

President

As president, you are responsible for providing the supportive club environment members need to fulfill their self-development goals, for making sure that members benefit from the Toastmasters educational program, and that the club recruits new members and retains current ones..

The [Club Leadership Handbook](#) describes the following standards more fully and explains how to carry them out.

Outside the Club Meeting:

- Attend district-sponsored club officer training
- Ensure club officers meet officer and meeting standards
- Ensure the club meets basic standards
- Analyze and evaluate your club's strong and weak areas with the executive committee
- Oversee the plan to achieve DCP goals
- Encourage communication and leadership development by promoting CC, AC, CL, and AL awards
- Ensure the club has an ongoing membership building program
- Attend and vote your club's proxy at district council meetings or authorize a club member to do so
- Attend the Annual Business Meeting at International Convention and vote your club's proxy or send an authorized delegate or alternate
- Oversee administrative operation of the club in compliance with the Club Constitution and Bylaws
- Maintain relationships with the district and with Toastmasters International
- Schedule and chair monthly executive committee meetings
- Arrange for a replacement if unable to attend a club or executive committee meeting
- Search for leaders, ensure all club offices are filled for the succeeding term and conduct timely elections
- Prepare your successor for office

At the Club Meeting:

- Ensure the meeting starts and ends on time
- Make sure guests are warmly and enthusiastically welcomed and introduced
- Allow time before and after the meeting to speak with guests
- Discuss the Distinguished Club Program (DCP) and the club's progress and achievements in it
- Recognize member achievements in Toastmasters and in their personal lives
- Report on the "Moments of Truth" the club is achieving (Visit www.toastmasters.org/momentsoftruth)

Download the [Club Leadership Handbook](#) for details about serving as President.

Leadership and Guidance

The president serves as the club's representative at the district and international levels. As president, you must be available to provide leadership for the club whenever it's required. This includes creating a nurturing learning environment by conducting well-run, energetic, interesting meetings; actively seeking and connecting with club members and officers; listening patiently and offering assistance; and resolving conflicts as they arise.

PRESIDENT CHECKLIST

Before Club Meetings

- Ask the vice president education if any members are to receive special recognition at the meeting.
- Ask the vice president membership if any new members are to be inducted at the meeting.
- Plan the business portion of the meeting.
- Review the necessary parliamentary procedure for the meeting.

Upon Arrival at Club Meetings

- Review the meeting agenda.
- Greet guests and members as they arrive to make them feel welcome.

During Club Meetings

- Call the meeting to order promptly at the scheduled time.
- Introduce guests.
- Briefly explain the meeting's events for the benefit of guests.
- Introduce the Toastmaster of the meeting.
- Conduct the business meeting.
- Give the date, time, and place of the next meeting.
- Make any announcements.
- Adjourn the meeting on time.

Outside Club Meetings

- Attend and vote at area and district council meetings.
- Attend the Annual Business Meeting at the International Convention to vote on behalf of the club.
- Appoint and chair the club's audit committee near the end of the term.
- Appoint the nominating committee to nominate new club leaders before the beginning of the term.
- Receive official correspondence from World Headquarters, such as the quarterly Distinguished Club Program report, the Leader Letter, and the club leadership handbooks for all incumbent club leaders.
- Schedule and chair club executive committee meetings.