

# Officer Roles – Engineers Toastmasters 2010-2011

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## **Club President – Carol Ann Casey**

The President serves as the Chief Executive Officer and is responsible for general supervision and operation of the club. The President presides at club meetings and leads the executive committee in planning and accomplishing club responsibilities and goals. In coordination with other club officers, the President is responsible for submission of the club's semi-annual membership report to World Headquarters. The President is the principal communicator to Toastmasters International.

Specific duties:

1. Schedules and chairs executive committee meetings and prepares and distributes the agenda.
2. Plans and follows up on goals set by club. Ensures that officer changes and membership renewals are sent to World Headquarters in time.
3. Encourages all officers to go to training and give information when and where the training sessions are held.
4. Informs members about workshops, contests and other events in the District.
5. Goes to autumn and /or spring conference to vote on District issues. Arranges a proxy if unable to attend.
6. Recognises achievements of Toastmasters.

## **Vice President of Education – Mary McDaid**

The VPE is responsible for planning successful club meetings which provide each member the opportunity to achieve his or her educational goals.

Specific duties:

1. Schedules the meeting agendas.
2. Finds out and monitors each member's educational goals and schedules accordingly.
3. Signs member's manuals, updates member progress charts and reports educational program completion to World Headquarters.
4. Coordinates with each meeting's Toastmaster and provides the necessary information such as who has an assigned duty, provides email addresses for the people with upcoming duties, and gives a sample agenda to follow.
5. Ensures that a new member receives orientation to Club procedures and the Toastmasters educational programme and is assigned a Mentor if desired.
6. In the absence of the President, the VPE presides at Club and Committee meetings.
7. Goes to autumn and/or spring conference to vote on District issues. Arranges a proxy if unable to attend.

# Officer Roles – Engineers Toastmasters 2010-2011

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## **Vice President of Membership – Sheila Matthews**

The VPM plans, organises and implements a continuing marketing effort to maintain or increase the Club membership level. This involves enticing guests to join and encouraging existing members to stay.

Specific duties:

1. Maintains attendance records and updates the website after each meeting (or appoints a meeting recorder to so do).
2. Maintains an accurate membership roster “Current Member List.xls” and copies it to all committee members when updated.
3. Records the names and contact details of all guests, and follows them up after the meeting.
4. Asks guests to join.
5. Helps each new member to fill in the Membership Application form and gives it to the Treasurer.
6. Arranges for each new member to pay the correct joining fee. And issues a receipt.
7. Provides CC and CL Manuals for new members. Ensures CC manual is replaced when member receives New Member’s Kit.
8. Provides recognition of Toastmasters who contribute to the increase of club membership.
9. Informs World Headquarters of any member's change in contact details.
10. Ensures new member details are entered on Easy-speak [www.d71.org](http://www.d71.org).
11. Ensures new member details are entered on [www.toastmasters.org](http://www.toastmasters.org).

## **Vice President Public Relations – Aoife Long**

The VPPR develops, implements and administers a programme that maintains a positive image of Toastmasters for all members, guests and the general public. This officer is responsible for internal and external public relations for the club, with the ultimate goal of attracting a sufficient number of guests to meetings.

Specific duties:

1. Prepares and distributes news releases regarding club activities and publicising club events.
2. Works with club officers to develop club-specific material to be given to guests along with other more generic Toastmasters public relations material.
3. Ensures the Club web page on [www.d71.org](http://www.d71.org) site, [www.engineerstoastmasters.com](http://www.engineerstoastmasters.com) and any other website for the Club is up to date and accurate. Co-ordinates with webmaster.

# Officer Roles – Engineers Toastmasters 2010-2011

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## **Secretary – Chris O’Byrne**

The Secretary is responsible for Club records and correspondence, and is custodian of the Club Constitution and By-Laws and all other official Club documents.

Specific duties:

1. Records and provides minutes of Club Officer Meetings.
2. Minutes date of election of Treasurer and ensures banking details are updated and recorded to reflect new mandate.
3. Organises or helps with other administrative tasks - for example, keeping a Club library or arranging the Christmas Dinner and Summer Outing. (Ciaran Blair and Maura Bagnall tend to take responsibility for the Christmas Dinner.)
4. Ensures all competition forms, certificates and prizes are prepared in advance of each competition.
5. Ensures prizes and badges etc are purchased in advance of requirement.
6. Maintains a list of the year’s events with dates and ensure room is booked for toastmasters meetings. Book the 2011/2012 dates for Conference Room in June 2011.

## **Treasurer - Crevan Begley**

The Treasurer is responsible for receiving and disbursing money.

Specific duties:

1. Arranges with the Club's bank to be responsible for the Club's bank account.
2. Notifies members of semi-annual dues payable, collects dues, deposits them in the Club's bank account and submits USD 27.00 for each member to World Headquarters.
3. Collects new member subscriptions from VPM and deposits it in the Club's bank account and submits the appropriate portion to World Headquarters using the US website.
4. Makes all payments promptly.
5. Verifies accuracy of all bank statements and World Headquarters statements.
6. Prepares a financial statement and delivers it to the AGM in June.

## **Competent Leader Programme Manager – Aoife Long**

The CLPM is responsible for promoting and administrating the CL programme.

Specific Duties:

1. Encourage all members to join programme.
2. Ensure roles are recorded on D71 Website

## Officer Roles – Engineers Toastmasters 2010-2011

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3. Maintain awareness of the programme among members on a regular basis.

### **Webmaster – Aoife Long**

The Webmaster is responsible for maintaining the two club websites [www.d71.org](http://www.d71.org) and [www.engineerstoastmasters.com](http://www.engineerstoastmasters.com).

Specific duties:

1. Ensure notices are up to date and add web pages and downloads as required.
2. Introduce updated / additional pages or articles to keep the website looking fresh.

### **Sergeant at Arms – Graham Fagan**

The SAA arranges the room and sets out furniture and materials for all club meetings. The SAA serves as master host in welcoming members and guests and ensures that guests receive material provided by the VPM and VPPR.

Specific duties:

1. This officer is responsible for the orderly conduct of the club meeting, including: collection of ballots, tallying of votes and control of club property between meetings.
2. Arrives 30 minutes before Toastmaster meetings and set up the room.
3. Ensures slideshow presenter is charged and available for speakers and assists in setting up the presentation.
4. Makes up nametags for new members. Distributes nametags to guests.
5. Coordinates with Club Secretary and implements orders for supplies in support of club activities such as manuals, office supplies, etc.
6. Helps with counting ballots.
7. Brings up to date attendance sheet to each meeting and also a “detailed agenda” to each meeting as backup to VPE.
8. Gives list of guests to President before opening the meeting.
9. Informs meeting of Health and Safety issues.

### **Immediate Past President – Carmel Wynne**

The IPP provides guidance and serves as a resource to club officers and members. The IPP chairs the Nominating Committee, assists in the preparation of the Club Success Plan and promotes the club's efforts to become a Distinguished Club. The IPP attends all Club Officer's Meeting and has an active voice in all decisions made.

The IPP may attend training sessions for officers but is not counted as present for DCP points.