

Reminder

Please sign the club officers training session attendance roster in order to receive credits towards Distinguished Club Points.

District 86, Division A – February 28, 2019							
Rouge Wood Community Centre, 110 Shirley Drive, Richmond Hill, ON L4S 1Y9							
6:30 PM	Registration and head to Beech Room						
7:05 PM	Call to Order – Ram Lakhanpal, ACS, CL and Alvin Abawan DTM						
7:15 PM	Executives Volunteering Benefits - Geoff Smith, ACG, ALB						
7:30 PM	Quality Clubs and Quality Meeting (page 45 - 46)						Alvin Abawan, DTM
	Distinguished Club Plan (page 44 – 45)						
	Club Executive Meetings (page 11)						
	Tools for members & club officers (page 8)						
	Club Events (pages 56 – 61)						
7:45 PM	Beech Room						
	Club President	Vice-President of Education	Vice-President of Membership	V-P of Public Relations	Treasurer	Secretary	Sergeant At Arms
	Rubi Talavera	Ben Nurgitz	Andrek Satkunarajah	Alvin Abawan	Vikas Ramrakha	David Carpenter	Manisha Bharwani
	DTM	DTM, VC4	CC	DTM	ACB, ALB	PM2	ACS, ALB
8:45 PM	Closing Remarks, Ram Lakhanpal ACS, CL						

Please refer to Club Leadership Handbook. Bring hard copy or visit

<http://www.toastmasters.org/~media/E51A693193F749AE91FD79F6DB839534.ashx>

Useful Links

District 86: www.toastmasters86.org;

Resources at TI: <http://www.toastmasters.org/Resources>;

Club Central: www.toastmasters.org/clubcentral

Toastmasters Club Mission

We provide a supportive and positive learning experience in which all members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Duties of Club Officers

To serve each member effectively and enhance meeting quality, it is vital to know and understand role-specific responsibilities.

Club President

The club president is the chief executive officer of the club and is responsible for fulfilling the mission of this club. The president presides at meetings of the club and the club executive committee, appoints all committees, and has general supervision of the operation of this club. The president shall be an ex officio member of all committees of this club except the club nominating committee and shall serve as one of this club's representatives on the area and district councils. The president shall transmit to this club for its approval or disapproval all ideas and plans proposed by the area and division councils which may affect this club or its individual members; and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.

Vice President Education

The vice president education is the second ranking club officer and is responsible for planning, organizing, and directing a club program which meets the educational needs of the individual members. The vice president education chairs the education committee. The vice president education also serves as one of this club's representatives on the area and district councils and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.

Vice President Membership

The club vice president membership is the third ranking club officer and is responsible for planning, organizing and directing a program that ensures individual member retention and growth in club individual membership. The vice president membership chairs the membership committee. The vice president membership serves as one of this club's representatives on the area council and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.

Vice President Public Relations

The club vice president public relations is the fourth ranking club officer and is responsible for developing and directing a publicity program that informs individual members and the general public about Toastmasters International. The vice president public relations chairs the public relations committee.

Club Secretary

The club secretary is responsible for club records and correspondence. The club secretary has custody of the club's charter, constitution and addendum and all other records and documents of this club; keeps an accurate record of the meetings and activities of this club and of the club executive committee; maintains an accurate and complete roster of individual members of this club, including the address and status of each individual member and transmits the same to the successor in office. The club secretary provides notices of meetings as required by this constitution, and immediately notifies World Headquarters of Toastmasters International of any change in the roster of individual members.

Club Treasurer

The club treasurer is responsible for club financial policies, procedures, and controls. The club treasurer receives and disburses, with the approval of this club, all club funds; pays to Toastmasters International all financial obligations of this club as they come due; and keeps an accurate account of all transactions. The club treasurer shall make financial reports to this club and to the club executive committee quarterly and upon request and shall transmit the accounts and all undistributed funds to the successor in office at the end of the club treasurer's term.

Sergeant at Arms

The club sergeant at arms is responsible for club property management, meeting room preparation and hospitality. The sergeant at arms chairs the social and reception committee.

Immediate Past Club President begins in the club's 2nd year

The immediate past club president provides advice and counsel as requested by the club president.