

President

Club Officer Training



Agenda



- ▶ President Role



- ▶ President Responsibilities



- ▶ President Resources

Session Objectives

- ▶ Identify your role
- ▶ Fulfill your responsibilities
- ▶ Find resources that help you



President Role



President Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee

The Club Meeting

- ▶ Before Club Meetings
- ▶ Upon Arrival at Club Meetings
- ▶ During Club Meetings



Before Club Meetings

- ▶ Ask VPE about special recognition or member inductions.
- ▶ Plan the business portion of the meeting.
- ▶ Review parliamentary procedure.



Upon Arrival at Club Meetings

- ▶ Review the meeting agenda.
- ▶ Greet guests and members.



During Club Meetings

- ▶ Call the meeting to order.
- ▶ Introduce guests.
- ▶ Explain the meeting's events.
- ▶ Conduct the business portion of the meeting.
- ▶ Provide information for next meeting.



During Club Meetings

- ▶ Make any announcements.
- ▶ Adjourn the meeting.



Outside the Club Meeting

- ▶ Attend and vote at council meetings.
- ▶ Attend and vote at the Annual Business Meeting.
- ▶ Appoint the audit committee.
- ▶ Appoint the nominating committee.



Outside the Club Meeting

- ▶ Receive official correspondence from World Headquarters.
- ▶ Schedule and chair executive committee meetings.
- ▶ Develop and improve club leadership.
- ▶ Oversee Club administration.



Outside the Club Meeting

- ▶ Advance club and member achievement.
- ▶ Interact effectively with other organization levels.



The Executive Committee

- ▶ Oversee the executive committee.
- ▶ Ensure the executive committee completes its duties



Executive Committee Duties

- ▶ Create a club budget.
- ▶ Complete a Club Success Plan.
- ▶ Strategize for success in the Distinguished Club Program.
- ▶ Create and oversee other club committees as necessary.

How to Fulfill the President Responsibilities



- ▶ How
- ▶ When
- ▶ Who
- ▶ What

President Responsibility Action Plan

- ▶ How will you fulfill this responsibility?
- ▶ When will each action be completed?
- ▶ Who is available to help you?
- ▶ What materials and resources can you use?

President Resources



Getting Started

- ▶ Attend district-sponsored club-officer training program.
- ▶ Read materials.
- ▶ Meet with outgoing executive committee.
- ▶ Meet with outgoing president.
- ▶ Meet with current executive committee.

Additional Resources

President Resources

Chairman (Item 200)

www.toastmasters.org/200

Club Constitution for Clubs of
Toastmasters International

www.toastmasters.org/policies

*Distinguished Club Program and
Club Success Plan* (Item 1111)

www.toastmasters.org/1111

Distinguished Club Program
Goals (Item 1111C)

www.toastmasters.org/1111C

Speechcraft information

www.toastmasters.org/speechcraft

This concludes the session.

Club Officer Training

