

PRESIDENT

Club Vision for the Term



Plans and chairs Ex-Com meetings; chairs meeting decisions; updates By-laws



Support (not hand-hold) Ex-Com



Meet District Officers and introduce them to the club members



Recognize member & club achievements



Educate members regarding Distinguished Club Program



Inform members regarding Area / Division / District events; Encourage them to participate



Appoint a neutral Audit Committee for auditing club finances



Attend Area and District Council meetings



Prepares Club Success Plan along with VPE.



Welcome / receive feedback from guests



Step in as Base Camp Manager when VPE / Secretary is unavailable



Encourage members to visit / take up roles in other club meetings



Network with other clubs / club officers



Groom leaders - appoint associates & prepare successors



Organize Speechcrafts & Youth leadership Programs with VPM



VICE PRESIDENT EDUCATION

Meeting Agenda (including backups)	◀	▶	Primary Base Camp Manager
Club Success Plan; Track DCP status regularly	◀	▶	Encourage members to set goals; provide opportunities to achieve them
Assign Mentors to new / existing members	◀	▶	Special meetings which includes theme based, Milestone meetings & Joint meetings
Plan and Organize contests	◀	▶	Work with VP-Public Relations to promote meetings
Ensure meeting variety	◀	▶	Encourage members to visit / take up roles in other clubs / events
Attend Ex-Com meetings	◀	▶	Attend Area and District Council meetings
Shadow President	◀	▶	Groom leaders - appoint associates & prepare successors

VICE PRESIDENT MEMBERSHIP

- Encourage members to bring guests; Assist Guests
- Plan & promote membership building campaigns (Open house & Speechcrafts)
- Track and promote adding members during TI membership windows (Smedleys, Talk Up & Beat the Clock awards)
- Ensure On-time renewals
- Coordinate with Treasurer to collect club dues; Obtain invoice (write to membership@toastmasters.org)
- Work with VP-Education to assign mentors
- Attend Ex-Com meetings
- Handover Guest Packets; Follow Up with Guests and Irregular Members
- Conduct member induction & orientation for new members
- Track awards & initiatives from the Club Growth Director's office
- Conduct Member interest survey for New members & existing members; Plan for high membership retention
- Attend Area Council meetings
- Recognize members' special moments both within & outside of Toastmasters
- Groom leaders - appoint associates & prepare successors

VICE PRESIDENT PUBLIC RELATIONS

Maintain and manage all club's social media forums -FB, IG, Twitter, YouTube, LinkedIn & Event hosts/Google Maps

Publicize club activities on all permitted forums

Recognize members' special moments both within & outside of Toastmasters

Share TI magazine / newsletter / Guest Packets with guests (work with the VP-Membership)

Prepare & publish club newsletter

Track & participate in PR Awards of District

Groom leaders - appoint associates & prepare successors



Maintain Club website

Adhere to TI branding guidelines in all promotional materials

Inform & encourage members to participate in events conducted by other clubs/Area/Division/District/TI

Promote D121 website and ensure Club members are a part of Area/Division/District social media handles

Work with VP Membership to plan and promote membership building campaigns (Open house & Speechcrafts)

Attend Ex-Com meetings

SECRETARY

- Maintain all club documents
- Prepare Minutes of Meeting (MoM) and share with members; include club mission statement
- Step in as Base Camp Manager when VPE is unavailable
- Track member progress in educational path & payment of dues to TI
- Assign proxy for International business meetings in July
- Track club status w.r.t various District awards; follow up with respective officers
- Groom leaders - appoint associates & prepare successors
- Help President with ExCom Meeting; Prepare minutes of ExCom meeting (MoM)
- Track attendance through Attendance sheet; Update VP Education & VP Membership
- Inform President about new members & members' educational achievements
- Work with VP-Education & ensure assignment of mentors to all members
- Submit officers list by Dec 31 / Jun 30
- Attend Ex-Com meetings

TREASURER

- Plan budget and Maintain accounts with proper documentation of expenses and incomes
- Coordinate with VP Membership to collect club dues in advance; Obtain invoice (write to membership@toastmasters.org)
- Coordinate with VP Membership for adding members during TI membership windows(Smedleys, Talk Up & Beat the Clock awards)
- Pay Vendors and manage reimbursements
- Explore possibilities to conduct Speechcrafts for generating revenues
- Groom leaders - appoint associates & prepare successors
- Prepare and present Treasurer report to club members periodically
- Submit dues to TI timely for new members & by Sept 30 / Mar 31 renewal cycles
- Have separate bank account operated by current club managing committee for collection and remittance of membership due
- Ensure members are in good standing before contests at all levels - club / area / division / district
- Support Audit Committee to audit club finances
- Attend Ex-Com meetings

SERGEANT-AT-ARMS

- Ensure safe keeping of all club properties (gavel, awards, ribbons, documents, equipment, lectern, etc.)
- Display meeting agenda (Printed, present, handouts)
- Distribute Timer cards / equipment; role player booklets / handouts to VP Education / respective role players
- Check working of presentations, audio clarity (PA system & mic), speakers, and other AV at least 15 mins before the meeting
- Set tone, ground rules & introduce the President / Presiding Officer for the meeting
- Act as a liaison between the club and the management of the meeting place
- Groom leaders - appoint associates & prepare successors
- Book venue / schedule & host online meetings
- Display Gavel, banners, charter certificate, trophies & ribbons
- Arrange ballots / run polls for best role players / speaker / evaluator as per club's practice; Obtain President's (or PO's) signature on certificates
- Manage guest register, stationery, promotional materials/handouts, TI magazines
- Sit near the door to welcome late arrivals and help them be seated. Prevent interruptions and perform any necessary errands.
- Track the status of supplies ordered by the Secretary
- Attend Ex-Com meetings

IMMEDIATE PAST PRESIDENT

Advisory role in Excom meetings ; no voting rights

Ensure Knowledge transfer session for the new incoming officers

"In my opinion" is the mantra



Chair the nomination committee & conduct election for the upcoming term

Advise President only on request