standards, fulfill the Club Mission and become a Distinguished Club.</p> <p><i>Responsible for DCP Training Goal #9</i></p>	<p>Provides and maintains the positive environment and programs through which members develop their communication skills.</p> <p><i>Responsible for DCP Educational Goals #1, 2, 3, 4, 5 and 6</i></p>	<p>Builds and assures a strong membership base (Charter Strength or more) by satisfying the needs of all members.</p> <p><i>Responsible for DCP Membership Goals #7 and 8</i></p>	<p>Coordinates an active public relations and publicity program, vital to attracting new members for the growth and success of the Club.</p> <p><i>Responsible for DCP Membership Goals #7 and 8</i></p>
SECRETARY	TREASURER	SERGEANT AT ARMS	OTHER RESOURCES
<p>Keeps clear and accurate records of club business, including membership records and correspondence with Toastmasters International's World Headquarters and others.</p> <p><i>Responsible for DCP Paperwork Goal #10</i></p>	<p>Keeps clear and accurate financial records of club business and sees that the club remains financially stable.</p> <p><i>Responsible for DCP Paperwork Goal #10</i></p>	<p>Maintains the Club properties, arranges the meeting room, welcomes members and guests at each meeting, and ensures the club meeting begins and ends on time.</p> <p><i>Responsible for DCP Membership Goals #7 and 8</i></p>	<p>Your Area Governor [your area]@aztoastmasters.org Your Area Designation is located on your DCP report.</p> <p>District 3 Toastmasters www.aztoastmasters.org</p> <p>District 3 Education Team Ask.Ed@aztoastmasters.org</p> <p>Toastmasters International World Headquarters (WHQ) www.toastmasters.org</p> <p>Club Officer Manual available online at WHQ</p>