



CLUB OFFICER ROLE NOMINATION FORM – MENAI DISTRICT TOASTMASTERS – 2021 / 2022

Dear Fellow Member of Menai District Toastmasters,

In accordance with Toastmasters International rules, each year, **Club Officer Roles** are open for nominations and subsequent elections will be held in May and the successful nominee will hold that position for 12 months.

Menai District Toastmasters Club has experienced a great deal of success in a number of areas. Some of these have been through membership growth and members progressing through their selected Pathways manuals.

We are all aware that members participating at meetings play an important role in making the Club atmosphere both educational and enjoyable. However, another group of members have even more responsibility for the running, organizing and quality of meetings and the long-term success of the Club as a whole. This group is called the Club Executive Committee.

This is a great opportunity to gain leadership and interpersonal skills. There are many experienced members who can offer you support, and we will still be in the background in a supporting role, to offer guidance and provide any information.

Therefore, it is with a great deal of pleasure that I offer you the opportunity to nominate for a position on the Menai District Toastmasters Club Executive. To assist in your decision making process in nominating for a role as a club executive, I have listed the responsibilities associated with all the roles for your information.

Our Club Elections will take place at our Club meeting on **4th May 2021**.

The current Club Executive look forward to receiving your nomination for one of the positions in the affirmative by reply email and to also answering any questions you may have about any particular role.



CLUB OFFICER NOMINATION FORM

Date ___/___/_____

I, _____ / _____
(Full Name) (Signature)

nominate myself for the following Club Officer Role with the Menai District Toastmasters Club for 2021 - 2022.

Please tick the relevant role(s).

- Club President
- Vice President Education
- Vice President Membership
- Vice President Public Relations
- Secretary
- Treasurer
- Sergeant at Arms

Nomination seconded by Returning Nominations Officer (*)

(*) _____ / _____
(Full Name) (Signature)



MENAI TOASTMASTERS CLUB
Region 12 / District 70 / Area 23 / Club # 6320

PRESIDENT

1. Preside over Executive meetings.
2. Attend and vote at Area and District council meetings.
3. General supervision and operation of the Club.
4. Preside over Club meetings.
5. Establish long term and short term plans (goals) for Club growth with the Executive.
6. Vote at Regional and International business meetings.
7. Co-ordinate the Toastmaster of the Year award.

VICE PRESIDENT EDUCATION

1. Hold mail box key.
2. Organize trophies and update Presidents Board.
3. Organize a supply of C&L manuals for new members.
4. Plan dynamic meetings.
5. Promotes the Toastmasters educational program to Club members.
6. Ensure all members understand the importance of excellent evaluations, and know how to evaluate.
7. Arrange for Speechcraft and other Success/Leadership Programs to be conducted outside the club.
8. Arrange for the Club to conduct Youth Leadership Programs.
9. Encourage members to participate in other Toastmasters activities and programs.
10. Administer speech contests.
11. Attend and participate in Executive Committee meetings.
12. Preside in the absence of the President.
13. Attend and vote at Area and District council meetings.
14. Vote at Regional and International business meetings.

VICE PRESIDENT MEMBERSHIP

1. Maintain an accurate membership list.
2. Hand out and organize new member kits.
3. Hand out and organize visitor kits.
4. Build Club membership.
5. Promote the Toastmasters program to the new members and guests.
6. Attend and participate in Executive committee meetings.
7. Ensure that guests make an entry into the visitors' book at each meeting.
8. Conduct the induction ceremony for all new members.
9. Maintain high level of communication with the inquiries officer regarding any new guests.



VICE PRESIDENT PUBLIC RELATIONS

1. Plan a public relations program.
2. Prepare publicity materials.
3. Organize the production of a regular Newsletter.
4. Attend and participate in Executive committee meetings.
5. Arrange social events outside normal Club meetings.

SECRETARY

1. Hold mail box key and pick up mail.
2. Keep a running tally of all points for the Toastmaster of the Year award.
3. Keep substantive motion book.
4. Hold mail box key.
5. Record and read/circulate Club meeting minutes.
6. Circulate TIPS and other relevant material.
7. Keep the Club Constitution and Bylaws.
8. Maintain general Club correspondence.
9. Attend and participate in Executive committee meetings.

TREASURER

1. Order supplies.
2. Send off semi annuals fees and membership report.
3. Arrange signatories: Treasurer, President and one other (suggest past President).
4. Audit: - Outgoing Treasurer to get final balances signed off by another member of Club, which is to be completed between the end of June and the end of August.
5. Send new membership forms and fees to District membership officer.
6. Organise name badges.
7. Prepare an annual budget for the Club.
8. Incoming Treasurer to provide the bank with a new signature.
9. Notify each Club member of dues payable.
10. Collect payable dues and fees.
11. Pay all bills promptly.
12. Keep complete and accurate records of all financial transactions.
13. Present a verbal/written financial report at each meeting.
14. Prepare the semi annual membership report.



SERGEANT AT ARMS

1. Bring meeting to order and introduce the Club President.
2. Store Club banner and display banner at each meeting.
3. Book meeting room and meeting time, in writing (July-Dec & Jan-June).
4. Arrange meeting room and ensure that lectern, and other equipment is readied
5. Ensure each guest is welcomed at Club meetings.
6. Arrange for food and beverage service at each meeting (including notifying the caterer of meal numbers required).
7. Collect ballots and tally votes for awards.
8. Maintain all Club equipment and materials.
9. Attend and participate in Executive committee meetings.
10. Count votes on motions and amendments when called on.
11. Obtain a drink for guests who don't drink wine.

IMMEDIATE PAST PRESIDENT

1. Send list of next Executive to Toastmasters International.
2. Chair the Nominating Committee and run Club Elections.
3. Help with the Distinguished Club Program/Club Success Plan.
4. Provide guidance and serve as a resource to Club Officers and members.