



## Club Officer Roles

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Each of the officers in a Toastmasters club has certain responsibilities to fulfill in supporting the club and its members. There are several officer positions within each Toastmasters club both to spread the workload fairly and to expand the leadership opportunities for club members.

Filling an officer role does not mean that you are required to do the job alone. Being an officer simply means that you are responsible for ensuring that the job gets done. As an officer, you are allowed - indeed, encouraged - to ask other members of the club to help you fulfill your duties.

Serving as a club officer for at least six months satisfies one of the requirements for Advanced Leader Bronze (ALB) recognition.

Some clubs elect new officers every six months (semiannually) while other clubs hold elections once a year (annually). This usually depends on whether the club meets every week or every two weeks. Semiannual terms are an option available only to clubs that meet weekly.

### Preparing to Be a Club Officer

One of the most important things to do in preparing for a club officer position is to attend one of the Club Officer Training sessions sponsored by the district. (In fact, attending these sessions is one of the goals for helping make your club a Distinguished Club.) Please make every effort to attend training so you can receive the support you need to better serve your club.

### Transferable Skills

Think that being a club officer is all work and no benefit? Think again! Check out the transferable skills you can develop by being a club officer. It's a win/win for all! A table showing the transferable skills for each office is available [here](#) with those for each office shown below with the office description.

### Club Executive Team

Collectively, a club's officers are referred to as the club's Executive Team. The club officer positions and their respective responsibilities are listed below:

- President
- Vice President Education
- Vice President Membership
- Vice President Public Relations
- Secretary
- Treasurer
- Sergeant at Arms
- Immediate Past President

### President

The President is the chief executive officer for the club. The primary responsibilities of this role involve the general supervision and operation of the club.

The President presides at club meetings and directs the club in meeting the members' needs for educational growth and leadership. In cooperation with the other officers, the President establishes long-term and short-term goals for the club.

In addition to his or her club role, the President is also a member of the Area Council. An Area Council is the management group for the area. The council helps each club in the area provide a positive and supportive learning environment in which every member has the opportunity to develop communication and leadership skills. Additionally, the Area Council helps keep clubs focused and on track to achieve goals.

*Transferable Skills: Team building/Leading, Strategic Planning/Guidance, Conflict Resolution, Negotiations/Project management, Meeting Facilitation, Time Management, Parliamentary Processes, Consulting, Coaching and Networking*

## Club Officer Roles (cont.)

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### **Vice President Education**

The Vice President Education (VPE) manages all educational programs within the club. The primary responsibilities of this role involve ensuring that all members continue their progress toward their own individual educational goals.

The VPE plans, organizes, and implements meeting schedules to include speeches, educational modules, and other events sufficient to meet both individual and club objectives. When members complete a speech or other major achievement, the VPE will sign or initial the appropriate documentation and contact Toastmasters International to ensure proper recognition. New members will receive orientation and be assigned a mentor by the VPE.

In addition to his or her club role, the Vice President Education is also a member of the Area Council.

*Transferable Skills: Scheduling, Conflict Resolution, Negotiations, Strategic Planning, Time Management, Recognition Incentives, Event/Meeting Planning, Personnel Development, Career Planning, Training and Networking*

### **Vice President Membership**

The Vice President Membership (VPM) manages the activities that sustain and increase the number of members in the club. The primary responsibilities of this role involve marketing and some administration.

The VPM plans, organizes, and implements a continuous marketing effort to ensure that club membership remains above club charter strength (20 members). This is accomplished both by retaining current members (working with the VPE) and by gaining new members (working with the VPPR). The VPM is responsible for the semi-annual membership reports to Toastmasters International and for keeping the membership roster and attendance records.

In addition to his or her club role, the Vice President Membership is also a member of the Area Council.

*Transferable Skills: Personnel Orientation, Personnel Development, Career Planning, Customer service, Public Relations, Reward/Incentive, Planning, Campaign Development, Marketing and Sales, Consulting, Seminar Development and Networking*

- VP Membership [Resource Page](#)

### **Vice President Public Relations**

The Vice President Public Relations (VPPR) manages the creation and maintenance of the club's image. The primary responsibilities of this role involve both internal and external communications.

The VPPR plans, organizes, and implements programs to maintain the positive image of the club and of Toastmasters for an audience consisting of all guests, members and the general public. Common activities in this role include press releases, publicity campaigns, website maintenance, media representation, and club newsletters.

*Transferable Skills: Media Relations, Campaign Development, Reward/Incentive, Planning, Consulting, Journalism, Publications, Advertising and Promotion, Photography, Graphic Design, Seminar Development and Networking*

### **Secretary**

The Secretary manages all record-keeping and correspondence. The primary responsibilities of this role involve handling administrative details between the club and Toastmasters International and keeping the club's documents available and up-to-date.

The Secretary maintains the club's records, including club by-laws and the club constitution. Additionally, the Secretary handles and maintains new member applications, updated membership records, supply orders, officer lists, and past club records. The Secretary also records and reads the minutes for club meetings and for meetings of the Executive Team.

*Transferable Skills: Report Writing, Policy Administration, Purchasing, Order Processing, Historian/Librarian, Research, Document Control and Event Coordination*

## Club Officer Roles (cont.)

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### **Treasurer**

The Treasurer manages the club's financial health. The primary responsibilities of this role involve handling the club's finances, including the collection of club dues and the payment of all bills.

The Treasurer receives and disburses funds to further the operation of the club and its officers. All club accounts are managed by this office. Twice annually, the Treasurer must notify members of dues collection and then collect club dues from each member.

*Transferable Skills: Budget Preparation, Revenue Tracking, Revenue Forecasting, Revenue Generation, Money Management, Policy Administration, Purchasing and Consulting*

- Treasurer [Resource Page](#)

### **Sergeant at Arms**

The Sergeant at Arms (SAA) manages the club's meeting facilities and decorum. The primary responsibilities of this role involve all those tasks expected of the host of the meeting.

The SAA arranges the room and setup for all meetings, sets out and cares for the club's materials and supplies, and greets members - and especially guests - as they come in the door.

*Transferable Skills: Report Writing, Inventory Management, Master of Ceremonies, Interpersonal/Communication Skills, Customer Service, Negotiations, Consulting and Event Planning*

### **Immediate Past President**

The Immediate Past President guides and supports the Executive Team. The primary responsibilities of this role involve serving as a resource for new officers and ensuring continuity with past terms.

The Immediate Past President chairs the Nominating Committee, assists in preparing the Club Success Plan, and promotes the club's efforts to be recognized under the Distinguished Club Program.

*Transferable Skills: Team Building, Strategic Guidance, Consultation, Training, Coaching, Career Planning, Parliamentary Processes and Policy Administration*

Credit goes to District 4 for their efforts to compile this information.