President

Club Officer Training

 Toastmasters International
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 and chair 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.
## President Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Website</th>
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<tbody>
<tr>
<td>Chairman (Item 200)</td>
<td><a href="http://www.toastmasters.org/200">www.toastmasters.org/200</a></td>
</tr>
<tr>
<td>Club Constitution for Clubs of Toastmasters International</td>
<td><a href="http://www.toastmasters.org/policies">www.toastmasters.org/policies</a></td>
</tr>
<tr>
<td>Distinguished Club Program and Club Success Plan (Item 1111)</td>
<td><a href="http://www.toastmasters.org/1111">www.toastmasters.org/1111</a></td>
</tr>
<tr>
<td>Distinguished Club Program Goals (Item 1111C)</td>
<td><a href="http://www.toastmasters.org/1111C">www.toastmasters.org/1111C</a></td>
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<tr>
<td>Speechcraft information</td>
<td><a href="http://www.toastmasters.org/speechcraft">www.toastmasters.org/speechcraft</a></td>
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This concludes the session.

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