



Immediate Past President

Expectations

As Immediate Past President, you serve a vital role in **District 99** and **Toastmasters** in providing a richer experience to members. You will provide advice and counsel as requested by the Club President. You are expected to provide helpful, supportive leadership for all the club's activities, and you will provide counsel to the other club officers in a manner that is conducive to club success when called upon. You are a member of the Club Executive Committee and can vote on any matter discussed. You 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
- Lead by example and treat all members fairly and equally
- Be diplomatic in resolving conflict
- Encourage participation in the Distinguished Club Program
- Be familiar with all aspects of the "Addendum of Standard Club Options" and "Club Constitution"
- Chair the Club Leadership Committee
- Provide advice and counsel when requested to by the Club President
- Remain current with the **Leader Letter**
- Hold yourself and other officers accountable including the attendance of the club officers as a group of the first and second rounds of club officer training
- 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 Immediate Past President and agree to fulfill them to the best of my ability.

Name & Signature

Date

Club

Area



Skills you will learn

- 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