

Officer Duties

President

Your major responsibility is to *make sure all other jobs are being carried out properly* and nothing falls through the cracks.

1. Identify areas of weakness and assist other officers when needed.
2. Maintain communication by holding regular Executive Board meetings, monthly if possible. Create agenda identifying issues that need to be addressed.
3. Together with other Board members, create a Club Success Plan, aimed at achieving President's Distinguished Club. At each Board meeting, report on club's progress toward Distinguished Club award.
4. Every Thursday, send a reminder email to the person scheduled to be TM for the following week.
5. At the end of each meeting, announce schedule for next week and any other club business.

VP Education

Conceptually, your job is defined as *supporting members in achieving their personal TM goals*.

1. Your major responsibility is to prepare the schedule assigning roles for each weekly meeting. This is done on a monthly basis and posted on the website a week prior to the month in question. Usually prepared on an Excel spreadsheet.
2. Several days in advance of publication time, email members asking them to tell you of any scheduled absences for the coming month, any requests for speaking slots, any particular roles they want to fulfill or avoid for the next month.
3. Prepare the schedule with the information provided and send it to the Webmaster for posting on the website. Once the schedule is published, your job is complete. Anyone unable to fulfill their assigned role must find his/her own replacement.
4. When a member has completed the requirements for a TM Communication or Leadership award, such as Competent Communicator, Advanced Communicator, Competent Leader, or Advanced Leader, have the member fill out the appropriate application. You submit the application to Toastmasters International online or by fax.
5. Check the TMI website periodically to make sure the club has received proper credit for applications submitted. Report to the Executive Board each month the credits we have received under the Distinguished Club Program and which we still need to accomplish. You can find this by going to: <http://www.toastmasters.org/> and clicking on "Club DCP Reports". Enter "Club 6260".
6. Your other major responsibility is to organize and run the club Speech Contest. These are held once every six months, so you will only do one during your term

of office. You can expect assistance from other officers and experienced members.

Public Relations VP

Your primary duty is to think of and implement creative and effective ways to *attract guests to our meetings*. This usually includes the following:

1. Make sure those parts of the website aimed at prospects are up to date and effective.
2. Submit meeting information to print media and any others who might run our meeting announcements. Follow up to see that info is published and is accurate.
3. Any other ways of attracting guests and creating positive PR for Toastmasters and our club in particular. Use your own creativity -- flyers, handouts, contests, open house -- anything to attract more guests to meetings.

VP Membership

Your primary concern is to do everything possible to *convert all guests to paying members and assist them in this process*.

1. More than any other officer, you are asked to attend every meeting if possible. Arrive early, look for guests and make them feel welcome. Fill out a guest name tag for them and have them fill out a guest card. If unable to attend a meeting, ask another officer or member in advance to fill in for you.
2. At the end of the meeting, seek out guests and thank them for attending. Tell them they may attend as often as they like before joining, but we would like to have them as a member of our club. Specifically invite them to join. If they are undecided, offer them a membership application to take home.
3. Follow up with guests after they have attended. On Thursday or Friday after the meeting, send an email thanking them for attending and inviting them to next week's meeting. On the following Tuesday, phone with a reminder that they are invited to next Wednesday's meeting.
4. When a guest is ready to join, assist them in filling out the membership application and writing a check payable to Exchange Park Toastmasters. Give or mail the application and check to the Treasurer.
5. Give them a TM Communication & Leadership Manual. They keep this one and return to us the one they receive in the mail later from Toastmasters International.
6. Assign an appropriate mentor to the new member within a week or two after joining. You can ask them if they have a preference for a mentor. If none, you assign one. Send email to member and mentor outlining the duties of a mentor and encouraging the member to be proactive in calling their mentor or any other officer with any questions.

Secretary/Treasurer

The essence of your job is to *handle the club's finances and maintain proper records with Toastmasters International (TMI)*.

1. When elected, go to the bank, submit signature card, and give them your mailing address. Balance checkbook, submit orders and payment to TMI for needed supplies, issue checks for reimbursement of expenses.
2. When new member joins, immediately make copy of application and send application and proper portion of dues to TMI.
 - o Retain a copy of the application for your files.
 - o Send new member name and contact info to Webmaster.
3. In March or September (depending on your term of office), solicit renewal dues from all members. Submit them to TMI along with proper forms **prior to the deadline**.
4. When new officers are elected, submit their information to TMI -- **prior to the deadline**.

Sergeant at Arms

The essence of your job is to *make sure the room is properly set up for every meeting*.

1. Bring the briefcase, lectern, banner and other needed equipment to every meeting. This is your most essential responsibility due to the fact that we are not allowed to store anything at the library. If you are unable to attend a given meeting, you must arrange for someone else to bring the equipment.
2. Arrive early and set up table with lectern, arrange chairs, and hang the club banner. Place gavel and Table Topics ribbon under the lectern. Help Grammarian tape Word of the Day to the lectern. Place the stop watch and Timer cards on a seat at the center aisle in the back row. Put blank papers for Table Topics ballots on each chair.
3. If special equipment is needed by a speaker, arrange with them to set it up in advance and remove it after their speech so that their speech proceeds smoothly and their equipment does not interfere with speeches that follow.

Webmaster

Although this officer position is not yet officially recognized by Toastmasters International, it may well be in the near future, as websites become increasingly important. We define it as *maintaining accurate, current, and effective information for attracting guests and serving members*.

1. Promptly post new monthly schedules submitted to you by VP Education.
2. When new member joins, do the following. (Treasurer will give you the needed information.)

- Add new member to the Google email group. (You will be instructed on how to do this.)
 - Send welcome email to new member with copy to entire membership. Include new member's name, email, and phone numbers. To send email to entire membership, send email to: ExParkTM@googlegroups.com
 - Add new member name and contact info to the Schedule page. Add a line for them on the Member Progress.
3. Maintain an accurate record of all speeches completed by which members for which award. Post to the Member Progress page at least monthly.
 4. Maintain up to date information on Club Progress toward Distinguished Club program.
 5. Promptly and accurately incorporate any other information provided by other officers for the website.
 6. Suggest to the Board any desired improvements to the website. Incorporate when approved.