



Foothills Toastmasters'

Club Meeting Roles, Checklists and Guidelines

Club 3073

Calgary, Alberta





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1. ROLES AND DUTIES

The Club Mission is to provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

The success of a club meeting depends on the program participants. In Toastmasters you learn by participating. There are many roles to fill and all meeting participants play an important part in making the club experience educational and enjoyable.

This document describes the roles and duties associated with a typical Foothills Toastmasters' meeting. Timing, objectives, duties, and preparation are described for every role. The intent is to assist every Toastmaster in completing the steps towards becoming an accomplished public speaker. After the basics have been mastered, it is natural to try variations on the basic theme.

Handy checklists, logs and guidelines are found in Appendices 1 to 3. A description of the Executive Roles is found in Appendix 4.

1.1 Scheduling Roles and Duties

Anyone who joins Toastmasters can best benefit from the program by volunteering for the various roles and duties available during the meeting, which is outlined in this document. Through this system, one is able to dictate the pace they take in progressing through the Competent Communicator and Competent Leader Manuals and later on in the advanced manuals they decide to pursue.

Towards the end of the month the VP Education will request that club members provide their availability for the following month. At this stage members may volunteer for roles they would like to fill, depending on their educational goals, e.g., request a speech if you are working at completing a manual (Competent Communicator or Advanced Series). Members may volunteer for Ah Counter, Speech Evaluator, Grammarian and Table Topic Speaker if one is working at completing Project 1 in the Competent Leadership Manual. All roles are on a volunteer basis. Always remember to bring the manuals with you to the Toastmaster Meetings and have someone evaluate you. (The VP Education can assist you with this).

Once a schedule is published, it is the member's responsibility to adhere and fulfill the schedule to which his or her role and/or duties are outlined for a specific meeting. If for whatever reason the member is not able to make it to the meeting, it is his/her responsibility to find a replacement and advise certain individuals of the replacement. Through this, everyone is able to enjoy the maximum benefits of the program and lost opportunities in the meeting roles and duties are eliminated.



2. MEETING AGENDA

Table A Meeting Agenda

Role	Function
Set-Up / Take-Down	Arrange facilities for the meeting
Guest Host	Welcome guests & members
Cashier	Take payments from attendees
Chairman	Call to Order, Invocation, Toast, Introduction of Guests and Business Session (assisted by the Secretary and Parliamentarian)
Parliamentarian	Parliamentarian's Report (evaluation of Business Session)
Table Topic Master	Introduction and facilitation of Table Topics Session
Timer	Explanation of timing for Table Topics Session
Table Topics Speakers	Impromptu speaking
Table Topics Evaluator	Evaluation of Table Topics Session
Chairman	Assign a Toast and Reply
Humorist	Joke
10 minute break	
Chairman	Toast and Reply
Toastmaster	Introduction and facilitation of Prepared Speeches Session
Prepared Speakers	Deliver prepared speeches
General Evaluator	Evaluate first half of meeting Present Awards for Best Speaker and Most Improved Speaker
Ah Counter	Note any overused words or filler sounds
Grammarians	Monitor language and grammar usage
Chairman	Present Awards for Best Evaluator and Chairman's Cup Remarks from Guests and Members who have not spoken Close Meeting



3. DUTIES

3.1 Ah Counter

Introduced by: General Evaluator

Time: under 3 minutes

Followed by: General Evaluator

Log: Ah Counter Log – Appendix 2

Objective:

To become sensitive to unconscious errors in the speaking patterns of any participating Toastmasters. This is also an excellent method of learning the names of the other members of the club, which prepares the member for duties such as General Evaluator and Chairman.

Duties:

The purpose of the Ah-Counter is to record any overlong pauses, overused words or filler sounds used as a crutch by anyone who speaks during the meeting. Do not include guests unless they are an alumni or visiting Toastmasters. Words may be inappropriate interjections, such as *and, well, but, so* and *you know*. Sounds may be *ah, um* or *er*.

The report summarizes the results of that evening's event and culminates in the naming of at least one winner to be awarded the "Ah Pig Award" by the General Evaluator.

Preparation:

Print a copy of the Ah-Counter Log found in Appendix 2. If a log is not available, be prepared to take notes.

3.2 Assigned Reply

Preceded by: Assigned Toast

Time: under 2 minutes

Followed by: Chairperson

Objective:

To learn how to respond appropriately when honored with a toast.

Duties:

Respond appropriately to the toast just given to you. The reply should reflect the tone and length of the toast. Note that the recipient of the toast does not drink when toasted as it would be self-congratulatory.

Preparation:

If necessary, ask the Chairman for clarification during the mid-meeting break. You have the option of working with the Assigned Toast to coordinate the Toast and Reply.



3.3 Assigned Toast

Introduced by: Chairperson

Time: under 2 minutes

Followed by: Assigned Reply

Objective:

To learn how to deliver a toast before an assembly by identifying who is to be toasted, explaining what this person has done to merit our attention, and why we should drink a toast in their honor.

Duties:

To deliver a tasteful, informative, entertaining, humorous, appropriate toast to the person identified, concluding by calling for the toast to be drunk. Lift your glass (to eye level) and then say, "Ladies and gentlemen, please rise (pause until all shuffling noise subsides) and join me in a toast to: "(brief -- one or two words - as this provides guidance/instruction to the audience as to their correct response)."

Preparation:

If necessary, ask the Chairman for clarification during the mid-meeting break. You have the option of working with the Assigned Replier over the break to coordinate your Toast and Reply.

3.4 Cashier

Time: arrive early and set up at the door 20 minutes before the meeting; remain at the door at least until 6:15 p.m. for latecomers

During the break: approach late arrivals for payment

Checklist: Cashier Sheet – Appendix 3

Objective:

To introduce the member to the administrative functions of the club. This is also an excellent method of learning the names of the other members of the club, preparing the member for duties such as General Evaluator and Chairman.

Duties:

Collect monies at the door and account for same on the Cashier Sheet. Note the weekly attendance dues in Table B below.

Distribute the dinner chips to diners, based on their choice of meal. Make note of the choice of meal on the Cashier Sheet and confirm the number of dinners with the serving staff.

Membership dues may also be collected.

Tally and balance the Cashier Sheet and return the cash box and the Cashier Sheet to the Treasurer at the end of the meeting. In the absence of the Treasurer you may return same to the President or VP Education.

Table B Weekly Attendance Dues

	Member	Guest
Dining	\$22	\$22
Not dining	\$15	Free



	Member	Guest
Wine / Beer	\$6	\$6

Preparation:

Ensure that a Cashier Sheet is available. If not, contact the Treasurer or the Sergeant-at-Arms for a copy. (Note that this sheet is updated regularly – ensure you are using the latest revision).

Ask people for exact change if they can provide it. If you run short, other members or the venue’s bar might be able to provide change.

3.5 Chairman

Time: start the meeting promptly at 6:00 p.m.

Followed by: yield control of the meeting as required, ensuring an orderly progression of events

Checklist: Chairman Checklist - Appendix 1

Objective:

To become proficient in handling the duties of a Master of Ceremonies: control the flow of activities, assign various duties and introduce participants. Particular emphasis is placed on running the Business Session properly. Other Toastmasters roles should be mastered prior to this assignment.

Duties:

The Chairman’s duties are described in detail in the Chairman Checklist found in Appendix 1.

Preparation:

Notify the President that you will be attending. Confirm meeting attendance per Table C below.

Table C Contact to be made by Chairman

By Monday	By Tuesday	Before the Meeting
President	Set-Up / Take Down	Re-confirm attendance / agenda
General Evaluator	Cashier	Re-assign missing roles
Table Topics Master	Guest Host	
Toastmaster	Invocation	
	Toast	
	Secretary	
	Humorist	

Prepare formal introductions of the Table Topics Master and Toastmaster.

Research the Toast & Reply.

Bring a copy of the Chairman’s Checklist.

Bring your copy of *Parliamentary Procedure at a Glance* by O. Garfield Jones.

Familiarize yourself with common parliamentary motions, e.g., amendments, substitutions, table a motion, division, etc.



Meet with the Secretary and the Parliamentarian and familiarize yourself with any Unfinished Business before the meeting.

Ask the Guest Host for the names of guests and who are introducing them in order to avoid mistakes later. Know the correct pronunciations of their names.

During the Business Session make note of key issues that warrant a reminder at the end of the meeting.

3.6 General Evaluator

Introduced by: Toastmaster

Time: 15 – 25 minutes (ensure the meeting ends at 8:00 p.m.)

Followed by: Chairman

Checklist: General Evaluator Checklist - Appendix 1

Objective:

Taking on this role improves critical thinking, organizational skills, time management skills, motivational and team-building skills. You have mastered all of the various functions, and are now capable of evaluating the entire meeting, the various duties, the flow of the activities and the ‘feel of the meeting’.

Duties:

The General Evaluator evaluates everything that takes place during the club meeting. In addition, the General Evaluator facilitates the evaluation portion of the meeting and is responsible for the evaluation team: the Prepared Speech Evaluators, Ah Counter, Grammarian and Timer.

Explain the purpose and benefits of evaluations to the group.

During the meeting, take notes and report on all club proceedings to evaluate things such as timeliness, enthusiasm, preparation, organization, performance of duties, etc.

Use the General Evaluator Checklist found in Appendix 1 to assist you with your evaluation of the meeting.

Preparation:

Confirm meeting attendance per Table D below.

Table D Contact to be made by General Evaluator

By Monday	By Tuesday	Before the Meeting
	Table Topic Evaluator	Re-confirm attendance / agenda
	Prepared Speech Evaluators	Re-assign missing roles
	Parliamentarian	Assign Prepared Speech Evaluators
	Grammarian	
	Ah Counter	
	Timer	

Ensure other evaluators know their tasks and responsibilities.

Bring a copy of the General Evaluators Checklist



3.7 Grammarian

Introduced by: General Evaluator

Time: under 3 minutes

Followed by: General Evaluator

Objective:

Taking on this role improves vocabulary, grammar, critical listening skills and evaluation skills. The Grammarian plays an important role in helping all club members improve their grammar and vocabulary. This is also an excellent method of learning the names of other members and preparing you for the other roles in the club.

Duties:

Introduce new words to meeting participants and monitor language and grammar usage.

Write down the language and grammar usage of all speakers, noting incomplete sentences, mispronunciation, grammatical mistakes, non-sequiturs, malapropisms, etc. *Example: "One in five children wear glasses" should be "one in five children wears glasses."*

Applaud 'glittering grammatical gems'.

At the end of the meeting, give your complete report when called on.

Preparation:

You could research a few grammatical errors which recur.

3.8 Guest Host

Time: arrive at least 20 minutes prior to the start of the meeting

Log: Guest Host Log – Appendix 2

Objective:

To provide a welcome to all who attend, especially our guests. Learn the art of introductions.

Duties:

Use the Guest Host Log found in Appendix 2 to assist you with your role as Guest Host.

Preparation:

The week before, ensure that there are several Guest Kits available (contact the VP Membership or Sergeant-at-Arms if these are insufficient).



3.9 Humorist

Introduced by: Chairman

Time: under 2 minutes

Followed by: Chairman

Objective:

Learn how to deliver a joke or short entertaining story.

Duties:

Entertain the assembly with a funny story or joke. The subject matter should be appropriate to the audience to whom it is being presented. The delivery is to be elegant and tasteful and certainly inoffensive.

Preparation:

Research an appropriate joke or story.

3.10 Invocation

Introduced by: Chairman

Time: under 1 minute

Followed by: Chairman

Objective:

Develop the ability to deliver an invocation that is elegant and tasteful, without becoming long-winded and boring. The invocation is a positive and inspiring way to start the meeting.

Duties:

Deliver an invocation appropriate to the evening's activities. Ensure a definitive ending so that everyone knows you are finished.

Preparation:

Research an introspective topic of interest to the assembly.

3.11 Loyal Toast

Introduced by: Chairman

Time: under 30 seconds

Followed by: Chairman

Objective:

To deliver a brief Loyal Toast (Toast to the Queen or other Head of State) or a social or business toast.

Duties:

Deliver a toast to the reigning King or Queen (a "Loyal Toast") or to a notable Canadian or to a worthy figure in the news or from history. Lift your glass (to eye level) and then say, "Ladies and gentlemen, please rise (pause until all shuffling noise subsides) and join me in a toast to: "(brief -- one or two words - as this provides guidance/instruction to the audience as to their correct response)."

Preparation:



Research a suitable candidate for the toast.

3.12 Parliamentarian

Introduced by: Chairman

Time: under 3 minutes

Followed by: Chairman

Objective:

To become knowledgeable concerning the rules used to conduct a business meeting and how they are applied. Robert's Rules of Order is the standard by which Toastmasters' meetings are run. The booklet *Parliamentary Procedure at a Glance* by O. Garfield Jones is the standard abridged reference text. Mastery of this function is usually accomplished in conjunction with accrued experience in the role of the Chairman.

Duties:

The Parliamentarian must be familiar with the rules and regulations governing parliamentary procedure and be prepared to assist the Chairman during the course of the business session.

The Parliamentarian's report must detail for the assembly the Chairman's actions during the business session. Errors, omissions and blatant tyranny committed by the Chairman must be identified and advice given on how to overcome or avoid these deficiencies. Comment should also be made on the performance of other members, and in particular draw emphasis to the correct and incorrect usage of parliamentary procedure.

Preparation:

Before the meeting, familiarize yourself with any Unfinished Business.

Bring your copy of *Parliamentary Procedure at a Glance* by O. Garfield Jones.

Familiarize yourself with common parliamentarian motions, e.g., amendments, substitute motions, table a motion, division, etc.

3.13 Peer Evaluator

Objective:

Although prepared speakers have assigned evaluators, we are strongly encouraged to provide written feedback using the evaluation sheets provided. The more feedback a speaker or leader receives, the more the person benefits.

Duties:

Provide the speaker with a written evaluation which specifically covers content, delivery and language, suggestions for growth and strengths.



3.14 Prepared Speech Evaluator

Introduced by: General Evaluator
Time: under 3 minutes
Followed by: General Evaluator
Guideline: Effective Evaluations – Appendix 2

Objective:

Learn how to evaluate the performance of another speaker. Evaluation is the heart of the Toastmasters educational program.

Duties:

Provide the speaker with a written evaluation which specifically covers the requirements of the manual project they are attempting to complete. If the General Evaluator has forgotten to ask for the times of the speeches, feel free to ask for the Timer's report before your evaluation. Let the assembly know what the manual requirements were, and whether the speaker fulfilled those requirements.

Provide an oral evaluation which ideally identifies one area (or two) which need improvement and provide advice on how to effect the improvement. Identify and expand on three or more traits/abilities which have been successfully demonstrated in the presentation. Highlight any other pertinent points or information that would be helpful to the speaker in their next presentation.

Provide a concise evaluation within the allotted time. Meet with the speaker after the meeting to discuss matters in detail, if desired.

Preparation:

Ask the General Evaluator who you will be evaluating before the meeting starts.

Meet with the speaker either before the meeting or during the break to discuss the speaker's objectives and specific areas they wish evaluated.

Get their manual and complete the evaluation form.

3.15 Prepared Speaker

Introduced by: Toastmaster
Time: within the range specified by the speech manual (usually 5 – 7 minutes)
Followed by: Toastmaster

Objective:

Taking on this role improves critical thinking, confidence and public speaking skills.

Duties:

Every speaker is a role model and club members learn from one another's speeches.

Prepare, rehearse and present a speech during the club meeting. Speeches are prepared using the Toastmasters Communication Track manuals (Competent Communicator and Advanced Communicator series). Free speeches may also be prepared and delivered.

When you close call upon "Mr. Toastmaster" or "Toastmaster". Shake hands as you leave. Do not thank us.



There are various speech contests that are held during the year (spring and fall) and club members are encouraged to participate in these contests. See the guideline to Speech Contests found in Appendix 2 for further details.

Preparation:

Prepare and rehearse a speech from the manual.

In the event that you cannot attend, please inform the Toastmaster immediately and find a replacement for yourself.

Supply a short bio to the Toastmaster for an introduction.

Supply the Toastmaster with your speech title, duration and the manual requirements.

Arrive early to make sure the lectern and lighting are working and in place.

Discuss your goals, strengths and weaknesses with your evaluator prior to giving your speech. Give the evaluator your speech manual.

3.16 Secretary

Objective:

To become proficient in taking notes during a business meeting and to become knowledgeable concerning the rules used to conduct a business meeting and how they are applied. Robert's Rules of Order is the standard by which Toastmasters' meetings are run. The booklet *Parliamentary Procedure at a Glance* by O. Garfield Jones is the standard abridged reference text.

Duties:

The Secretary must be familiar with the rules and regulations governing parliamentary procedure and be prepared to assist the Chairman and the Assembly by clarifying the exact wording and sequencing of motions: who moved them, who seconded them and their outcome.

The Secretary should make clear, legible notes in the Minute Book for reference in all subsequent meetings. Motions must be clearly stated, with note made of the mover and seconder of each motion. All motions, such as Points of Privilege, Objections, etc. should be noted. The results of votes must be recorded. Any ensuing action, resulting from any approved motion, should be noted.

Preparation:

Before the meeting, familiarize yourself with any Unfinished Business.

Bring your copy of *Parliamentary Procedure at a Glance* by O. Garfield Jones.

Familiarize yourself with common parliamentarian motions (e.g.: amendments, substitute motions, table a motion, division, etc.).

Follow the progress of the Business Session in order to assist the Chairman, if requested.

3.17 Set-up / Take-down

Time: arrive 30 minutes before the meeting

Checklist: Note: there is a laminated copy of this checklist in the rolling black box.

Objective:

To enhance the flow at a meeting by ensuring the materials needed during the meeting are in place. At the end of the meeting, put it all away.

Duties:

Ensure that the venue has brought out the required materials: two rolling white wooden boxes and one rolling plastic box. If this hasn't been done, notify the Sergeant-at-Arms, or if not present, the venue staff.



Place the dinner chips, Guest Book and Guest Kits at the door:

Put the Foothills Toastmasters' banner on display at the door or as appropriate.

Distribute the evaluation forms: one for each speaker for every attendee.

Put the trophies on display, preferably in order, i.e. the Table Topics Trophy nearest the lectern, then the Most Improved Speaker and Best Speaker Trophies, etc.

Put the gavel on the lectern.

Set up the timing lights, power cords, and stopwatch.

Put the Club Certificate on display.

Notify the Sergeant-at-Arms of any shortages or problems.

At the end of the meeting, ensure that everything is put back in the boxes. The venue will store the boxes.

3.18 Table Topics Evaluator

Introduced by: Table Topics Master

Time: under 5 minutes

Followed by: Chairperson

Checklist: Table Topic Evaluator Checklist – Appendix 1

Objective:

Practice the evaluation of multiple performances. This builds on skills developed as a Prepared Speaker Evaluator and will prepare you for the role of General Evaluator. Practice the art of presenting an award to a contest winner.

Duties:

Use the Table Topic Evaluator Checklist found in Appendix 1 to assist you with your evaluations.

Preparation:

Get the names of the speakers and their topics, if possible.

Know who your Timer is.

Know which trophy is the Table Topics Trophy.

3.19 Table Topics Master

Introduced by: Chairman

Time: 1 minute per introduction; 1 minute per bridging

Followed by: Table Topics Evaluator

Checklist: Table Topic Master Checklist - Appendix 1

Objective:

Taking on this role improves organizational skills, time management skills and facilitation skills. Your role is to build and maintain the enthusiasm and to put the speakers in the spotlight.

Duties:

The Table Topics Master facilitates the Table Topics portion of the meeting, which helps train members to quickly organize and express their thoughts in an impromptu setting.

Use the Table Topic Master Checklist found in Appendix 1 to assist you with your role.



Preparation:

Confirm meeting attendance per Table E below.

Prepare a short introduction for each speaker.

Select 3 or 4 topics in advance of the meeting that allow speakers to offer opinions. Variations include using props instead of written topics or assigning topics at the lectern with no preparation time as is the norm within Toastmasters International.

Don't ask two people the same thing unless you specify that it is to generate opposing viewpoints.

Distribute the numbered, sealed/folded topics to the speakers before the meeting. If short of speakers, this is an ideal last-minute role for visiting Toastmasters, alumni, or for members without roles.

Table E Contact to be made by Table Topics Master

By Monday	By Tuesday	Before the Meeting
	Table Topics Speakers	Re-confirm attendance / agenda
		Re-assign missing roles
		Provide Table Topics Evaluator with names and topics

3.20 Table Topics Speaker

Introduced by: Table Topics Master

Time: 2 minutes

Followed by: Table Topics Master

Objective:

Taking on this role improves confidence and impromptu public speaking skills. Toastmasters International allows no time for preparation; however, normal procedure within Foothills Toastmasters allows 2 minutes of preparation time in which you can quickly prepare an opening, a body of about 3 points, and a closing.

Duties:

To deliver a 2-minute speech on the topic presented to you by the Table Topics Master and to speak from the point of view requested. Close and call upon "Mr. Table Topics Master" or "Madame Table Topics Master". Shake hands as you leave. Do not thank us.

Preparation:

Bring a pen so that you can make notes once you open or know what your topic would be.

Before your speech, stand to the side at the front so that you are right there when called by the Table Topics Master.



3.21 Timer

Introduced by: Table Topics Master, Table Topics Evaluator, Toastmaster and General Evaluator

Time: under 1 minute per report

Followed by: relevant session coordinator

Log: Timer Log – Appendix 2

Objective:

Demonstrate the use of a simple mechanical device. Succinctly summarize and present a report on the results of your activities. Taking on this role improves time management skills.

Duties:

One of the skills Toastmasters practice is expressing a thought within a specific time. As Timer you are responsible for monitoring time for each meeting segment and each speaker.

Use the Timer Log found in Appendix 2 to assist you with your role.

Preparation:

Print a copy of the Timer Log found in Appendix 2. If a log is not available, be prepared to take notes. Test the stop watch and the timing lights.

3.22 Toastmaster

Introduced by: Chairman

Time: 2 minute introduction; 2 minutes each for bridging.

Followed by: General Evaluator

Checklist: Toastmaster Checklist – Appendix 1

Objective:

Practice the duties of a Master of Ceremonies, controlling the flow of activities, assigning various duties and introducing the participants. The normal procedure is described; however alternate formats may be used. More comprehensive introductions and smoother transitions between speakers are demanded. Mastery of this function is the last step towards the role of Chairman.

Duties:

Use the Toastmaster Checklist found in Appendix 1 to assist you with your role.

Preparation:

Confirm attendance per Table F below.

Print a copy of the Toastmaster Checklist found in Appendix 1.

Contact each speaker ahead of time to obtain information for a formal introduction.

Get the titles, times, and manual specifications for each speech. Manual speeches should fall within the prescribed time range for each speech, and this should be emphasized with each speaker.

Find out if there are special requirements (projector, moved furniture, etc.) and arrange these with the Sergeant-at-Arms before the meeting.



Send the General Evaluator the names of the confirmed speakers and their speech titles and requested times.

Give the Timer the names, speech titles, and requested times.

Table F Contact to be made by Toastmaster

Previous Week	By Tuesday	Before the Meeting
Prepared Speakers	Provide GE with number of speakers.	Re-confirm attendance
		Confirm Prepared Speakers with GE
		Supply Timer with times



Appendices



Appendix 1 Checklists

- **Chairman**
- **General Evaluator**
- **Table Topics Evaluator**
- **Table Topics Master**
- **Toastmaster**



Appendix 2 Other logs and Guidelines

- **Ah-Counter Log**
- **Guest Host Log**
- **Timer Log**
- **Peer Evaluation**
- **Effective Evaluations Guideline**
- **Speech and Evaluation Contests**



Appendix 3 Cashier's Sheet



Appendix 4 Executive Role Descriptions

- **President**
- **Past President**
- **VP Education**
- **VP Membership**
- **VP Public Relations**
- **Sergeant-at-Arms**
- **Treasurer**
- **Secretary**



4. EXECUTIVE ROLES

4.1 President

Your role as president as stated in the Club Constitution and Standard Bylaws of Toastmasters International is: "The club president is the chief executive officer of this club and is responsible for fulfilling the mission of the club. The president presides at meetings of this club and the club executive committee; appoints all committees; and has general supervision of the operation of this club. "

4.1.1 Create a Supportive Club Environment

As President, you are responsible for providing the supportive club environment members need to fulfill their self-development goals, making sure that members benefit from the Toastmasters educational program, and helping the club recruit new members and retain current ones.

You will provide leadership and guidance to executive committee and club members.

Inform members about workshops, contests and other events in the District.

As President you will provide the new member with New Membership Kit at their Induction Ceremony.

4.1.2 Oversee Executive Committee

Oversee the executive committee.

Schedule and chair club executive committee meetings.

Ensure that the executive committee has completed its duties.

Create a club budget. Appoint and chair the club's audit committee near the end of the term.

Complete a Club Success Plan.

Strategize for success in the Distinguished Club Program.

Create and oversee other club committees as necessary.

Plan and follow-up on goals set by club.

In coordination with other club officers, the President is responsible for submission of the club's semi-annual membership report to World Headquarters. The President is the principal communicator to Toastmasters International.

Encourage all officers to go to training and give information when and where the training sessions are held.

Appoint the nominating committee to nominate new club officers before the beginning of the term.

4.1.3 Duties at the Area and District Level

Attend the autumn and/or spring conference to vote on District issues. Arranges a proxy if unable to attend.

Attend the Annual Business Meeting at the International Convention to vote on behalf of the club or assign your club's proxy to a member who is attending the International Convention.

Receive official correspondence from World Headquarters, such as The Leader Letter and a copy of the Club Leadership Handbook (Item 1310) for each incumbent club officer.

4.2 Immediate Past President

The Immediate Past President (IPP) provides guidance and serves as a resource to club officers and members. The IPP chairs the Nominating Committee, assists in the preparation of the Club Success Plan and promotes the club's efforts to become a Distinguished Club. The IPP attends all Club Officer's Meeting and has an active voice in all decisions made.



4.3 VP Education

Your role as vice president education as stated in the Club Constitution and Standard Bylaws of Toastmasters International is: "The vice president education is the second ranking club officer and is responsible for planning, organizing and directing a club program which meets the educational needs of the individual members. The vice president education chairs the education committee."

As vice president education, you are responsible for providing and maintaining the positive environment and the programs through which members can learn and grow. If you do your job well, your club will have satisfied members and will continue to grow. Serving as vice president education enhances your ability to motivate others, build organizational and leadership skills and strengthen your ability to set and achieve goals.

4.3.1 Coordinating Club Schedule

Create monthly meeting schedules. Arrange meetings to help members complete education awards in a timely manner.

Only Members in Good Standing are allowed to participate in speaking roles and other roles.

Stay current on all new developments (i.e. announcements on the TM website).

Schedule education sessions selected from The Better Speaker Series (Item 269), The Successful Club Series (Item 289), and The Leadership Excellence Series (Item 310), to be delivered by you or other experienced Toastmasters in the club.

Ensure a club member conducts The Successful Club Series (Item 289) programs Evaluate to Motivate (Item 292), Moments of Truth (Item 290), Mentoring (Item 296), and Finding New Members for Your Club (Item 291) at least once per year.

4.3.2 Assist with Education Awards

Ensure eligible members fill out award applications and submit these to Toastmasters International.

Keep track of members' development progress.

Remind members with meeting roles to select an evaluator for their project in Competent Leadership (Item 265).

Sign your initials on project completion records for speaking and leadership roles fulfilled at the meeting.

Recognize members when they earn awards.

4.3.3 Plan Speech Contest

Find out when the district is scheduled to host speech contests and schedule the club's contests accordingly.

4.3.4 Manage New Members and the Mentor Program

Orient new members to Club procedures and the Toastmasters educational programme.

Assign new member a mentor and keep track of who is mentoring whom. Ensure mentors receive appropriate credits for his or her role by signing the appropriate project in their PL manual.

The VPE is responsible for planning successful club meetings which provide each member the opportunity to achieve his or her educational goals.

Arrange an induction ceremony for new members.

4.3.5 Executive Committee

Attend club executive committee meetings and preside when the president is absent.

Attend district council meetings and vote the club's proxy.



4.4 VP Membership

Your role as vice president membership as stated in the Club Constitution and Standard Bylaws of Toastmasters International is: "The vice president membership is the third ranking club officer and is responsible for planning, organizing and directing a program that ensures individual member retention and growth in club individual membership. The vice president membership chairs the membership committee "

As vice president membership, you are responsible for building membership and ensuring a strong membership base by satisfying the needs of all members. Your efforts contribute to the success of the club.

4.4.1 Guests

Ensure an ample supply of Guest Kits.

Ensure that the Guest Host is available and knows their role.

Answer enquiries from guests and from the website. A prepared response can be used and individualized for each enquiry.

Record the names and contact details of all guests and follow up with them after the meeting.

Invite guests to join the club.

4.4.2 Members

Help each new member to fill in the Membership Application form and give it to the Treasurer along with the correct fee.

VP Membership should advise the new member that Toastmasters International will send them a new member kit. The new member kit will contain a copy of the Competent Communicator booklet

Toastmasters International requires the club to keep all copies of new member applications. VP Membership should be the one to retain these records.

VP Membership advises VP Education with the new member's name and contact information so that the new member can be incorporated into the next monthly schedule. cc: the President to inform him or her that there is a new member.

Maintain attendance records and an accurate membership roster. Inform World Headquarters of any member's change in contact details.

Provide recognition of Toastmasters who contribute to the increase of club membership.

4.5 VP Public Relations

Your role as vice president public relations as stated in the Club Constitution and Standard Bylaws of Toastmasters International is: "The vice president public relations is the fourth ranking club officer and is responsible for developing and directing a publicity program that informs individual members and the general public about Toastmasters International. The Vice President Public Relations chairs the public relations committee."

As the Vice President Public Relations (VPPR) your responsibility is to generate positive awareness of the Toastmasters brand for the purpose of attracting and retaining members. It requires keeping the public (external audience) and members (internal audience) informed about club or district activities through effective communication channels and media relations. Good public relations will build membership and gain public recognition.



4.5.1 Club Website

Ensure the Club web page is up to date and accurate.

4.5.2 Public Relations

The VPPR develops implements and administers a programme that maintains a positive image of Toastmasters for all members, guests and the general public. This officer is responsible for internal and external public relations for the club, with the ultimate goal of attracting the maximum number of guests to meetings.

Place ads in local newspapers, professional groups, in Aug/Sept and January.

Prepares and distributes news releases regarding club activities and publicizing club events.

Work with VP Membership to develop club-specific material to be given to guests along with other more generic Toastmasters public relations material. (Guest Kits).

4.6 Sergeant-at-Arms

Your role as Sergeant-at-Arms as stated in the Club Constitution and Standard Bylaws of Toastmasters International is: "The Sergeant-at-Arms is responsible for club property management, meeting room preparation, and hospitality. The Sergeant-at-Arms `chairs the social and reception committee."

As the Sergeant-at-Arms you are responsible for maintaining club properties, arranging the meeting room and welcoming members and guests at each meeting.

4.6.1 Club Meetings

The Sergeant-at-Arms makes proper physical arrangements and sets out materials for all club meetings.

The Sergeant-at-Arms serves as master host in welcoming members and guests and ensures that guests receives material provided by the VP.M. and VPPR.

Ensure that the venue has brought out the required materials: two rolling white wooden boxes and one rolling box. Ensure that the Set-Up/Take-Down is done before and after the meeting.

Resolve any issues regarding noise, lighting, meals, and interface with the venue if required.

Assist in the rearrangement of any furniture or equipment such as computers, projectors, screens and props during the meeting.

4.6.2 Supplies

Ensure an ample supply of Evaluation Forms.

Coordinate and implement orders of supplies in support of club activities such as manuals, office supplies, etc.

4.7 Treasurer

Your role as treasurer as stated in the Club Constitution and Standard Bylaws of Toastmasters International is: "The treasurer is responsible for club financial policies, procedures, and controls. The club treasurer receives and disburses, with the approval of this club, all club funds; pays to Toastmasters International all financial obligations of this club as they come due; and keeps an accurate account of all transactions. The club treasurer shall make financial reports to this club and to the club executive committee quarterly and upon request, and shall transmit the accounts and all undistributed funds to the successor in office at the end of the club treasurer's term."



4.7.1 Club Accountant

As treasurer, you are responsible for keeping clear and accurate financial records of club business and for seeing that the club remains financially stable.

4.7.2 Club Meetings

Collect from a new member the appropriate amount (see 'New Member Fees' file below), deposit it in the Club's bank account and submit the appropriate portion to World Headquarters.

Issues receipts for amounts received.

Bring Cash Box to the meeting along with a copy of the Cashier Sheet for use by the Cashier. Ensure there is enough change. Ensure that everyone knows that being cashier requires that the sheet be filled out completely & reconciled before leaving the meeting.

Deposit meeting proceeds each week.

Be prepared to reimburse any members who may have incurred any club related expenses.

4.7.3 Executive Duties

Attend Training twice a year.

Treasurer logs in to Toastmasters International (<http://toastmasters.org>) and enters the new member's name and contact information (including ordering a new member Kit) and submits dues (prior to 30 September and 31 March).

Arrange with the Club's bank to be responsible for the Club's bank account (July).

The Treasurer is responsible for receiving and disbursing money.

Examines all bank statements and World Headquarters statements and verifies accuracy.

Notify members of semi-annual dues payable, collect dues, deposit them in the Club's bank account and submit USD 27.00 for each member to World Headquarters.

Receive all past year binders

Start two binders for current year

Receive cash box with float of \$65

Make sure VP of membership receives all guest info to send welcoming email.

Make sure VP Membership & VP Education get copies of new member applications.

Update cash sheets with new members listed alphabetically.

Pay Elks monthly.

Keep Synoptic and Inc/Exp Comparison updated weekly.

Reconcile bank statement each month.

File everything in binders for easy access.

4.8 Secretary

Your role as secretary as stated in the Club Constitution and Standard Bylaws of Toastmasters International is: "The club secretary is responsible for club records and correspondence. The club secretary has custody of the club's charter, constitution, and bylaws and all other records and documents of this club; keeps an accurate record of the meetings and activities of this club and of the club executive committee; maintains an accurate and complete roster of individual members of this club, including the address and status of each individual member; and transmits the same to the successor in office. The club secretary provides notices of meetings as required by this constitution,



and immediately notifies World Headquarters of Toastmasters International of any change in the roster of individual members.”

4.8.1 Club Records

As secretary, you are responsible for keeping clear and accurate records of club business, including membership records and correspondence with Toastmasters International’s World Headquarters and others.

The Secretary is custodian of the Club Constitution and By-Laws and all other official Club documents.

4.8.2 Executive Meetings

Records and provides minutes of Executive meetings as well as Club business at regular club meetings.

Provide minutes of when the Treasurer was elected if needed to change the bank mandate to the new Treasurer and President (or other officer).

Organise or help with other administrative tasks - for example, keeping a Club library or arranging the Christmas Dinner.