

# Club Officer Nomination Interest Survey:



Member Name: \_\_\_\_\_

*Please indicate the following options with an "X". Please mark a minimum of 1 "X" for every club officer position. Please return this form to a current officer once it is completed.*

<b>For the term from: Jul 1<sup>st</sup> 2019 - Jun 30<sup>th</sup> 2020</b>	<b>I would like to serve as</b>	<b>I'm willing to serve as</b>	<b>I'm not willing to serve as</b>
Club President			
Vice President Education			
Vice President Membership			
Vice President Public Relations (PR)			
Secretary			
Treasurer			
Sergeant-at-arms			
<b>Non-Officer Positions:</b>			
Club Webmaster			
Mentor			

What officer roles have you already performed in this club and/or other clubs?

Are there any current club members you would suggest nominating for a particular officer role?

Are there any [District Executive Committee](#) positions (e.g. Area Director) that you may be interested in for next year or in future years?

All officers are elected for one year. Terms of office are from July 1<sup>st</sup> to June 30<sup>th</sup> for clubs with annual officer terms. Serving 12 months as a club officer is a requirement to become a Distinguished Toastmaster in Pathways and serving 6 months as a club officer is a requirement to get the Advanced Leader Bronze in the legacy Education program.

**President\*:** The President presides at meetings of the Club, has general supervision of the operations of the Club. Serves as one of the Club's representatives on Area and District Councils.

**Vice President Education\*:** Second ranking officer of Club. Plans and directs club programs which meet the educational needs of the Club members. Plans and publishes regular schedules of meeting assignments. Keeps track of member's progress towards goals. Serves as one of the Club's representatives on Area and District Councils.

**Vice President Membership:** Third ranking officer. Plans and directs programs to retain and increase club membership. Serves as one of the Club's representatives on Area and District Councils.

**Vice President Public Relations:** Fourth ranking officer. Develops and directs programs that inform individual members and the general public about Toastmasters International and about Club activities.

**Treasurer:** The Treasurer is responsible for Club financial policies, procedures and controls. Collects dues and pays dues to Toastmasters International, and maintains records. Makes financial reports to the Club at least quarterly. Receives and disburses, with approval of the Club, all Club funds.

**Secretary\*:** The Secretary is responsible for Club records and correspondence. Maintains the club roster. Has custody of the Club's charter, Constitution, Bylaws, and all other records and documents of the club. Keeps an accurate record of the meetings and activities of the Club.

**Sergeant at Arms:** Prepares meeting room for meeting. Maintains Club property, including banner, nametags, and supplies. Greets visitors. Chairs Social and Reception Committees.

**Immediate Past President:** The Immediate Past President supports the club officers. The primary responsibilities of this role involve serving as a resource for new officers and ensuring continuity with past terms.

**Additional Officer Duties:** Each of the officers in a Toastmasters club has duties to fulfill in support of the members of the club. Toastmasters clubs have multiple officers both to spread the load and to expand the leadership opportunities at the club level.

Filling an officer role does not mean that you do the job alone; it means you are responsible to see that the job gets done. You are empowered to delegate and recruit help from other club members to help you with your duties.

Each officer is expected to attend semi-annual training so you get the support you need to better serve your club and to meet the clubs minimum officer training requirements for the Distinguished Club Program.

There are some responsibilities that are expected of all club officers:

- Read the [Club Leadership Handbook](#)
- Attend District Officer Training (also called Toastmasters Leadership Institute or TLI) once in the summer and once in the winter
- Participate in Club Success Plan
- Attend club executive officer meetings
- Attend club meetings regularly

\*Officer is a Toastmasters Base Camp Manager