



RICHARD'S TIPS FOR CLUB PRESIDENTS

1. The club member is the first and foremost concern. The club program must meet the needs of the members. Use a member survey to determine the desires of the members.
2. Lead by example. Lead club by providing a role model of excellence and inspiration. This includes how you dress and having a positive attitude.
3. Encourage professionalism. Establish goals and plan of action for achievements during your term. Plan for professional meetings. Encourage individual member growth. Plan for membership growth.
4. Delegate responsibilities. Motivate fellow officers to become a cohesive team. Use the executive meeting to determine responsibilities. Make sure that each of the officers understand what is expected of them, and that they will perform that task.
 - Educational vice president - Educational program of club.
 - VP Membership - Develops membership promotion.
 - VP Public Relations - In charge of club publicity and newsletter.
 - Secretary - Keeps minutes of the meetings and assists president in club correspondence.
 - Treasurer - In charge of club finances. Collects dues and pays bills.
 - Sergeant at Arms - In charge of facility procurement and meeting setup, host to guests and special events.
5. Preside over club meetings. Understand and use parliamentary procedure in your business sessions. Make sure that you have an agenda for each meeting.
6. Plan your term using the Distinguished Club Plan (DCP). Make sure that your club members and fellow officers understand the DCP and buy into using it in goal setting.
7. Attend Area Council meetings. Encourage members to attend Area, Division and District Events, such as Speech Contests, training seminars, conferences, etc.

Courtesy of Richard Snyder, DTM, PDG
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8. Complete administrative requirements on time. This requires planning to start activities soon enough: Club Officer Lists due December 30 and June 30; semi-annual reports due April 1 and October 1; monthly reports due to Area Governor at the Council meeting; proxies signed and submitted to District Governor by March 15. Use Club Status Report Form to list membership changes (new members, change of addresses).

9. Periodically evaluate the performance of your club:

- Officer performance
- Meetings begin and end on time. Every meeting has an agenda.
- Key functionaries are prepared for meetings. Adequate schedules are provided so that members can plan.
- Members are making manual speeches that are well prepared.
- New members receive special attention and support.
- Members are supportive of each other. Recognition of member achievements is given at the club meeting or at special meetings.
- Speakers are getting helpful and constructive evaluations.
- Members are forming firm friendships.
- Meetings are fun, but professional; programs are varied, and all attendees have an opportunity to participate. Members are enthusiastic.
- Educational features are presented at the meetings. Success leadership modules are conducted periodically, inside or outside the regular club meeting time.
- Members are attending activities outside the club.
- Members understand the requirements for CTM, ATM and DTM.
- Club Executive committee meets regularly, with members invited to attend.