

Toastmasters Officers Duties - West Seattle Toastmasters Club 832

President	VP Education	VP Membership	VP Public Relations	Secretary	Treasurer	Sergeant at Arms	Past President
Serve as club's chief exec officer.	Plan club meetings, complete schedules & assignments.	Conduct ongoing membership building with Meetup and respond to email inquiries.	Promote the club through local media.	Maintain accurate membership roster & give to treasurer to submit with dues	Prepare a budget within one month of taking office	Schedule meeting location.	Chair the officer nominating committee
Ensure club standards are met.	Promote participation in educational program. Get commitment to obtain CC & other awards.	Greet guests before and after meetings.	Update and maintain club website, Facebook page and blog with club news.	Mail club officer list to World Headquarters within 10 days after elections	Provide the bank with a new signature card by Jul 1/Jan 1.	Maintain club equipment & supplies.	Help the club achieve Distinguished Club Program goals.
Search for leaders & ensure all club offices are filled.	Orient new members to the Toastmasters program.	Follow up on and keep track of guests and new members joining.	Update and maintain club YouTube channel.	Handle general club correspondence	Prepare and send dues statements by Aug 15/Feb 15	Set up and break down meeting room.	Provide guidance as necessary and serve as a resource.
Ensure timely elections.	Assign every new member a mentor.	Explain the educational program to prospective members.		Keep club files: charter, constitution & bylaws, minutes, resolutions & correspondence.	Collect and send dues to TI by Oct 1 and Apr 1.	Take care of any disturbances during meeting.	
Oversee plan to achieve Distinguished Club Program goals.	Preside when President is absent.	Provide guest packets for meetings.			Submit new member applications & dues to TI.		
Encourage C&L development through promoting CC, AC, CL & AL.	Vote at district & regional conferences and intl conventions.	Provide induction packets to President.			Pay bills as due & Keep records of all financial transactions.		
Ensure club has ongoing membership building program.		Collect fees and dues for Treasurer.			Present verbal and written financial reports quarterly.		
Vote at district & regional conferences and intl conventions.		Enter new members info into TI website and TurboBase.			Submit club accounts for annual audit.		
Oversee administrative operation of club.		Follow up on and keep track of members not attending.					
Maintain relationship w/district & TI.							
Schedule & chair monthly exec meeting.							
Select annual audit committee.							

All Officers except Past President:

Attend district sponsored officer training.
Attend club executive committee meetings. Arrange for replacement if unable to attend.
Prepare successor for office.

Updated: 4/18/2017