

# President

The club's chief executive officer, responsible for general supervision and operation of the club.

## Outside of the club meeting:

- Ensure club officers meet club officer and club meeting standards;
- Oversee plan to achieve Distinguished Club Programme goals and ensure the club is a Distinguished Club;
- Encourage communication and leadership development through promotion of speaking and leadership awards;
- Ensure club has an ongoing membership building programme;
- Attend and vote the club's proxy at District council meetings or ensure a club member attends and proxies vote to that member;
- Attend Regional and International Convention and vote clubs proxy or send proxy to District Governor;
- Oversee administrative operation of club in compliance with the Club Constitution and Bylaws;
- Maintain relationship with the District and Toastmasters International;
- Schedule and chair monthly Executive Committee meetings;
- Search for leaders, ensure all club officers are filled for the succeeding term and ensure timely elections are conducted;
- Arrange for a replacement if unable to attend a club or executive committee meeting.

## At the club meeting:

- Ensure meeting starts and ends on time;
- Make sure guests are warmly and enthusiastically introduced;
- Allow time before and after the meeting to speak with guests;
- Discuss the Distinguished Club Programme and the club's progress and achievements;
- Recognise member achievements in Toastmasters and in their personal lives;
- Report on the 'Moments of Truth' the club is achieving.