

HO #1

VICE PRESIDENT PUBLIC RELATIONS STANDARDS

Outside of the club meeting

1. Promote the club to the local media and in your company or community.
2. Produce a club newsletter and/or Web site.
3. Promote membership programs.
4. Attend club executive committee meetings.
5. Attend other Toastmasters events.
6. Attend district-sponsored club officer training.
7. Arrange for a replacement if unable to attend a club meeting.
8. Prepare your successor for office.

At the club meeting

1. Announce upcoming events and programs.
2. Ask for contributions to the newsletter or Web site.
3. Greet members and guests.