

CLUB OFFICER POSITIONS

IMMEDIATE PAST PRESIDENT

- Provides experienced Guidance to the Executive Team
- Chairs the Nominating Committee
- Assists in preparing the Club Success Plan
- Member of the Club Executive Committee

PRESIDENT

- Chief Executive Officer
- Presides at Executive meetings
- Provides vision and leadership
- Trains and supervises fellow officers
- Votes on behalf of the Club at Area, Division, District, Region and International

VICE PRESIDENT EDUCATION *

- Develops an Education Plan to ensure Members are able to achieve their Educational goals
- Schedules meeting assignments
- Signs Members/ manuals as speeches are completed
- Sets up and monitors the Mentor Program for new Members
- Organizes special educational events
- Organizes speech contests at the Club level
- Maintains Member Progress Charts & posts them at all club meetings
- Promotes TI events beyond the club level
- Votes on behalf of the Club at Area, Division, District, Region and International
- Member of Club Executive Committee; chairs that committee in the absence of the President

VICE PRESIDENT MEMBERSHIP *

- Plans, organizes and implements a Marketing Plan to ensure continuous intake of new Members
- Arranges for a Member to make a motion proposing that any new member's application for membership is voted upon
- Conducts formal induction ceremonies for new Members
- Liaises with other Club Officers to ensure the Club continues to meet the needs of existing Members, to ensure Member retention
- Signs up new Members and, with Secretary & Treasurer, ensures applications are sent promptly to T.I.
- Orders Club nametags for new Members
- Provides recognition for Members who sponsor new Members into the Club
- Maintains critical records: Membership List, Member Attendance
- Votes on behalf of the Club at Area & Division
- Member of the Club Executive Committee

VICE PRESIDENT PUBLIC RELATIONS *

- Develops, implements and manages a publicity plan for the Club
- Submits Press Releases to local papers on Club and individual accomplishments, and on special events
- Develops handouts for Guests and new Members to tell them about TI and about the Club
- Produces the Club Bulletin
- Member of the Club Executive Committee

SECRETARY *

- Responsible for all Club records (e.g. Constitution, By-Laws, Charter Certificate) and all correspondence
- Prepares and submits Club & Officer Information forms and other records to T.I.
- Submits membership applications to T.I.
- Records, reads and maintains minutes of all Club Business Meetings and Executive meetings
- Receives and reads out incoming correspondence
- Member of Club Executive Committee

TREASURER *

- Responsible for development and execution of financial policies, procedures, audits and controls
- Advises other Executive Committee members on budget preparation
- Provides regular reports to Club members on budget status
- Notifies Members of dues payable, collects and deposits dues, prepares cheques for dues payment to T.I.
- Maintains records of all financial transactions and ensures prompt payment of all bills
- Member of Club Executive Committee

SERGEANT AT ARMS *

- Custodian of all club equipment and supplies
- Sets up meeting room before meetings, and clears up afterward
- Sets up specific material and equipment needed by Speakers
- Greets Guests and has them sign in, prepares nametags for them, ensures each Guest is introduced to a Member
- Collects and tallies ballots
- Chairs the Club's Social & Reception Committee
- Member of Club Executive Committee

* These Club Officers have many diverse duties and are encouraged to form Committees of Members to assist them. Each of them would Chair their Committee, and work with them to determine who does what! This also provides the Club Officer with a leadership opportunity, and provides an opportunity for MANY members to become stakeholders, involved in the success of your Club. As a Committee Chair, or as a Committee Member responsible for a specific project, you have a perfect opportunity to do the "High Performance Leadership" Program. **ALL officers attend Area Council Meetings**, as scheduled from time to time by the Area Governor.