

# Club Officer Roles

Toastmasters International (TMI) has defined seven club officer (committee) roles that earn the holder credit for the AL-B award requirement of being a committee member. The standard descriptions of these roles are described below, although in practice we often find that actual duties are shuffled to better suit the skills and interests of the committee members.

Although people will often stay on the committee for several years, it is strongly encouraged that people take on a different role each year to maximise their learning. Toastmasters is unusual in that committee roles are treated as learning opportunities. The best person for a role is usually the one who will learn the most rather than the one who will do the best job. This is why senior members will often mentor the committee from the sidelines rather than taking on a major role.

## **President**

The president's role is to lead the committee and the club. They also provide the main point of contact between the club and the rest of Toastmasters.

The most visible part of the job is running the general business session every week, and in doing so, setting the tone for the club. This needs enthusiasm and energy.

In addition, they need to work with the committee at the start of their term to complete the Distinguished Club Plan (DCP) for the year and then monitor it all year.

One of the main points of learning for a new club President is how to delegate to the committee, and with a good, enthusiastic committee, the President may have little actual work to do except chair the committee meetings. BUT they must set an example of positive, enthusiastic willingness to take on whatever needs doing. This means they need to be on top of everything that is happening – is the Chair organised for this week's meeting? Do we need to change the schedule to meet the DCP goals? Are the new members appearing on the contact list and schedule quickly? Etc, etc – and be able to step in wherever they are needed. It is amazing how quickly any loss of energy on the part of the President is reflected in a general loss of energy within the whole club.

## **Vice President Education**

The VP Education is responsible for two main areas:

- Maintaining the schedule and ensuring that it allows all members appropriate opportunities to develop their skills.
- Organising the competitions:
  - Ensuring suitably experienced members are running the club contests
  - Liaising with other clubs to obtain and provide judges.
  - Encouraging members to judge at other clubs.
  - Often judging at other clubs contests (this means the VPE is often unable to enter contests).

In addition the VP Education is the back-up for the President if they are unavailable, and along with the President, takes part in the Area Council.

This is probably the busiest role on the committee, but is a great role for someone wanting to really understand what is involved in running a club before moving on to being the President.

## **Vice President Membership**

The VP Membership is responsible for looking after the interests of the members once they join the club. This involves:

- Registering new members with Toastmasters International and paying their joining fee by credit card (claim back from the Treasurer).
- Keeping the membership list up to date.
- Running the mentoring programme for new members.
- Making sure new members are settling in (and that their mentor has contacted them).
- Making sure club program meets member needs (in conjunction with the VP Education).
- Membership retention, especially of members who are completing their CC award.

This is a very people focussed role, keeping in touch with the members, especially those that have missed a few meetings.

## **Vice President Public Relations**

The focus of this role is on promoting Toastmasters to the wider community. In addition, the VP PR is responsible for having a steady stream of visitors attending the club, and has a special interest in encouraging them to join. As such the VP PR will typically chair a membership drive sub-committee if one is needed.

## **Secretary**

The Secretary's main role is to take, write up, store and circulate the minutes of the committee meetings. The minutes should be sent out soon after the meeting to remind the committee members what they agreed to do.

## **Treasurer**

The main duties of the Treasurer are to ensure the subs are collected and paid to TMI on time and to handle the general financial transactions associated with the club. They also prepare a monthly financial statement for the committee.

This is a position that is usually filled by one of the many accountants in the club.

## **Sergeant-at-Arms (SAA)**

According to TMI the SAA is responsible for the club's equipment and for setting up the room and all the other logistics associated with the meeting. They are also responsible for ensuring guests are greeted and made to feel welcome.

## **Immediate Past President (IPP)**

The role of the IPP is to mentor the committee and run the process of nominating a new committee towards the end of their term. An earlier president may take on this role if the IPP resigns from the club.

Often the hardest part of this role is to step back and let the new committee take over.

This is the one formal role that is not subject to a vote, and does not gain credit for the AL-B.

## **Other Possible Committee Roles**

Webmaster

Newsletter Editor