

Section V 4

Toastmasters International
ORGANIZATION GUIDES

Last Updated: November 17, 1997

SENIOR VICE PRESIDENT

The Senior Vice President performs the duties outlined for Office in the Bylaws of Toastmasters International, and in addition:

- (A) The Senior Vice President shall, as Liaison Officer of the Board, be responsible for obtaining information from World Headquarters where this exceeds the mandatory provisions of Section 6334 of the California Nonprofit Public Benefit Corporation Law.
- (B) During an annual visit to World Headquarters, the Senior Vice President, as Finance Officer of the Board, will review the World Headquarters operations, including the Executive Director's expenses.

The Senior Vice President shall make such test checks as is considered necessary to determine appropriateness of expenditures and adherence to policy as defined in Policies and Procedures VI D 10 of this Manual, and shall report to the Executive Committee when possible at its November meeting and definitely not later than the following February meeting.

- (C) The Senior Vice President is the Secretarial Review Officer of the Board. In this capacity, the Senior Vice President assists in the review and approval of the Executive Committee and Board minutes before publication.
- (D) Additional duties assigned by the President.

Reference: Policies and Procedures VI D 10
Bylaws of Toastmasters International, Article VI, Section 5(a)