

CLUB OFFICER ROLES & RESPONSIBILITIES TALKING POINTS

PRESIDENT:

- Represent & Vote Club ballot at Area & District Council meetings
- Supervise Club Success Planning & Distinguish Club Program (DCP) progress
- Review monthly TIPS e-news
- Arrange installation of newly elected officers & registration for club officer training at TLI
- Ensure voting in of new members
- Supervise Club quality standards
- Chair the monthly Executive Committee meetings

VP EDUCATION

- Represent & Vote Club ballot at Area & District Council meetings
- Champion DCP educational goals
- Recognize Member educational achievements
- Prepare & distribute club meeting schedules to membership at least 3 weeks in advance
- Organize and chair club speech contests
- Assign mentors to all new members within 3 meetings
- Confirm new members receive their new member kit and review contents [Could be a shared duty with the VP Membership]
- Chair Club & Executive meetings in absence of President

VP MEMBERSHIP

- Represent & Vote Club voice at Area Council meetings
- Champion DCP membership goals
- Champion Club and District 3 membership contests
- Oversee orientation of new Members
- Oversee processing of New Members applications with Treasurer
- Record all guest information and make follow-up calls
- Conduct annual member interest survey
- Conduct exit interviews with non-renewing members

VP PUBLIC RELATIONS

- Promote the Club to the Community/Corporation
- Promote and attend
 - TLI Events
 - District Conferences
- Explore/Develop external communication resources
- Oversee production of club bulletin/newsletter/website
- Submit copies of club bulletin to District Club Bulletin Contest (annual submission)
- Promote Club events – contests, open houses, Speechcrafts, etc.
- Promote the Outstanding Toastmaster of the Year program (Club & District annual contest)

SECRETARY

- Maintain an accurate club roster
- Record Club meeting attendance and Executive Committee minutes
- Prepare/Submit newly elected Club Officer Lists by June 30 (all clubs) & December 1 (semi-annual clubs)
- Maintain club files, Club Charter, Constitution and By-Laws

TREASURER

- Prepare Club budget for member approval; Report progress monthly to club membership
- Ensure bank signature cards are updated as needed
- Prepare/Deliver member semi-annual dues renewals statements
- Oversee Member dues collection & Process TI Semiannual due renewals by April 1 and October 1
- Receive invoices and receipts; Promptly pay all bills & approved expense reports
- Submit annual 990-N to IRS
- Understand club fund raising policies

SERGEANT AT ARMS

- Caretaker for all Club property
- Oversee setup of Club meeting environment & proper storage of Club property after meeting
- Establish Club Welcoming Committee to welcome guests and Members
- Plan Club social functions