

Toastmasters Club Officer Roles & Responsibilities

Clubs need trained leaders. Club success depends upon having Club officers who fulfill their responsibilities as leaders. When Club officers are well trained and perform their duties, members reap the benefits of a healthy Club environment. Detailed descriptions of Club officer roles and responsibilities can be found in the Club Officer Manuals. Following is a brief description of each Club officer position.

President, Susan Beecher: Serves as Club's chief executive officer, responsible for general operation of the Club. Presides at Club meetings. Directs Club in way that meets educational growth and leadership needs of members. In cooperation with executive team, establishes long-term and short-term plans for Club growth.

Vice President Education, Dean Dimick: Plans successful Club meetings so that each member has the opportunity to achieve his or her educational goals. Directs planning, organization, and implementation of Communication and Leadership, Speechcraft, and other educational programs. Schedules speeches, signs Communication and Leadership manuals, updates Member Progress Charts, and reports educational program completions promptly to World Headquarters. Coordinates recognition of member achievement. Presides at Club and executive committee meetings in absence of the President. Ensures that each new member receives orientation to the Toastmasters educational program, including assignment of mentor and induction.

Vice President Membership, Dan Winchester: Plans, organizes, and implements a continuous marketing effort which ensures that the Club maintains or exceeds a charter membership level of 20 members. Works with groups inside and outside of Toastmasters to promote Club membership and membership retention.

Vice President Public Relations, Angie Swartz: Develops, implements, and administers a program that maintains a positive image of Toastmasters for all members, guests, and the general public. Responsible for internal and external public relations for the Club, including but not limited to preparing and distributing news releases/bulletin board notices regarding Club activities, publicizing Club events, working with Club officers to develop literature about the Club, and representing Club with the media where appropriate. Works with Club Newsletter/Web Editor to maintain an effective program of internal Club communication.

Secretary, Pat Vork: Maintains Club records and correspondence. Custodian of Club constitution, bylaws and all other official Club documents. Submits updated membership and officer records to World Headquarters. Prepares and mails orders for Toastmasters supplies. Records and reads minutes of Club meetings and Executive Committee meetings. In coordination with Vice President Membership, submits all new, transfer, and reinstated memberships to World Headquarters. Submits names of newly elected officers to World Headquarters within ten days following election.

Treasurer, Pat Vork: Handles Club finances. Receives and disburses funds in payment of obligations. Develops and recommends budget to Club Executive Committee. Notifies members of dues payable and collects dues. Ensures semiannual membership reports, dues, and membership roster are mailed to World Headquarters and received by April 10 and October 10.

Sergeant At Arms, Beki Brickman and Bill Ball: Serve as master host and makes proper physical arrangements for all Club meetings. Coordinates with other officers to ensure that each member and guest is welcomed at Club meetings. Responsible for orderly conduct of meeting, including: meeting room layout, setting out materials and equipment, and controlling Club property between meetings.