



Sgt at Arms Checklist

Before Club Meetings

- ▶ Confirm room reservation.
- ▶ Ensure there are club supplies.

Upon Arrival at the Meeting

- ▶ Arrange meeting room early.
- ▶ Arrange tables and chairs.
- ▶ Set out meeting materials and promotional materials.
- ▶ Check room temperature.
- ▶ Ask guests to sign the Guest Book

During Club Meetings

- ▶ Welcome late arrivals.
- ▶ Coordinate food service, if any.
- ▶ Collect ballots and tally votes when necessary.

After Club Meetings

- ▶ Return room to original configuration.
- ▶ Pack up and store materials.
- ▶ Dispose of trash.

Outside the Club Meetings

- ▶ Schedule meeting location.
- ▶ Ensure adequate supplies are available.
- ▶ Attend executive committee meetings.
- ▶ Arrange your replacement or assistance.
- ▶ Prepare your successor for office.

EXECUTIVE COMMITTEE Responsibilities

- ▶ Update the executive committee on the club meeting space status.
- ▶ Work to coordinate meeting space.
- ▶ Chair social and reception committee.
- ▶ Replace items as needed.
- ▶ Work with executive committee on Club Success Plan.

RESOURCES

Distinguished Club Program and Club Success Plan (Item 1111)

www.toastmasters.org/1111

Ordering Club Supplies

www.toastmasters.org/successfulmeetings

Ballots and Brief Evaluations (Item 163)

www.toastmasters.org/163



Treasurer Checklist

Before Club Meetings

- ▶ Prepare a financial report.

Upon Arrival at the Meeting

- ▶ Greet guests.

During Club Meetings

- ▶ Collect membership dues.
- ▶ Report on club finances.

Outside the Club Meetings

- ▶ Prepare a budget.
- ▶ Provide bank with a bank signatory card.
- ▶ Collect and pay dues.
- ▶ Submit new member applications.
- ▶ Issue checks for club expenses.
- ▶ Keep financial records.
- ▶ Present financial reports.
- ▶ Submit club accounts for audit.
- ▶ Attend executive committee meetings.
- ▶ Reconcile deposits, expenditures and cash on hand.
- ▶ Ensure club meets government tax regulations.
- ▶ Receive financial correspondence.
- ▶ Prepare for audit committee.

EXECUTIVE COMMITTEE Responsibilities

- ▶ Prepare a budget.
- ▶ Present financial reports.
- ▶ Submit club accounts for audit.
- ▶ Work with executive committee on Club Success Plan.

RESOURCES

Distinguished Club Program and Club Success Plan (Item 1111)

www.toastmasters.org/1111

Success Communication Series and Success Leadership Series

www.toastmasters.org/successprograms

Submitting Club Dues

www.toastmasters.org/clubcentral

Use of Toastmasters Materials

www.toastmasters.org/memberlists



Secretary Checklist

Before Club Meetings

- ▶ Post the previous minutes.
- ▶ Prepare a list of actions for the president.
- ▶ Update the club's officer list.

Upon Arrival at the Meeting

- ▶ Circulate attendance sheet and guest book.
- ▶ Greet guests and members.

During Club Meetings

- ▶ Read previous minutes, note amendments, record current meeting minutes.

Outside the Club Meetings

- ▶ Maintain accurate roster.
- ▶ Submit club officer list.
- ▶ Handle correspondence.
- ▶ Keep club files.
- ▶ Attend club executive committee meetings.
- ▶ Vote at international business meetings.
- ▶ Arrange for your replacement or assistance.
- ▶ Prepare your successor for office.

EXECUTIVE COMMITTEE Responsibilities

- ▶ Read the previous meeting minutes.
- ▶ Note amendments.
- ▶ Record current meeting minutes.
- ▶ Work with executive committee on Club Success Plan.

RESOURCES

*Club Constitution for Clubs
at Toastmasters International*

www.toastmasters.org/policies

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

www.toastmasters.org/1111

Guest Book (Item 84)

www.toastmasters.org/84

Club Officer Lists

www.toastmasters.org/clubcentral

Use of Toastmaster Materials

www.toastmasters.org/memberlists



VP Public Relations Checklist

Before Club Meetings

- ▶ Verify that the club's themes, meeting times, and location are current for the following week
- ▶ Order Promotional materials for distribution by members.

Places to post and update club themes, meeting times & locations

Local newspaper's calendar section	Club & company newsletters
Club website	Club & company event calendars
Social media sites such as Facebook, Twitter, Linked In & Meetup	Company intranet sites

During Club Meetings

- ▶ Distribute promotional materials to members for distribution at their workplace, school, etc.
- ▶ Report the results of public relations efforts, bringing newspaper clippings, printouts, and so on to share with the club.
- ▶ Announce the commencement of public relations campaigns.
- ▶ Solicit volunteers who may receive credit toward their Competent Leader award for lending a hand.

Outside the Club Meetings

- ▶ Publicize (and protect) the Toastmaster Brand
- ▶ Promote the Club
- ▶ Maintain the Club Website
- ▶ Join a Toastmasters-moderated social networking website
- ▶ Produce and Distribute a Club Newsletter
- ▶ Promote membership programs
- ▶ Attend club executive committee meetings
- ▶ Attend other Toastmaster Events
- ▶ Arrange your replacement or assistant
- ▶ Prepare your successor for office

EXECUTIVE COMMITTEE Responsibilities

- ▶ Provide a public relations report.
- ▶ Propose new promotion ideas.
- ▶ Work with executive committee on Club Success Plan.

RESOURCES

Let the World Know (Item 1140)

M/PR Newsletter

Media Center

PR Corner

All About Toastmasters (Item 124)

*Distinguished Club Program &
Club Success Plan*

Brand Portal

Marketing Resources

www.toastmasters.org/1140

www.toastmasters.org/mprnewsletter
mediacenter.toastmasters.org

www.toastmasters.org/prcorner

www.toastmasters.org/124

www.toastmasters.org/1111

www.toastmasters.org/brandportal

www.toastmasters.org/marketingresources



VP Membership Checklist

Before Club Meetings

- ▶ Make a list of new members.
- ▶ Have a few Guest Packets (Item 387).
- ▶ Contact former guests and members who have not been attending meetings.

Upon Arrival at the Meeting

- ▶ Greet all guests and members.
- ▶ Provide all guests with Guest Packets (Item 387).
- ▶ Answer questions guests may have.

During Club Meetings

- ▶ Meet with guests to answer questions.
- ▶ Invite guests to join the club.
- ▶ Help guests complete the membership application.

Outside the Club Meetings

- ▶ Conduct membership-building programs.
- ▶ Promote membership goals.
- ▶ Promote membership-building contests.
- ▶ Follow up on and keep track of guests.
- ▶ Bring membership applications.
- ▶ Assist the vice president public relations.
- ▶ Ensure meeting information is correct.
- ▶ Attend club executive committee meetings.
- ▶ Attend and vote at area council meetings.
- ▶ Arrange for your replacement or assistance.
- ▶ Prepare your successor for office.

EXECUTIVE COMMITTEE Responsibilities

- ▶ Organize and conduct membership contests.
- ▶ Report on club membership.
- ▶ Work with executive committee on Club Success Plan.

RESOURCES

Success 101 (Item 1622)

www.toastmasters.org/1622

Membership Contest Information

www.toastmasters.org/membershipcontests

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



VP Education Checklist

Before Club Meetings

- ▶ Review scheduled roles.
- ▶ Offer support to the Toastmaster.
- ▶ Schedule education sessions.
- ▶ Ensure a member conducts presentations from The Successful Club Series (Item 289).
- ▶ Notify the club president of education awards.

Upon Arrival at the Meeting

- ▶ Verify assigned members have arrived and are prepared.
- ▶ Remind members to select an evaluator.
- ▶ Assist the Toastmaster.
- ▶ Greet guests.
- ▶ Inform Topicsmaster of any guests willing to participate.

During Club Meetings

- ▶ Initial project completion records.
- ▶ Ensure members fill out award applications.
- ▶ Recognize members for achievements.
- ▶ Preside over meeting when necessary.
- ▶ Answer education program or speech contest questions.

Outside the Club Meetings

- ▶ Plan club meetings.
- ▶ Promote participation in the education program.
- ▶ Orient new members.
- ▶ Encourage new members to participate.
- ▶ Arrange for your replacement or assistance.
- ▶ Prepare your successor for office.

EXECUTIVE COMMITTEE Responsibilities

- ▶ Prepare and present education program reports.
- ▶ Share information on upcoming speech contests.
- ▶ Work with executive committee on Club Success Plan.

RESOURCES

Speech Contest Information

www.toastmasters.org/speechcontests

Speech Contest Rulebook (Item 1171)

www.toastmasters.org/1171

Distinguished Club Program and Club Success Plan (Item 1111)

www.toastmasters.org/1111

Distinguished Club Program Goals (Item 1111C)

www.toastmasters.org/1111C

Wall Chart Set (Item 306)

www.toastmasters.org/306

Competent Leadership (Item 265)

www.toastmasters.org/265

Accredited Speaker Program

www.toastmasters.org/accreditedspeakerrules

RESOURCES (cont.)

Education Programs FAQ

www.toastmasters.org/edfaq

Member Achievement Record (Item 1328)

www.toastmasters.org/1328

Education Achievement, Gifts & Recognition

www.toastmasters.org/shop



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