



President Checklist

Before Club Meetings

- ▶ Ask VPE about special recognition or member inductions.
- ▶ Plan the business portion of the meeting.
- ▶ Review parliamentary procedure.

Upon Arrival at the Meeting

- ▶ Review the meeting agenda.
- ▶ Greet guests and members.

During Club Meetings

- ▶ Call the meeting to order.
- ▶ Introduce guests.
- ▶ Explain the meeting's events.
- ▶ Conduct the business portion of the meeting.
- ▶ Provide information for next meeting.
- ▶ Make any announcements.
- ▶ Adjourn the meeting.

Outside the Club Meetings

- ▶ Attend and vote at council meetings.
- ▶ Attend and vote at the Annual Business Meeting.
- ▶ Appoint and chair the audit committee.
- ▶ Appoint the nominating committee.
- ▶ Receive official correspondence from World Headquarters.
- ▶ Schedule and chair executive committee meetings.
- ▶ Develop and improve club leadership.
- ▶ Oversee Club administration.
- ▶ Advance club and member achievement.
- ▶ Interact effectively with other organization levels.

EXECUTIVE COMMITTEE Responsibilities

- ▶ Oversee the executive committee.
- ▶ Ensure the executive committee completes its duties.
 - ▶ Create a club budget.
 - ▶ Complete a Club Success Plan.
 - ▶ Strategize for success in the Distinguished Club Program.
 - ▶ Create and oversee other club committees as necessary.
- ▶ Work with executive committee on Club Success Plan.

RESOURCES

Chairman (Item 200)

www.toastmasters.org/200

*Club Constitution for Clubs
at Toastmasters International*

www.toastmasters.org/policies

*Distinguished Club Program and
Club Success Plan (Item 1111)*

www.toastmasters.org/1111

*Distinguished Club Program
Goals (Item 1111C)*

www.toastmasters.org/1111C

Speechcraft Information

www.toastmasters.org/speechcraft