

Standards for Success

Every club officer has performance standards to meet. These standards aid officers in understanding their roles and help club members know what they should expect from officers. The rest of this manual provides information you need to meet your standards.

A club president must:

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)
- 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

Outside of the Club Meeting

- Attend district-sponsored club officer training
- Ensure club officers meet officer and meeting standards
- Ensure the club meets basic standards (see "Club Standards" below)
- 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

Club Standards

Toastmasters clubs have 10 standards to meet. It is your responsibility to encourage your club members to work together to meet them at all times:

- Meetings start and end on time, are fast-paced and flow smoothly, with no awkward transitions between segments. Participants are prepared.
- Club officers are trained in their roles and fulfill their responsibilities.
- Membership recruitment is ongoing so that there is a constant influx of new members to combat natural membership turnover, to bring fresh ideas to the club, and to provide a stronger leadership base.
- New members are formally inducted into the club and are oriented to club operations and the educational program.
- Every member is assigned a mentor to help him or her become familiar with the club and work on the new member's first few manual projects. Mentors also help experienced members to develop special skills.
- All members work toward earning Competent Communicator (CC), Competent Leader (CL), and other educational awards. Scheduled speakers give manual speeches.

