

### All Committee

- ◆ Requested to attend Club Officer Training twice per year
- ◆ Be available to members to ensure their needs are being met
- ◆ Attend Club Executive Committee meetings

#### President

- ◆ Arranges agenda items to go to the Executive Committee for discussion and approval or rejection
- ◆ Communicates with Area, Division and District Governors on Club business
- ◆ Supervises completion of the DCP (Distinguished Club Plan)
- ◆ Attends and votes at annual and semi annual District Conferences
- ◆ Responsible for Publishing of the Newsletter
- ◆ Recognizes member achievements in Toastmasters and in their personal lives

#### Vice President Education

- ◆ Plans, organises and distributes meeting agendas and forward agenda
- ◆ Maintains club lists (awards, contest winners, attendance, CC, CL and advanced progress, membership details, birthdays, joining and departing dates, assignments completed, evaluators)
- ◆ Attends executive committee meetings, presides in absence of President
- ◆ Submits CC, CL and advanced completions to Toastmasters International
- ◆ Maintains and distributes educational material
- ◆ Maintains and distributes membership contact lists
- ◆ Attends and votes at annual and semi annual District Conferences

#### Vice President Membership

- ◆ Collates and maintains New Member Folders & Visitor Packs
- ◆ Liaises with visitors and supervises visitor hosts to ensure guests are welcomed and visitor packs are provided to each guest
- ◆ Signs on visitors as members, assisting with membership applications and follows up on visitors to meetings
- ◆ Submits online new Membership applications to Toastmasters International
- ◆ Submits via fax/post reinstated, dual or transferred members to Toastmasters International
- ◆ Provides new member details to club executive, mentor co-ordinator & D70 Returns Officer
- ◆ Conducts Induction ceremonies
- ◆ Collects and submits membership renewal subscriptions to Toastmasters International, twice a year, working with the Treasurer
- ◆ Conducts ongoing membership building programmes at least twice a year

#### Vice President Public Relations

- ◆ Promote the club to local media.
- ◆ Produce and distribute a club newsletter at least monthly, and/or maintain a club Web site.
- ◆ Promote membership programs.
- ◆ Attend other Toastmasters events.
- ◆ Prepare your successor for office.
- ◆ Announce upcoming events and programs at Club meetings.
- ◆ Ask for contributions to the newsletter and/or Web site.
- ◆ Greet members and guests.

#### Treasurer

- ◆ Prepares Club Budget for committee approval
- ◆ Collects any meeting dues
- ◆ Banks all income including new member, renewal and Speechcraft fees
- ◆ Pays club business accounts and bills as due and keeps records of all financial transactions
- ◆ Works with VPM on membership renewal
- ◆ Submit club accounts for audit when required
- ◆ Discusses and confirms with Committee approval for executive expenses when over \$50

#### Sergeant at Arms

- ◆ Looks after club property and its inventory
- ◆ Maintains the club equipment and keeps an adequate number of supplies
- ◆ Sets up meeting room ready for each meeting
- ◆ Liaises with Club Willoughby for venue booking, room layout, food and special functions

## Committee, Club and Competent Leadership Roles Summary



### Secretary

- ◆ Takes minutes of club Executive Committee Meetings
- ◆ Annually (early June) maintains & renews Club Willoughby membership cards for members
- ◆ Submits club officer list online to World Headquarters following May elections or any mid year changes
- ◆ Maintains record of incoming and outgoing correspondence and accesses the club's post office box
- ◆ Keeps club files including the club charter, Constitution and Bylaws, minutes, resolutions and correspondence

### Immediate Past President

- ◆ Provides guidance and serves as a resource to club officers and members
- ◆ Chairs the nominating committee
- ◆ Assists in the preparation of the Club Success Plan
- ◆ Promotes the club's efforts to become a Distinguished Club

## Other Roles

### Speechcraft Co-ordinator

- ◆ Coordinates the Speechcraft programme, liaising with and supervising Speechcraft course leaders and assistants
- ◆ Organises the calendar of courses for the year and books venue
- ◆ First point of contact for Speechcraft participants
- ◆ Submits all Expenses to Treasurer for payment and arranges course payments
- ◆ Purchases supplies as required for course manuals, folders, handouts etc
- ◆ Reports to Committee on course participants' evaluations
- ◆ Reports to Committee on expenses and profit/loss per course
- ◆ Promotes Speechcraft
- ◆ Follows up with previous enquirers to course that have not yet attended
- ◆ Advises dates of upcoming courses to D70 Officers and any publicity which may be required, including details provided to the D70 Website at least 6 months in advance
- ◆ Maintains all Speechcraft records
- ◆ Reviews course content from time to time

### Mentor Co-ordinator

- ◆ Maintains and appoints club mentors to new members (Secretary's role if there is no separate Mentor Coordinator)

### Camera Coordinator/Instructor

- ◆ Records member speeches at club meetings.
- ◆ Educates others on how to use the camera

Refer to pages 69-71 of your Competent Communication Manual for more details on each of the Club Officer roles or visit <http://www.toastmasters.org/Members/OfficerResources/ClubOfficerResources/ClubOfficerRoles.aspx>

### Competent Leadership Manual Roles

The Competent Leadership manual is the core of the leadership track. It features 10 projects, which you complete while serving in various club meeting roles. Some of these include:

- ◆ Club Speech Contest Chairman and assistants
- ◆ Club Special Event Chairman and assistants
- ◆ Public Relations Campaign Chairman and assistants
- ◆ Membership Campaign Chairman and assistants
- ◆ Club Newsletter Assistant to the VPPR
- ◆ Club Webmaster and assistants

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