

Club Mission

To provide a mutually supportive and positive learning environment, in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

Club Officers

Club President – Chief executive officer of the club and is responsible for fulfilling the mission of the club; presides at meetings and club executive committee; appoints all committees and has general supervision of the club; serves as one of the club representatives on the Area & District Councils; transmits to the club for approval/disapproval all ideas and plans proposed by the Area & District Councils which may affect the club; and shall take no action binding upon the club without either specific prior authorization or subsequent ratification by this club.

Vice President Education – Second ranking; responsible for planning, organizing & directing a club program which meets the educational needs of the members; chairs the Education Committee; serves as one of the club representatives on the Area & District Councils; and shall take no action binding upon the club without either specific prior authorization or subsequent ratification by this club.

Vice President Membership – Third ranking; responsible for planning, organizing & directing a program that ensures membership retention and growth; chairs membership committee; and shall take no action binding upon the club without either specific prior authorization or subsequent ratification by this club.

Vice President Public Relations – fourth ranking; responsible for developing and directing publicity program that informs individual members and others outside the club about Toastmasters; chairs the public relations committee.

Club Secretary – responsible for club records and correspondence; has custody of the club's Charter, Constitution, Bylaws and all other records & documents of the club; keeps an accurate record of the meetings & activities; maintains an accurate & complete roster of members and transmits the same to the successor in office; provides notices of meetings and immediately notifies World Headquarters of Toastmasters Int'l of any change in the roster of members.

Club Treasurer – responsible for financial policies, procedures & controls; receives & disburses, with the approval of the club, all club funds; pays to International all obligations as they come due (including submitting member payments online); keeps an accurate account of all transactions; make financial reports to the club and executive committee quarterly and upon request; shall transmit the accounts and all undistributed funds to the successor in office at the end of their term.

Sergeant at Arms – Greets guests at each meeting; responsible for club property management, meeting room preparation & hospitality; chairs the Social & Reception Committee.

Club Functionaries

Toastmaster – Meeting emcee; responsible for facilitating the meeting and introducing speakers.

Thought of the Day - provides words of encouragement to start the meeting off or to finish the meeting off.

Joke Master - not all clubs use one, but those that do, this individual tells a funny, yet tasteful joke.

Table Topics Master - prepares questions in advance for members and guests (who don't have speaking roles) to answer as a method of enhancing extemporaneous speaking. The questions are unknown to the audience. The Table Topics Master may also call on anyone in the audience. Guests are only included if they choose to participate.

Evaluators - responsible for informing the speaker how well he/she appeared as a speaker. The evaluators provide information on the speaker's strengths, and share areas of improvement with specific examples of how to improve future speeches.

Timer - keeps the meeting on track; times all phases of the meeting.

Ah Counter - counts all "filler words" used by anyone who speaks during a meeting.

Grammarians - responsible for evaluating use of grammar during meeting; identifies correct and incorrect usage; defines a vocabulary word for members to use throughout the meeting and counts the number of times it is used in the meeting.

General Evaluator - evaluates how successful the club meeting ran; responsible for evaluating the evaluators and requesting results of reports (timer, ah counter, grammarians) during the meeting.

Club Members and Officers - greet all guests; ensure everyone feels welcome and has an agenda, answer questions.

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