



Expectations

As Club President, you serve a vital role in **District 99** and **Toastmasters** in providing a richer experience to members. As you set the tone for your club, you are expected to provide helpful, supportive leadership for all the club's activities, and you will be the first to assume responsibility for the progress and welfare of the club. You motivate, resolve conflict, and facilitate as required. Though you must occasionally step in and make a difficult decision, you rarely do so without consulting club members and other club officers. You will show respect for all members, even when you do not agree with them, and provide leadership for all.

Responsibilities

During your term you are expected to:

- Provide positive leadership to all officers and members
- Build a cohesive team and ensure all tasks are completed
- Oversee and facilitate club meetings
- Lead by example and treat all members fairly and equally
- Hold yourself and other officers accountable including your attendance as a group of the first and second rounds of club officer training
- Be diplomatic in resolving conflict
- Lead the participation in the Distinguished Club Program
- Ensure financial responsibility and accountability for club funds Remain current with the Leader Letter
- Represent club at district leadership and area council meetings
- Be familiar with all aspects of the Addendum of Standard Club Options and Club Constitution
- Ensure that the following items are addressed in the monthly executive meeting agendas
 - Regular Club Business
 - Club Finances
 - Membership Renewals
 - Officer Reports
 - Gaining new members.
 - Progress in DCP
 - How to improve meetings
 - Mentoring program
 - Are members meeting their education goals, and how to help them.

I have read the above expectations for my role as Club President and agree to fulfill them to the best of my ability. I understand that if I fail in these responsibilities, it may result in my replacement.

Name & Signature

Date

Club

Area



Skills you will learn

- Team building and delegation
- Positive small group leadership
- Organization and problem-solving
- Organizing communities to accomplish a specific task or event
- Critical thinking
- Networking and relationship-building
- Conflict management
- Delivery of tactful and constructive feedback
- Succession planning
- Compliance with standard procedures