

PRESIDENT

Toastmasters Fonske Leuven



Purpose of the Role

- ▶ Encourage communication & leadership development of members and officers by **ensuring the club officers & club meetings meet the standards** of the club & the Toastmasters organization.

Main Responsibilities

- ▶ Inform yourself & have a vision:
 - **Know the ins & outs** of each officer's & meeting role's **responsibilities** (one-pagers). **Know the planning** (annual/quarterly/monthly).
 - **Develop strategies** to **maintain** what's being done well & **improve** what can still be improved upon. Align & communicate with your team so everyone is on the same (one) page.
- ▶ Build & lead your team:
 - **Search for leaders**, ensure all club offices are filled for the succeeding term & ensure that timely elections are conducted.
 - **Upon taking office**, ensure each officer has been **briefed by their predecessor** & has **everything they need** to perform their duties: know-how, user & signatory rights & support. **At the end of each year**, ensure all **officer one-pagers are revised & successors are briefed**.
 - Motivate your **team to attend club officer's trainings**.
 - Officer's meetings:
 - **Set an agenda & monitor the time**. Ensure **all agenda topics** are discussed. **Moderate** discussions to ensure **all officers are heard**. Make it **enjoyable**.
 - **Define actions** that meet the **SMART* criteria** & follow-up accordingly.
- ▶ Club meetings:
 - Opening: you can open each meeting, if so desired.
 - Closing: close each meeting with announcements & a 'town hall' Q&A:
 - **upcoming events**: club meetings, special events, area/district/division level events.
 - **changes to club operations and/or policy**.

Either you do this yourself or you ensure you have a **backup**.
- ▶ Administrative operations:
 - Schedule & prepare monthly/bi-monthly **officer's meetings** ('executive committee meeting').
 - **Maintain a relationship** with the **district & with Toastmasters International** and attend & vote at **district council meetings** - or ensure an officer does. Attend & vote at **regional conference & international conventions** or send a proxy.
 - Oversee the administrative operation of the club in **compliance** with the Club Constitution & Bylaws. **Monitor the club's progress** in the **DCP** through regular updates from the VP Ed.

Strategies, Ideas, Examples

- ▶ Vision/strategy: make a careful selection of **2-3 tracks** you'd like to improve.
- ▶ Know-how: organize group training sessions on Pathways & EasySpeak early on.
- ▶ Officer's meetings: are partially team buildings. This is crucial. Find ways to make these meetings fun & dynamic. The **energy** generated here translates to the **club atmosphere**, improves the 1-to-1 **collaboration** between the other officers & increases your chances of having a valuable experience.