

CLUB OFFICER ROLES

PRESIDENT

- ▶ The chief executive officer of the club and is responsible for fulfilling the mission of the club
- ▶ Sets the tone for the club
- ▶ Expected to provide helpful, supportive leadership for all of the club's activities
- ▶ Be the first to assume responsibility for the progress and welfare of the club
- ▶ Motivate, make peace and facilitate as required
- ▶ May have to occasionally step in and make difficult decisions after consulting club members and officers
- ▶ Strive to show respect for all members and provide leadership for all

RESPONSIBILITIES

Preside over Meetings

1. Opens and presides over every club, business, and Executive Committee meeting.
2. Take charge of the proceedings.
3. Keep the agenda moving forward.
4. Manage procedural matters in the conduct of the meeting.
5. Apply parliamentary procedure as outlined in Robert's Rules of Order Newly Revised.
6. Your focus is on club quality and the member experience.

Earn Distinguished Club Recognition

Work together with club leaders to achieve success in the Distinguished Club Program:

1. Encourage education achievements.
2. Build/maintain membership.
3. Attend club officer training.
4. Submit membership dues payments, officer lists and other documents on time.
5. Recognize member achievements by presenting certificates at club meetings, send personal messages of congratulations and publicly praise the good work of club members.

Lead and Guide

Serve as the club's representative at District and International levels:

1. Provide leadership for the club.
2. Create a nurturing learning environment.
3. Enhance club quality by conducting well-run, energetic, interesting meetings.
4. Actively seek and connect with club members/officers.
5. Listen patiently and offer assistance.
6. Resolve conflicts as they arise.

Base Camp Manager

1. Help facilitate member progress in the Toastmasters Pathways learning experience by verifying education, approving requests and tracking progress on Base Camp.

CHECKLIST FOR SUMMARY OF RESPONSIBILITIES

Before Club Meetings

- Members who have the opportunity to earn education awards are reaching their goals.
- Ask the VP Education if any members are to receive special recognition.
- Ask the VP Membership if any new members are to be inducted.
- Plan the business portion of the meeting.
- Review necessary parliamentary procedure.

Upon Arrival at Club Meetings

- Review the meeting agenda.
- Greet guests and members as they arrive so they feel welcome.

During Club Meetings

- Call the meeting to order promptly at the scheduled time.
- Introduce guests.
- Briefly explain the meeting's events for the benefit of guests.
- Introduce the Toastmaster of the meeting.
- Conduct the business portion of the meeting.
- Give the date, time and place of the next meeting.
- Make announcements.
- Adjourn the meeting on time.

Outside Club Meetings

- Attend and vote at Area and District Council meetings.
- Appoint the Leadership Committee to nominate new club officers before the beginning of the term.
- Schedule and chair Club Executive Committee meetings.