

Officer Role Description

President

As the person who sets the tone for the club, you are expected to provide helpful, supportive leadership for all of the club's activities. You motivate, make peace, and facilitate as required. Though you must occasionally step in and make a difficult decision, rarely do so without consulting club members and other club officers. Strive to show respect for all members, even when you do not agree with them, and provide leadership for all. Stay current on all new developments via the Leader Letter and the announcements published on the Toastmasters website.

Vice President Education

As vice president education, you schedule members' speeches and projects and serve as a resource for questions about education awards, speech contests, and the mentor program. You are an important source of Toastmasters knowledge for club members, and it is your job to become familiar with all aspects of the Toastmasters education program.

Vice President Membership

You promote the club and manage the process of bringing in guests and transforming them into members. By initiating contact with guests, making them feel welcome, and providing them with the information they need to join, you help maintain a constant influx of new people into your club. You also attentively monitor membership levels and strategize with the rest of the executive committee about how to overcome membership challenges when they occur.

Vice President Public Relations

You promote the club to the local community and notify the media about the club's existence and benefits it provides. You promote the club, update web content, and safeguard the Toastmasters brand identity. It's your job to notify the media whenever your club does something newsworthy. As vice president public relations, you'll find yourself writing news releases, creating and distributing fliers, and maintaining the club's presence at various key places on the Web and in the community. Stay current on all new developments via The Leader Letter,

Toastmaster magazine and the announcements published on the Toastmasters website and social media sites.

Secretary

As the secretary, you maintain all club records, manage club files, handle club correspondence, and take the minutes at each club and executive committee meeting. You are also in charge of updating and distributing a roster of the current paid membership, and keeping the club officer list current at World Headquarters. Though some clubs combine the secretary role with the treasurer, it's best to have a dedicated secretary who can help reduce the workload of the treasurer and occasionally assist the vice president education as well.

Treasurer

You are the club's accountant. You manage the club's bank account, writing checks as approved by the executive committee and depositing dues and other club revenues. You are also in charge of submitting membership-renewal dues to World Headquarters (accompanied by the names of renewing members), filing necessary tax documents, and keeping timely, accurate, up-to-date financial records for the club. Though the treasurer's duties are usually not the most demanding of all the club leadership positions, the consequences for members can be serious when they're not completed accurately and on time. Stay current on all new developments via The Leader Letter and the announcements published on the Toastmasters website.

Sergeant at Arms

You keep track of the club's physical property, such as the banner, lectern, timing device, and other meeting materials. You arrive early to prepare the meeting place for members, and you stay late to stow all of the club's equipment. You are also in charge of the meeting place itself, obtaining a new space when necessary, and maintaining contact with the people who allow you to use the space for your club meetings. The sergeant at arms also has a role to play during business meetings, speech contests, and other special club events. For example, the sergeant at arms escorts potential new members outside of the club's meeting place while the members vote on admitting them to the club. The sergeant at arms stands at the door while contestants compete in speech contests to ensure that the speaker is not

interrupted by latecomers. Stay current on all new developments via The Leader Letter and the announcements published on the Toastmasters website.