

Presidents Role

GENERAL SUPERVISION & OPERATION OF CLUB

- Schedule & chair monthly Club executive meetings
- Attend bank with Treasurer, Secretary & outgoing President to sign bank card.
- Ensure Club officers complete duties
- Oversee administrative operation of the Club in compliance with the Club constitution and Bylaws and Mission of TM International & Club
- Oversee Distinguished Club Program plan
- Promote communication & leadership development (CTM, ATM, CL & AL awards)
- Attend District sponsored club officer training
- Attend Area Council Meetings
- Oversee membership building programs
 - Smedley Award (August/September)
 - Talk Up Toastmasters (February/March)
 - Beat the Clock (May/June)

OUTSIDE CLUB ACTIVITIES

- Attend Club officer training semi-annually
- Maintain relationship with the District and with Toastmasters International
- Attend & vote the Club's proxy at District council meetings or ensure a Club member attends & votes
- Attend Regional Conference & Convention & vote the Club's proxy or send proxy to District Governor
- Assist Area Governor & District Governor with Spring & Fall Contests as required.

AT THE CLUB MEETING

- Meetings start and end on time
- Guests greeted warmly & enthusiastically introduced
- Allow time before & after meeting to speak with guests
- Read and/or display the Club mission statement at every meeting
- Discuss the Club's plan and progress with members
- Recognize member achievements
- Report on which "Moments of Truth" the Club is achieving

SKILLS DEVELOPMENT/CAREER ASSESSMENT

- Team Building/Leading
- Strategic Planning/Guidance
- Conflict Resolution
- Negotiations
- Project Management
- Parliamentary Processes
- Consulting
- Coaching
- Networking