

CLUB LEADERSHIP ROLES

As an officer, you'll have many opportunities to assist your club over the coming term. It takes teamwork to run a successful club, so be sure to ask other members for their help when needed.



PRESIDENT

As the person who sets the tone for the club, you are expected to provide helpful, supportive leadership for all of the club's activities and be the first to assume responsibility for the progress and welfare of the club.

You motivate, make peace and facilitate as required. Though you must occasionally step in and make a difficult decision, rarely do so without consulting club members and other club officers. Strive to show respect for all members, even when you do not agree with them, and provide leadership for all.

CLUB CONSTITUTION FOR CLUBS OF TOASTMASTERS INTERNATIONAL

Article VII: Duties of Officers, Section 1

The club president is the chief executive officer of this club and is responsible for fulfilling the mission of this club. The president presides at meetings of this club and the club executive committee, appoints all committees, and has general supervision of the operation of this club. The president shall be an ex officio member of all committees of this club except the club nominating committee and shall serve as one of this club's representatives on the area and district councils. The president shall transmit to this club for its approval or disapproval all ideas and plans proposed by the area and district councils which may affect this club or its individual members; and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.

PRESIDENT RESPONSIBILITIES

Preside over Meetings

The club president opens and presides over every club, business and executive committee meeting. This means the president takes charge of the proceedings and keeps the agenda moving forward. As president, you are expected to manage procedural matters in the conduct of the meeting and to apply parliamentary procedure as outlined in *Robert's Rules of Order Newly Revised*. (You may purchase this book from your local book seller or an online retailer such as [Amazon.com](https://www.amazon.com).) Your focus is on club quality and the members' experience.

Earn Distinguished Club Recognition

You work together with all of the club's leaders to achieve success in the Distinguished Club Program by encouraging education achievements, building and maintaining membership, attending club officer training and submitting membership dues payments, officer lists and other documents on time. You recognize member achievements by presenting certificates at club meetings, sending personal messages of congratulations and otherwise publicly praising the good work of club members.

Member Achievements to Recognize

- Best of the meeting (e.g., best speaker, best Table Topics, best evaluator)
- Education awards
- Successfully conducting an event (e.g., speech contest, membership drive, Speechcraft, Youth Leadership)
- Long-standing membership (e.g., five years, 10 years, 20 years)

Lead and Guide

The president serves as the club's representative at the district and international levels.

As president, it's your responsibility to provide leadership for the club whenever it's required. This includes creating a nurturing learning environment and enhancing club quality by conducting well-run, energetic, interesting meetings; actively seeking and connecting with club members and officers; listening patiently and offering assistance; and resolving conflicts as they arise.

If a problem arises within the club that could result in terminating or denying membership, see Protocol 3.0, Section 2 of *Policy and Protocol* for guidance and procedure.

Base Camp Manager

Base Camp managers help facilitate member progress in the Toastmasters Pathways learning experience by verifying education, approving requests, and tracking progress on Base Camp. The president, vice president education and secretary are the only club officers who have access to the Base Camp manager page; clubs must ensure that at least one of these officers is able to complete Base Camp manager tasks.

www.toastmasters.org/Education/Pathways/FAQ

SUMMARY OF RESPONSIBILITIES

Before Club Meetings

- Ask the vice president education if any members are to receive special recognition at the meeting.
- Ask the vice president membership if any new members are to be inducted at the meeting.
- Plan the business portion of the meeting.
- Review necessary parliamentary procedure.

Upon Arrival at Club Meetings

- Review the meeting agenda.
- Greet guests and members as they arrive to help them feel welcome.

During Club Meetings

- Call the meeting to order promptly at the scheduled time.
- Introduce guests.
- Briefly explain the meeting's events for the benefit of guests.

If anyone ever threatens to take legal action for an issue related to Toastmasters, the Toastmasters International Executive Team must be contacted immediately via boardcontact@toastmasters.org.

- Introduce the Toastmaster of the meeting.
- Conduct the business portion of meeting.
- Give the date, time and place of the next meeting.
- Make any announcements.
- Adjourn the meeting on time.

Outside Club Meetings

- Attend and vote at area and district council meetings.
- Attend the Annual Business Meeting at the International Convention to vote on behalf of the club or assign your club's proxy to a member who is attending the International Convention.
- Appoint the club's audit committee near the end of the term.
- Appoint the nominating committee to nominate new club officers before the beginning of the term.
- Schedule and chair club executive committee meetings.

COMMON SCENARIOS PRESIDENTS FACE

Following are examples of scenarios you may encounter in your role as club president and suggestions for how to resolve them. As you successfully respond to your own experiences in this role, be sure to share them with the Club Quality and Service Team at World Headquarters (clubquality@toastmasters.org).

Scenario: A member who is scheduled to fill a meeting role does not come to the meeting.

Possible solutions: Help the Toastmaster of the meeting fill the role by recruiting another member who doesn't already have an assigned role.
If necessary, fill the role yourself.

Scenario: A club officer is underperforming, frequently absent or otherwise unable to fulfill their duties, leaving you, the president, with more to do.

Possible solutions: Meet with the club officer immediately and ask what you can do to help. Engage, encourage and energize them to develop and use the skills required for the job.
Examine your own leadership approach. Ask yourself if you are contributing to the club officer's problems.

Scenario: A club member is belligerent, controlling or otherwise causing trouble at meetings.

Possible solutions: Contact the member immediately and listen to their point of view. (Often, this is enough to solve the problem.)
Give the club member a task that focuses their energies.
Explain the importance of orderly, positive club meetings to the entire group, so the member does not feel singled out.
If the club member needs to be removed, see the *Club Constitution for Clubs of Toastmasters International*, Article II: Membership, Section 7, and Protocol 3.0: Ethics and Conduct, 2.

Scenario: A closed corporate club needs more support from the company in recruiting members.

Possible solutions: Develop the club's relationship with the human resources or training departments in the company. Promote the club's track record in developing employees and aiding in their success.

Identify the key advocate or influencer. Prove the return on investment to the company.

President Resources

Chairman (Item 200)

www.toastmasters.org/200

Club Constitution for Clubs of Toastmasters International

www.toastmasters.org/govdocs

Distinguished Club Program and Club Success Plan (Item 1111)

www.toastmasters.org/1111

Personally Speaking

www.toastmasters.org/B63