



TOASTMASTERS
INTERNATIONAL

WHERE LEADERS ARE MADE

President

Role Overview

“The club president is the chief executive officer of this club and is responsible for fulfilling the mission of the 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.”

Must support the Club Mission and encourage all members to do the same.

“We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.”

Main responsibilities:

- Preside over club and executive committee meetings
- Earn distinguished club recognition
- Lead and guide the club in fulfilling the club mission
- Base Camp Manager

Before the Club Meeting

- 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

At the Club Meetings

- Greet guests and members
- Open the meeting (depending on your club’s culture)
- Thank guests for attending and ask for their feedback (depending on your club’s culture)
- Conduct the business portion of meeting.
 - Anything from the Executive Committee Meetings that need to be ratified?
 - Upcoming Club, Area, Division or District announcements

Outside the Club Meeting

- Schedule and chair executive committee meetings
- Develop and improve club leadership
 - Ensure club officers know what their responsibilities are and how to fulfill them.
 - Search for leaders, ensure all club offices are filled for the succeeding term and conduct timely elections.
 - Prepare your successor for office.
 - Support your other committee members
- Support club and member growth
 - Oversee the plan to achieve Distinguished Club Program goals and ensure the club is Distinguished.
 - Ensure the club has an ongoing membership-building program.
 - Ensure the club has a budget and can meet its financial obligations
 - Encourage communication and leadership development by promoting education awards.
 - Facilitate member progress in the Toastmasters Pathways learning experience by verifying education, approving requests, and tracking progress on Base Camp.

- Represent the club
 - Attend Area Council Meetings
 - Attend and vote at District Council Meetings (DCM)
 - Attend and vote at the Toastmasters International Annual Business Meeting or appoint a proxy.
- Overseeing the administrative operation of the club in compliance with the Club Constitution and Bylaws.
 - Appoint the audit committee (if required)
 - Appoint the nominating committee prior to the elections for the next Club leadership term.

Resources

The following resources are available to assist you in your role:

- [Club Leadership Handbook](https://www.toastmasters.org/resources/club-leadership-handbook) (https://www.toastmasters.org/resources/club-leadership-handbook)
- [President Training Video](http://origin-qps.onstreammedia.com/origin/ToastmastersInternational/eLearning/COT/06072017/President_v2_06072017/story_html5.html) (http://origin-qps.onstreammedia.com/origin/ToastmastersInternational/eLearning/COT/06072017/President_v2_06072017/story_html5.html)
- Immediate Past President
- Club Officer Training
- Area Director and other District Leaders
- Current Executive Committee
- [Governing Documents](https://www.toastmasters.org/leadership-central/governing-documents) (https://www.toastmasters.org/leadership-central/governing-documents)
- [District 17 Website](https://toastmastersd17.org/resource/president-help/) (https://toastmastersd17.org/resource/president-help/)

Opportunities for Skill Development as a President

As a Club President you will have the opportunity to develop the following skills:

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|-----------------|------------------------|---------------------------|
| • Team Building | • Conflict Resolution | • Parliamentary Procedure |
| • Leadership | • Project Management | • Coaching |
| • Strategy | • Meeting Facilitation | • Networking |
| • Planning | • Time Management | |

The Next Step

Once you finish your term as the club's President, you will become the Immediate Past President with the responsibility of assisting and advising your successor when called upon.

In addition, you might like to consider the Area Director role where you can continue to grow your leadership and interpersonal skills.

Summary

- The president sets the tone for the entire club through preparation, conducting well-run meetings and providing leadership whenever required.
- Club presidents preside over all club meetings
- Club presidents chairs club executive meetings.
- Working closely with the executive committee, the president strategizes and communicates with team officers to achieve Distinguished Club status.
- The entire executive committee shares responsibilities to deliver a positive member experience, achieve goals, drive membership growth and look for future leaders.

Enjoy your term as President!