



**Before Club Meetings:**

- Review the scheduled roles for the meeting five to seven days in advance.
- Offer support to the Toastmaster of the meeting to confirm members' role assignments and plan for substitutions if necessary.
- Schedule education sessions selected from The Better Speaker Series, The Successful Club Series, and The Leadership Excellence Series, to be delivered by you or other experienced Toastmasters in the club.
- Ensure a club member conducts The Successful Club Series programs Evaluate to Motivate, Moments of Truth, Mentoring, and Finding New Members for Your Club at least once per year.
- Notify the club president if any members are scheduled to earn their education awards at the upcoming meeting.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Upon Arrival at Club Meetings:**

- Verify that the members assigned to meeting roles have arrived and are prepared to perform their duties.
- Remind members with meeting roles to select an evaluator for their project in Competent Leadership.
- Assist the Toastmaster in filling meeting roles for absent members.
- Greet guests by asking them if they are willing to participate in the meeting or if they'd prefer to observe.
- If guests agree to participate, inform the Topicsmaster that he or she can call on those guests as Table Topics speakers, and ask the club president to introduce the guests at the beginning of the meeting.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**During Club Meetings:**

- Sign your initials on project completion records for speaking and leadership roles fulfilled at the meeting.
- Ensure eligible members fill out award applications.
- Recognize members when they earn awards.
- Preside over the meeting when the club president is absent.
- Answer member questions about the Toastmasters education program or speech contests, and agree to research questions you don't know the answers to.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Outside the Club Meeting:**

- Plan club meetings.
- Promote participation in the education program.
- Orient new members.
- Explain materials and procedures.
- Arrange induction ceremonies.
- Encourage new members to participate
- Assign a mentor to every new member.
- Attend club executive committee meetings and presides when the president is absent.
- Attend district council meetings and vote the club's proxy.
- Vote at international business meetings.
- Arrange for your replacement or assistance.
- Prepare your successor for office.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Participate in the executive committee.**

- Prepare and present reports on:
  - The club's education program performance.
  - The club's mentor program.
  - Award achievement.
- Share information on any upcoming speech contests.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Additional Resources:**

- Club Leadership Handbook (Item 1310)
- Speech Contest Rulebook (Item 1171)
- Distinguished Club Program and Club Success Plan (Item 1111)
- Distinguished Club Program Goals (Item 1111C)
- Wall Chart Set (Item 306)
- Competent Leadership (Item 265)
- Accredited Speaker Program
- Education Program FAQs
- Member Achievement Record (Item 1328)
- Educational achievement, gifts, and recognition
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_