# Terms & Resources

* District Site: <fill in here>
* **Marketing Site** (powered by ToastmastersClubs/FreeToastHost): <your site here>
* **Member Site** (powered by Easy Speak): <your site here>
* Toastmasters International (TI): <your site here>

# All Officers

* Keep current with Toastmasters events, etc.
* Read relevant portions of Club Leadership Handbook (available online)
* Attend training (twice a year)
* Develop club success plan with other officers and commit to your relevant points
* Suggest improvements for the club
	+ Develop implementation plans and carry them out
* Greet and assist guests at meetings
* Bring member concerns to officer committee
* Maintain officer folder
	+ Keep at least three membership applications at all times
* Update other officers as needed
	+ Have report ready for officer meetings

# President

* Setup monthly officer meetings
* Coordinate with other officers to develop club goals
	+ VPE: Educational goals for each member
	+ VPM/PR: Membership building goals
	+ Treasurer: Budget
* Coordinate with each office to develop month-by-month plan to achieve Distinguished Club status
* Takes up or delegates absent roles/tasks

# VP Education

* Manager of member site
* Manage rosters: Set up meetings, close out meetings
* Collect roles at meetings, via e-mail, etc. and update Easy Speak
* Assign members educational goals for the year
	+ Work with VPM to survey
* New member orientation
* Manage users on member site
* Track goals (use Easy Speak)
* Track mentors (use Easy Speak)

# VP Membership

* Responsible for guests once they come to the club
* Collect guest contact information and put into marketing site
* Survey members
	+ Once a year for existing members
	+ Once for new members
* Do guest follow up (once they visit) within 36 hours of first visit
* Be the “ombudsman” for the members
* Send out meeting reminder mailings on Thursday before meetings to guest and ex-member lists
* Maintain user lists on marketing site
	+ Remove, promote, etc. users as needed
* Backup Meetup organizer
* Helps maintain guest packets (digital and physical)

# VP Public Relations

* Responsible for building awareness of club
* Manages marketing site
	+ Update floater message and home page to indicate next meetings
* Be point of contact for marketing site
	+ Respond to inquiries within 24 hours
* Responsible for Meetup group
	+ Contact new Meetup group members within 24 hours of joining
	+ Ensure meetings are listed and announced
	+ Encourage current members to confirm attendance
* Newspaper/Media point of contact
	+ Submit articles either written by self or committee
* Local Chamber of Commerce point of contact
	+ Submit articles either written by self or committee
* Backup VP Membership in collecting guest contacts at meetings

# Secretary/Treasurer

* Manages club funds & prepares budget
* Responsible for collecting dues starting two months from due date
* Take officer meeting minutes
* Collect applications and payments for new members
	+ Enter new members into TI
	+ Provide info to VPE so they can enter new members into Easy Speak
	+ Ask VPM to update guest list (if new member was on guest list)
	+ Archives applications

# Sergeant at Arms

* Responsible for maintaining club supplies
	+ Work with Treasurer to purchase supplies as needed
* Prepares room ahead of meeting time
	+ Includes posting directional signs
	+ Banner setup including ribbons
* Responsible for room tear down & clean up
* Keeps club supply bag organized
* If SAA cannot attend the meeting, arranges to hand off supplies to another officer