The President serves as the Club’s Chief executive officer, responsible for general supervision and operation of the Club.

- The President presides at Club meetings and directs the Club in a way which meets the educational growth and leadership needs of members.
- In cooperation with the Executive team, the President establishes long-term and short-term plans for Club growth.
The VP Education (VPE) is responsible for planning successful club meetings which provide each member the opportunity to achieve his or her educational goals. The VPE guides members in planning and accomplishing Communication and Leadership Track Programs and other educational programs.

Specific duties:
- Schedules speeches and other agenda assignments.
- Sign member's manuals, updates member progress charts and reports educational program completion to World Headquarters.
- Coordinates with each week's Toastmaster and provides the necessary information such as who has an assigned duty, provides email addresses for the people with upcoming duties, and gives the future Toastmaster a sample agenda to follow.
- Ensures that a new member receives orientation to the Toastmasters educational program and is assigned a mentor if desired.
- In the absence of the President, the VPE presides at club and executive committee meetings.
- Introduces new member to the procedures of the club.
**Toastmasters - VP Membership Role & Responsibilities**

The Vice President Membership plans, organizes and implements a continuous marketing effort which ensures the Club maintains or exceeds a charter membership level of 20.

- The Vice President Membership works with groups inside and outside of Toastmasters to promote Club membership and membership retention.
- In coordination with the Club Treasurer and Secretary, he or she is responsible for prompt submission to World Headquarters of the Club's Semiannual membership report (including membership list and dues payment).
- The Vice President Membership also provides for recognition of Toastmasters who contribute to the increase of membership in Toastmasters International and maintains an accurate membership roster and attendance records.
- He or she also serves as chairman of the Club Membership Committee and is the third-ranking officer in the Club.

**Other Activities**

- Builds Club membership
- Prepares the Semiannual Membership Report
- Preside meeting in the absence of President & VPE
- Sign Members Manuals
- Submit Education Completion to WHQ
- Other Activities

**Toastmasters - VP Public Relations Role & Responsibilities**

The Vice President Public Relations develops, implements and administers a program that maintains a positive image of Toastmasters for all members, guests and the general public.

- He or she is responsible for internal and external public relations for the Club, including but not limited to: preparing and distributing news releases regarding Club activities; publicizing Club events; working with Club officers to develop literature about the Club; representing the Club with the media.
- The Vice President Public Relations works with the Club website editor and Sergeant at Arms to maintain an effective program of internal Club communication.
- Serves as Chairman of the Public Relations Committee, and is the fourth-ranking Club officer.

**Public Relations**

- Plans a public relations program
- Produces a Club newsletter
- Publicize Club events
- Preside meeting in the absence of President, VPE or VPM
- Prepares publicity materials
The Secretary is responsible for all Club records and correspondence. He or she is the custodian of the Club Constitution and Bylaws and all other official Club documents.

- The Secretary submits updated membership and officer records to World Headquarters, prepares and mails orders for Toastmasters supplies, and in conjunction with the Vice President Membership, submits all applications for new, transfer and reinstated members to World Headquarters.
- He or she records and reads minutes of Club meetings and Executive Committee meetings.
- The Secretary also submits the names of newly elected officers to World Headquarters immediately after elections and is the fifth-ranking Club officer.

The Treasurer is responsible for the development and execution of financial policies, procedures, audits and controls.

- The Treasurer receives and disburses funds in payment of all obligations, and develops and recommends a budget to the Club Executive Committee.
- He or she also notifies members of dues payable and collects the dues.
- Along with the Vice President Membership and Club Secretary, the Treasurer ensures semiannual membership reports, dues and membership roster are mailed to World Headquarters and received there by October 10 and April 10.
Toastmasters – Sergeant At Arms Role & Responsibilities

The Sergeant at Arms serves as master host and makes the proper physical arrangements for all Club meetings:
- He or she coordinates with the Vice President Public Relations and Vice President Membership to ensure that each member and guest is welcomed at Club meetings.
- The Sergeant at Arms is responsible for the orderly conduct of the Club meeting, including: arranging meal service if necessary, arranging meeting room layout, setting out materials and equipment, controlling Club property between meetings.

Sergeant At Arms
- Arranges room and equipment for each meeting
- Greets all guests and members at each meeting
- Collects ballots and tallies votes for awards
- Attends and participates in Executive Committee meetings
- Maintains all Club equipment and materials

Toastmasters – Immediate Past President Role & Responsibilities

The Immediate Past President provides guidance and serves as a resource to club officers and members:
- The Immediate Past President chairs the Nominating Committee, assists in the preparation of the Club Success Plan and promotes the club's efforts to become a Distinguished Club.
- The Immediate Past President attends all Club Officer's Meeting and has an active voice in all decisions made.

Immediate Past President
- Chairs the Nominating Committee
- Helps with the Distinguished Club Program/Club Success Plan
- Provides guidance and serves as a resource to Club officers and members
- Promotes the Club's efforts to become a Distinguished Club