

Toastmasters Club Officer Duties

PRESIDENT	VP EDUCATION	VP MEMBERSHIP	VP PUBLIC RELATIONS	SECRETARY	TREASURER	SGT AT ARMS	PAST PRESIDENT
Leads the club	Plans dynamic club meetings	Builds club membership	Creates a public relations program	Maintains accurate membership roster	Prepares an annual budget for the Club	Arranges meeting room and equipment	Chairs the Nominating Committee
Promotes excellence	Promotes the TI education program	Increases member satisfaction	Prepares publicity materials	Records & reads executive meeting minutes	Provides bank with new signature card	Greets all guests & members	Helps with the Distinguished Club Program
Presides over Club meetings	Orients new members to TI & the Club	Prepares the Semiannual Membership Report	Produces a club newsletter	Assists with the Semiannual Membership Report	Notifies each Club member in writing of dues payable	Arranges for food services at any meal meetings	Promotes the Club's efforts to become a Distinguished Club
Chairs the Executive Committee & conducts Club business	Attends & participates in Executive Committee	Attends & participates in Executive Committee	Attends & participates in Executive Committee	Attends & participates in Executive Committee	Attends & participates in Executive Committee	Attends & participates in Executive Committee	Provides guidance & serves as a resource & mentor
Understands and uses the Distinguished Club Program	Chairs the Education Committee	Chairs the Membership Committee	Chairs the Public Relations Committee	Orders supplies from TI	Issues checks to TI for dues	Maintains Club's equipment & materials	
Attends District-sponsored Club officer training	Attends District-sponsored Club officer training	Attends District-sponsored Club officer training	Attends District-sponsored Club officer training	Attends District-sponsored Club officer training	Attends District-sponsored Club officer training	Attends District-sponsored Club officer training	
Prepares & submits Semiannual reports to TI	Helps all members become effective evaluators	Attends & votes at Area Council meetings	Writes for company or community publications	Reports new officers by sending officer lists to TI & the District Governor	Keeps full & accurate records of all monies		
Coaches other executives as required	Assigns mentors to new members & monitors mentorship program			Maintains general Club correspondence & documents	Presents a monthly financial report		
Attends & votes at Area & District Council meetings	Administers speech contests			Circulates TIPS, Supply Catalog, & Toastmaster Magazine	Pays all bills promptly		
Votes at Regional & International meetings	Arranges for Speechcraft & other S/L programs			Keeps the Club Constitution & Bylaws	Collects payable dues & fees		
	Presides in the absence of the President				Submits Club accounts for audit		
	Attends & votes at Area & District Council meetings				Responds to government or tax agency inquiries		
	Votes at Regional & International meetings				Maintains Club tax ID number (USA)		

*Compliments of Gary Schmidt, DTM
Candidate for Third Vice President, Toastmasters International, www.garyschmidt.org*