

Before Club Meetings:

- Ask the vice president education if any members are to receive special recognition at the meeting.
- Ask the vice president membership if any new members are to be inducted at the meeting.
- Plan the business portion of the meeting.
- Review necessary parliamentary procedures.
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Upon Arrival at Club Meetings:

- Review the meeting agenda.
- Greet guests and members as they arrive to make them feel welcome.
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During Club Meetings:

- Call the meeting to order promptly at the scheduled time.
- Introduce guests.
- Briefly explain the meeting's events for the benefit of guests.
- Introduce the Toastmaster of the meeting.
- Conduct the business portion of meeting.
- Give the date, time and place of the next meeting.
- Make any announcements.
- Adjourn the meeting on time.
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Outside the Club Meeting:

- Attend and vote at area and district council meetings or authorizing a club member to do so.
- Attend the Annual Business Meeting at the International Convention to vote on behalf of the club or assign your club's proxy to a member who is attending the International Convention.
- Schedule and chair monthly executive committee meetings.
- Appoint and chair the club's audit committee near the end of the term.
- Appoint the nominating committee to nominate new club officers before the beginning of the term.
- Receive official correspondence from World Headquarters, such as The Leader Letter, and a copy of the Club Leadership Handbook for each incumbent club officer.
- Oversee the administrative operation of the club in compliance with the Club Constitution and Bylaws.
- Develop and Improve Club Leadership:
 - Ensure club officers know what their responsibilities are and how to fulfill them.
 - Search for leaders, ensure all club offices are filled for the succeeding term and conduct timely elections.
 - Prepare a successor for office.
- Advance Club and Member Achievement:
 - Oversee the plan to achieve Distinguished Club Program goals and ensure the club is Distinguished.
 - Ensure the club has an ongoing membership-building program.
 - Promote all education awards.
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Oversee the executive committee.

- Ensure that the executive committee has completed its duties:
 - Create a club budget.
 - Complete a Club Success Plan.
 - Strategize for success in the Distinguished Club Program.
 - Create and oversee other club committees as necessary
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Additional Resources:

- Club Leadership Handbook (Item 1310)
- *Chairman* (Item 200)
- Club Constitution for Clubs of Toastmasters International
- Distinguished Club Program and Club Success Plan (Item 1111)
- Distinguished Club Program Goals (Item 1111C)
- Speechcraft Information
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