

# CHECKLISTS FOR ALL OFFICERS

## President

### Outside the Club Meeting

- > Confirm Club officers meet Club officer and Club meeting standards.
- > Oversee plan to ensure Club is a Distinguished Club or better.
- > Encourage communication and leadership development by promoting the CTM, ATM, CL and AL awards.
- > Ensure Club has an ongoing membership building program.
- > Schedule and chair Executive Committee meetings.
- > Maintain a relationship with the District and TI.
- > Attend and vote at District, Regional and International meetings or send proxies as required.
- > Oversee operation of Club in compliance with Club Constitution and Bylaws.
- > Search for leaders, ensure all Club offices are filled for the succeeding term and ensure timely elections are conducted.
- > Attend District-sponsored Officer training.
- > Prepare your successor for office.

### At the Club Meeting

- > Ensure meeting starts and ends on time.
- > Make sure guests are warmly and enthusiastically introduced.
- > Allow time to speak with guests.
- > Vote in new members.
- > Read and/or display the Club Mission at every meeting.
- > See that Distinguished Club Program progress is reported on regularly.
- > Recognize personal as well as Toastmasters member achievements.

## Vice President Education

### Outside the Club Meeting

- > Schedule meeting assignments at least 3 meetings in advance and confirm 5-7 days before the meeting.
- > Promote DCP program continuously.
- > Explain Toastmasters program to all new members.
- > Orient new members and assign them a mentor.
- > Attend Club Executive Committee meetings and preside if president is absent.
- > Attend and vote at District, Regional and International meetings or send proxies as required.
- > Attend District-sponsored Officer training.
- > Prepare a successor for office.

### At the Club Meeting

- > Assign new members meeting roles.
- > Monitor DCP performance; give quarterly progress reports.
- > Initial Record of Assignments for speakers.
- > Ensure eligible members fill out and mail their award applications to Toastmasters International.
- > Review Club performance quarterly with the President.
- > See that "Moments of Truth" and "Effective Evaluation" programs are presented during the year.
- > Preside at meetings when the President is absent.
- > Greet members and guests.

## Vice President Membership

### Outside the Club Meeting

- > Conduct ongoing membership building programs.
- > Goal: If Club has fewer than 20, aim for 20 by year-end, but at a minimum, attain at least 5 new members.
- > Promote Club and TI membership building programs.
- > Follow up on and keep track of guests and non-attending members.
- > Explain Toastmasters program to prospective members.
- > Vote in new members.
- > Give applications, dues and fees to Treasurer.
- > Attend Club Executive Committee and Area Council meetings.
- > Attend District-sponsored Officer training.
- > Prepare successor for office.

### At the Club Meeting

- > Greet guests and obtain contact information.
- > Report to Club on current membership and membership campaigns.
- > Work with President and VP Education to ensure new members are formally inducted.
- > Speak with all members to be sure their needs are being met.

## Vice President Public Relations

### Outside the Club Meeting

- > Promote the Club to local media.
- > Produce a Club newsletter and/or Website.
- > Promote membership programs.
- > Attend Club Executive committee meetings.
- > Attend District-sponsored Officer training.

### At the Club Meeting

- > Announce upcoming events.
- > Ask for contributions to newsletter/Website.
- > Greet members and guests.

## Sargeant at Arms

### Outside the Club Meeting

- > Schedule meeting location.
- > Maintain Club equipment and supplies.
- > Attend Club Executive meetings.
- > Attend District-sponsored Officer training.
- > Arrange for a replacement if unable to attend meetings.
- > Prepare your successor for office.

### At the Club Meeting

- > Arrange the room before the meeting begins.
- > Greet members and guests.
- > Ensure the meeting starts on time and with enthusiasm.
- > Collect ballots and tally votes for awards.

## Treasurer

### Outside the Club Meeting

- > Prepare a budget to be approved by the Executive Committee and membership within one month of taking office.
- > Provide the bank with a new signature card by the time you take office.
- > Prepare and send dues statements by Aug 15/February 15.
- > Collect and send dues to World Headquarters by Oct. 1/April 1.
- > Work with the VP Membership to contact members who have not paid dues.
- > Submit new member applications and dues to World Headquarters within 48 hours of receipt.
- > Keep accurate financial records, paying bills as due.
- > Present verbal and written financial reports quarterly Oct.15/Jan.15/April15/July15.
- > Submit Club accounts for audit.
- > Attend Club Executive Committee meetings.
- > Attend District-sponsored Officer training.
- > Arrange for a replacement if unable to attend meetings.
- > Prepare a successor for office.

### At the Club Meeting

- > Receive completed new member applications and dues.
- > Announce when dues are due and explain dues structure.
- > Greet members and guests.

## Secretary

### Outside the Club Meeting

- > Maintain and distribute an accurate membership roster, being sure it is current when dues are due.
- > Provide Club officer list to TM World Headquarters in a timely fashion.
- > Keep Club files, charter, Bylaws, and minutes.
- > Attend Club Executive Committee meetings.
- > Attend District-sponsored Officer training.
- > Arrange for a replacement if unable to attend meetings.
- > Prepare your successor for office.

### At the Club Meeting

- > Maintain meeting minutes.
- > Greet members and guests.

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