

YOUR CLUB EXECUTIVE COMMITTEE

Every club has elected officers who ensure the quality and long-term success of the club. These are the members who make your club meetings happen. Your club executive committee includes the president, vice president education, vice president membership, vice president public relations, secretary, treasurer, sergeant at arms and immediate past president.

Along your journey, you may need to communicate with one or more executive committee members to complete learning projects. For example, you may need to verify with the vice president education that you managed an event. Or, if you wish to promote your club as part of an assignment, you'll need approval and guidance from the vice president public relations.

Your club officers are there to help you. Use them as resources and guides. Read the following descriptions of each club executive committee member to help you determine who to reach out to when you have questions or need assistance. If you aren't sure who to speak with, your president or vice president education can help you.

President: This officer is the chief executive officer responsible for supervision and operation of the club. The president sets the tone for the club and provides helpful, supportive leadership for all activities.

Vice president education (VPE): This officer is responsible for planning successful club meetings and making sure each member has the opportunity to achieve their educational goals. The VPE is the second-highest ranking club officer.

Vice president membership (VPM): This officer manages the process of bringing guests to meetings and encouraging those guests to become members. The VPM maintains a constant flow of new people into the club.

Vice president public relations (VPPR): This officer promotes the club in the community and notifies the media about the club news and benefits. The VPPR updates web content and social media, and safeguards the Toastmasters brand identity.

Secretary: This officer maintains club records, manages files, handles club correspondence and takes the minutes at each club and executive committee meeting.

Treasurer: This officer is the club accountant. The treasurer manages the club bank account, writes checks when approved by the executive committee and deposits dues and other club revenues.

Sergeant at arms (SAA): This officer keeps track of physical inventory. The SAA arrives early to prepare the meeting place and stays after to stow all club equipment.

Immediate past president: This officer serves as a guide and resource to club officers and members.

You may still have questions. Your VPE or other club officers can familiarize you with the club. They can explain how the club operates, help you identify your learning opportunities and explain your responsibilities as a member. Tell the VPE about your goals and ask how your club can help you achieve them. Don't be afraid to ask for help.