

CLUB OFFICER ROLES

VICE PRESIDENT MEMBERSHIP

- ▶ Third ranking club officer
- ▶ Promotes the club
- ▶ Manages the process of bringing in guests and transforming them into members

RESPONSIBILITIES

Recruit New Members

1. Promote the goal of gaining one new member per month and
2. If the club has fewer than 20 members, obtaining 20 members by year-end or sooner.

Conduct Membership-building Programs

1. Organize and promote the club's participation in the Smedley Award, Talk Up Toastmasters and Beat the Clock membership programs.
2. Encourage club members to gain recognition in the form of a Sponsor Award by sponsoring 5, 10 or 15 new members.

Assist Guests

1. Answer emails, phone calls and other inquiries from prospective members and encourage them to visit the next club meeting.
2. Make contact with guests and encourage fellow club members to always make guests feel welcome.
3. Have each guest fill out a Guest Information Card and Badge (or a guest book, etc. with contact info).
4. Distribute guest packets with fliers that include your club information.

Process Membership Applications

1. Collect and manage paperwork in the application process.
2. Collect initial dues payments and applications from prospective members and submit them to the Treasurer.
3. Organize and participate in a Membership Committee tasked with considering all new member applications.
4. Be sure new memberships are voted on by a majority of club members.
5. Arrange a vote and induction ceremony for joining members.

CHECKLIST FOR SUMMARY OF RESPONSIBILITIES

Before Club Meetings

- Make a list of the new members who have joined the club since the last meeting and contact the club president to coordinate an induction ceremony at the next meeting.
- Make Guest Packets to distribute to guests at the meeting.
- Contact former guests who have not joined and members who have not been attending recent meetings and gently persuade and encourage them to come to the next club meeting.

Upon Arrival at Club Meetings

- Greet all guests and members at the door and welcome them to the meeting.
- Provide all guests with Guest Packets.
- Answer any questions guests may have about the club.

During Club Meetings

- Meet with guests to answer questions and explain the benefits of Toastmasters.
- Invite guests to join the club or to attend another club meeting if they are hesitant to join.
- Help guests who do wish to join to complete the Membership Application.

Outside Club Meetings

- Attend and vote at Area Council meetings.