

Vice President Membership

The Vice President Membership is the third ranking club officer.

Outside of the club meeting:

- Conduct ongoing membership building programmes and efforts;
- Promote the membership goal of one new member per month and, if the club has fewer than 20 members, achieving 20 members by the year-end or sooner;
- Promote club and Toastmasters International membership building programme and conduct a minimum of two formal club membership programmes annually;
- Follow up on and keep track of guests, new members joining, and members not attending meetings, and send follow-up note to guests;
- For all prospective members, explain the educational programme, get their commitment to join, collect membership applications;
- Collect dues and fees and give them to the Treasurer with the applications.

At the club meeting:

- Greet guests and have each complete a guest card or sign the visitors book;
- Report on current membership;
- Promote membership campaigns and welcome new members;
- Work with the President and Vice President Education to ensure each new member is formally inducted at the first meeting;
- Help guests wishing to join complete the application for membership;
- Speak with fellow members to determine their needs are being met.