



# Guide to Toastmasters Club Officer Roles

An overview for new members

7th Edition



*'The Club Officer Overview'*

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District 69



WHERE LEADERS ARE MADE

*Cam. this is great! The FAQ section is particularly good ... Definitely questions I hear all the time. Imagine if every club has this available for members to read in meetings in March, April, and May. I'm sure we would see more nominations.* **Kate N., Australia**

*Wonderful guide! Thank you.* **Gitel H., United States**

*Thank you, Cam, a very good guide.* **Suzanne H., Australia**

*Thanks for sharing this brilliant resource.* **Gina R., United Kingdom**

*This is fantastic! Thanks for sharing. Will be a great tool for encouraging newer members towards leadership.* **Brock M., Australia**

*This work should be spread to all Toastmasters reluctant to take the role of leader. I'll definitely share it with my upcoming executive committee, and also the club I am mentoring.* **Nabeel T., Malaysia**

*Well done, Cameron! I really appreciate the work involved in preparing this valuable asset to our clubs. Great explanations to common questions and we will definitely use this before elections next year. You are a gem.* **Dee D., Australia**

*Love the FAQ ... spot on!* **Verna B, The Bahamas**

*The Revision History made me smile. But, of course, that wasn't the best bit. I expected a step-by-step guide for how each role is performed within the club. Instead, I am seeing a wonderful quick read that will doubtless help any club that wishes to use it, to encourage keen-beans to step up into club leadership. There're some new ideas in there that I will commit to memory for such discussions. Thank you, Cam, for sharing - I love when experience is shared.* **Thomas K., Australia**

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## Preface

Thank you for giving your time to accessing and reading this guide. It shows you care about your club and its mission.

**Distribution:** This guide is provided as a PDF file via Dropbox to facilitate updating, distribution, and accessibility. Rather than downloading and printing this guide, I recommend you save a link in your Web browser's bookmarks/favourites, and encourage others to do the same when you e-mail the link to them. This way you'll always access the latest edition.

To share a link, right-click and copy this link, <https://bit.ly/37KeQYm>, then paste it into an e-mail.

**Presentation:** To help clubs secure nominations from members willing to serve as club officers, see the appendix, 'Presenting the benefits of serving as a club officer'.

**Language:** This guide is written in International English, so some spelling, turns of phrase, and formats may differ from American English. *Vive la différence!*

**Context:** Some information within this guide may be particular to [District 69](#), so you should check with your club and district leaders if anything seems to be a different practice.

**Feedback:** The author welcomes all constructive feedback to improve this guide, including ideas for additional content. You can contact the author, Cam Krook, via his [LinkedIn profile](#) or through a [District 69 officer](#).



### About the author

Distinguished Toastmaster, [Cam Krook](#), first joined Toastmasters International in 1989. He has served in most club officer roles, as a club coach, area director, district trainer, and district public relations manager.

As an information and communications technology (ICT) professional with over 30 years' experience, what excites Cam about Toastmasters is how it helps him develop as a communicator and leader, and he loves to help other people do the same.

As an extreme introvert, he also loves that Toastmasters (safely) pushes the boundary of his comfort zone. That boundary never seems to contract after it's changed, and his increased confidence and skills serve him well in his personal and professional life as a business systems analyst, trainer, and professional speaker.

Cam lives with his wife and two daughters in Brisbane, Queensland, Australia. In addition to public speaking, his interests include live theatre, cinema, camp oven cooking, reading, writing, teaching, digital marketing, travel, cryptic crosswords, fencing (the sport of fighting with swords, not the erection of barriers), and cracking really bad Dad jokes.

# 1 Introduction

This purpose of this guide is to help members learn about the roles of club officers, and perhaps decide whether they want to serve as a club officer. It will hopefully help:

- newer members who may hesitate about asking questions
- busy club officers so they don't need to repeatedly answer similar questions
- clubs to promote consistency of information between club officer terms

# 2 What is a club officer?

Each club has eight elected leaders, called club officers, who constitute the club's executive committee: president, vice president education (VPE), vice president membership (VPM), vice president public relations (VPPR), secretary, treasurer, sergeant-at-arms (SAA), and immediate past president (IPP). The IPP office isn't elected as such, but is performed by the previous year's president. Each officer may be supported by a committee of members.

A club officer has a very important role within Toastmasters International. The success of a club and its members largely depends on how well its club officers execute their responsibilities. By providing leadership and support, club officers can foster a positive environment that's conducive to members' personal and professional growth, allowing them to achieve their goals through the Toastmasters education programme.

# 3 What do club officers do?

In summary:

- The **president** provides overall leadership of the executive committee and the club
- The **VPE** manages the club's educational programme and support of members
- The **VPM** manages the guest-to-member process
- The **VPPR** promotes the club, e.g., through social media and the club's website
- The **secretary** manages the club's records, such as minutes
- The **treasurer** manages the club's finances, such as membership dues
- The **sergeant-at-arms** manages the club's property and venue
- The **immediate past president** supports and advises the executive committee

You can find full descriptions of club officer roles at any of the following:

- [Club Officer Tools page](#) (requires login) of the Toastmasters International website
- [Club Leadership Handbook](#), pages 22 to 43
- [Club Constitution for Clubs of Toastmasters International](#), Article VII: Duties of Officers

## 4 Why serve as a club officer?

When we join Toastmasters, all members [promise](#) to 'Serve our club as an officer when called upon to do so' (it's on the [Membership Application](#) form you signed). The club officer election is an opportunity to fulfil that promise and give something back to your club.

Serving as an officer in a Toastmasters club is a great opportunity to get training and experience in a leadership role. Being an organisation of volunteers, Toastmasters leadership emphasises the soft skills we hear so much about today: negotiation, influencing, persuasion, servant leadership, active listening, empathy, strategic thinking, creativity, effective communication, adaptability, planning, time management, personal commitment, positivity, reliability, vision, and others.

The leadership skills learned at Toastmasters complement leadership and managerial skills learned and exercised professionally, in your family, and in your circle of friends and associates.

Of course, serving as a club officer is a very practical means of demonstrating Toastmasters' core values: integrity, respect, service, and excellence.

You can read about some insightful benefits of serving as club officer in Toastmaster Daniel LeBlanc's article, '[Why be a Toastmasters Club Officer?](#)' (click to view).

To understand how serving as club officer can be applied to your life outside Toastmasters, I think my friend and Toastmasters colleague, Distinguished Toastmaster, Graham Cairns, says it best in his video, '[Real World Analogues of Toastmasters Leadership](#)' (click to view).

No matter your fears and self-doubts, I implore you not to heed them, and instead step up into club leadership. Don't rely on the same, few dedicated members to volunteer to serve your club's members, year in, year out. They get tired. The club gets tired. To survive and to thrive, a club regularly needs 'fresh blood' in its leadership. This is why we democratically elect new club officers every May. Be the change you wish to see: Step up and volunteer to serve as a club officer. *I dare you!*

The Club Leadership Committee may find the appendix, 'Presenting the benefits of serving as a club officer', helpful in securing nominations from members to serve as club officers.

## 5 Who can serve as a club officer?

All members in good standing (i.e., membership dues paid) may nominate themselves, or be nominated by another member, to serve as a club officer.

You do not need to have been a member of Toastmasters for any length of time in order to serve as a club officer. However, it is advisable for the Vice President Education and President to have sufficient experience to effectively carry out their roles.

Even a new membership applicant at the time of the club officer election may nominate for a role, provided the applicant has submitted a completed membership application form, members have voted to accept their membership, and the treasurer has submitted the new member's fees to World Headquarters.

## 6 Should I become a club officer if I don't feel ready?

Yes, you can serve as a club officer even if you don't feel ready. It's like starting school, getting your first job, or becoming a parent: No one ever feels completely ready. It's best to be brave, dive in, and learn as you go.

As suggested by the 70:20:10 Model for Learning and Development<sup>1</sup>, 70% of your learning will be obtained through learning on the job. There is also a great deal of learning material and practical support available to help you grow into your role. Before declaring your nomination, you may wish to speak to the member currently serving in the club officer role you're considering, and/or the club's president. They will be able to give you lots of information and tips from their experience.

## 7 Can I continue learning to speak?

Yes! Becoming a club officer will not stop you from giving speeches and leading other speaking segments, such as Table Topics®, in the club. In fact, serving as a club officer provides even more opportunities to practise public speaking both within and outside your club.

In some clubs, the VP Education makes a personal decision to cut back on their own speaking in favour of providing opportunities for newer members, but this need not be so (and is discouraged).

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<sup>1</sup> Lombardo, Michael and Eichinger, Robert, 1996. *The Career Architect Development Planner* (1st ed.), Lominger, Minneapolis.



## 8 How much time will I need to give?

You might be wondering how you can possibly fit serving as a club officer into your already busy life, on top of your full-time work, family commitments, part-time study load, side business, hobbies and social life, personal events, etc. Start by asking yourself these questions:

- Do you value the self-development opportunities serving as a club officer will afford, more than maintaining the *status quo* of your life, or do you think you might benefit from shaking things up a little?

As the businessperson, author, and motivational speaker, Jim Rohn, said, 'For things to change, *you* have to change.'<sup>2</sup> Or, to paraphrase American industrialist, Henry Ford, and others: *If you always do what you've always done, you'll always get what you've already got.*

One valuable piece of advice I received from a mentor was: 'No matter how busy you are in your working life, and as a spouse and parent, remember to set aside time for yourself to continue your personal and professional development. Developing yourself ultimately makes you a better life partner, parent, and professional.'

- For one year, can you change your time management habits by reprioritising some of the activities in your life? For example, in 2022, Australians average about two hours of television viewing per day!<sup>3</sup> Are the things you're currently busy with going to move you towards your goals, or could some of your time be better used?
- Is fear or self-doubt holding you back because you think you already need to be an expert, or need to fully take on a role immediately? If so, be assured that no one, not even an experienced club officer, is an absolute expert, and there are plenty of people and learning resources to help you transition into a club leadership role at a pace you can handle comfortably (see the section: 'How can I learn a club officer role?').

You'll be able to share the role as an 'apprentice' before you officially commence your term, and then the current club officer will serve as a mentor and coach for as long as you need them. Other club leaders and members can help you to form a team around you so you can find the balance you need.

How much time it will take you to perform your club officer role will depend on factors such as:

- your Toastmasters experience
- the quality and quantity of training you receive
- whether you're given a thorough and documented handover
- the reading you do
- your willingness to ask for help and ask questions
- the support you get
- the efficiency and repeatability of your club's processes
- your proficiency with computer software
- the time you have available to give to your role

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<sup>2</sup> Rohn, Jim, 1994. *The Art of Exceptional Living*, Simon & Schuster, New York.

<sup>3</sup> <https://thinktv.com.au/facts-and-stats/australians-spend-68-hours-and-27-minutes-a-month-watching-tv/>, viewed 12 May 2022



Of course, in the first month or two of your term serving as a new club officer you may find you spend more time than suggested below while you learn your role, so this possibility may concern you. While there may be *some* truth in that, it should be balanced by the help you'll receive from the current club officer, your fellow club officers, and other members. Communicating your needs will be key to finding the time balance that suits you. Also, you probably won't have to take on all the aspects of your role immediately. You may negotiate with your predecessor, as your mentor and coach, to continue doing some of the work until you feel confident.

You may not even feel that you master your role in your first term. In fact, it's been my experience that many new club officers grow to enjoy their role so much, they do it again for a second year<sup>4</sup> and feel their first year was one of learning and growth, and their second year one of consolidation and competency. But it's completely optional whether you want to serve again for another year.

Remember, just because an advisor, mentor, or coach has many years of experience doesn't necessarily mean they know the most efficient way of doing things. Through the skills and experience *you* bring to your role you may find ways of streamlining your duties to realise a better return on the investment of your time. In my Toastmasters and professional careers, I've often encountered people who say things like: 'I have X years of experience.', but they actually have about a year of experience X times over; or, 'I have good skills in X.', when they've never received formal training or adapted their skills reflectively, and have learned inefficient habits through trial and error.

If, after many months (or years) you find you're spending *substantially* more time than suggested, you might reflect on whether there may be more efficient ways of performing your role, and whether you may need to seek advice or further training, or consider changing the way you do things so the time you're giving returns worthwhile results. Remember that the most dangerous words that impede innovation and growth are: 'We've always done it this way!'. My suggestion is: *hear* advice you're given, but then *listen* to yourself as to how you proceed.

Opinions will differ, but here are some *approximate* time commitments for each club officer role according to the advice I've received from Toastmasters who perform the roles efficiently:

- **President:** One to two hours per month supporting their leadership team (the other club officers) in their roles
- **VPE:** A couple of hours twice per month, liaising with members to arrange their meeting roles, monitoring members' progress, and planning and scheduling club meetings
- **VPM:** An hour or two per month, liaising with guests and helping some become members
- **VPPR:** An hour or two per month, creating and posting promotional material on social media, and a couple of hours each year keeping the club's website up-to-date
- **Secretary:** An hour or so per month, creating and maintaining the club's records
- **Treasurer:** About half an hour per month, handling the club's finances. There will be peaks in March and September, requiring an hour or two to process members' payments
- **Sergeant-at-Arms:** About 45 minutes per meeting, setting up the club's meeting venue and looking after the club's property

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<sup>4</sup> Club Presidents elected for a term of one (1) year may not be re-elected for a successive term. [Club Constitution for Clubs of Toastmasters International, Article VI, Section 9.](#)

In addition:

- Each club officer will need to attend a club executive meeting for an hour or so every second month (or according to your club's practices).
- In addition to the above, the President, VPE, VPM, and Secretary will need to give a couple of hours per year to the district responsibilities outlined in the section: 'Will I have to become a district officer?'
- After you're elected in May (your term will begin in July), you will need to give a couple of hours to meeting with the member currently serving in the club officer role you'll take on, and three hours attending club officer training. Each of these will be at times that suit you, usually after hours during the week or on a weekend.

## 9 Must I attend every meeting?

Part of the [Toastmaster's Promise](#), which you signed on your [Membership Application](#), is to attend meetings regularly. Club officers should make a concerted effort to attend every meeting to lead by example and stay closely involved with their club.

However, sometimes other commitments prevent attendance, but each officer can deputise for each other role. For example, the vice presidents step into the president's role in the president's absence, e.g., as the meeting chair. In fact, it's a useful learning opportunity for them to do so even when the president is in attendance.

## 10 How can I learn a club officer role?

Members are supported as new club officers in several ways:

- Members can 'shadow' and assist the incumbent (i.e., the currently serving club officer).
- Current club officers should perform a formal hand over to the newly elected club officer.
- There is an abundant amount of learning material provided through the Toastmasters International website. For more information, see [Leadership Central / Club Officer Tools](#) and the links in the section: 'What do club officers do?'
- All club officers should attend three hours of club officer training (COT) twice each year: once during May–July, and again during November–February.
- The previous year's club officers should act as mentors and coaches for as long as they're needed.
- Fellow club officers, committee members, and other club members with skills and experience will be able to support you.
- At Toastmasters events you'll meet district leaders and members of other Toastmasters clubs who can provide advice and support.

## 11 Can I learn about club officer roles without serving?

Yes, you can! It's a very good idea to learn about club officer roles, even if you're not yet ready to serve. Doing so enhances your Toastmasters learning journey. It also enables you to optionally assist a club officer as a committee member, and prepares you for future service.

Any member may attend club officer training free-of-charge and without obligation to serve as a club officer. All online club officer training materials are freely accessible to members (see the links in the section: 'What do club officers do?').

## 12 How are club officers elected?

Club officers are elected annually (or, in some clubs, for six months) by a quorum of members at each club's first meeting in May.

Where there are multiple nominations for any role, then a ballot is held. The ballot shall be secret, unless a secret ballot is dispensed with by a unanimous vote.

If there is only one nominee for any club officer role, then the Secretary casts a single vote for the unopposed candidate.

## 13 When are elections?

*For officers who serve terms of one (1) year, elections shall be held at the first club meeting in May in each year, when practicable, to take office the following July. For officers who serve terms of a half-year, elections shall be held at the first club meetings in May and November in each year, when practicable, to take office the following July or January, respectively.*

Source: [Club Constitution for Clubs of Toastmasters International, Article VI: Officers, Section 6.](#)

## 14 When will my role start?

See the section 'When are elections?'.

## 15 How long will I need to serve?

Club officers normally serve for 12 months, from 1 July in the current year to 30 June the following year. Your club may elect its executive for only six-month terms. See the section 'When are elections?' for more information.

## 16 How can I nominate?

Ideally, at least two weeks before the club's election (which must be convened during the club's first meeting in May), each club's president will appoint a Club Leadership Committee, consisting of at least three active members and usually chaired by the club's immediate past president. The Committee will provide a report at the meeting prior to the election. Irrespective of whether this is your club's practice, you may 'run from the floor' at the club meeting during which the election is convened.

You may nominate yourself or another member to serve as a club officer. If nominating another member, you should first ask them if they'll accept the nomination. Members may decline their nomination by another member.

If you are interested in serving as a club officer, or wish to nominate another member, you should e-mail your club's president or immediate past president to let them know. If you are considering nomination to serve as the club's president, do not be concerned about upsetting the current president by e-mailing your intention to them: they are not permitted to serve successive terms if they have been elected for a one-year term, and they will be relieved another member is willing to step up to serve.

## 17 Can I nominate for a role if there is already a nominee?

Yes, any number of members may nominate for each club officer role.

You should not feel obligated to withhold your nomination if another member has already nominated for a role.

When there are multiple nominees for a role, then the club will hold a ballot (i.e., members will vote).

## 18 May I nominate for more than one role?

Yes, you may nominate for multiple club officer roles. However, if you are elected for a role, then you should carefully consider whether you will be able to give enough time to serving concurrently in multiple roles, and whether you'll deprive another member from gaining valuable leadership experience. If elected to a role, it might be wise to withdraw your nomination for other roles so another member might take the opportunity.

## 19 What should I do if I'm not elected?

If you desire to serve as a club officer but are not elected, please don't resign your membership of the club in a fit of pique. Instead, consider assisting the elected member as a 'deputy' or serving on their committee; continue to learn more about communication and leadership; seek feedback from your mentor; and try again next time.

## 20 What happens if a role isn't filled?

In order for the club to remain viable, as a minimum, every club must have at least a president, a vice president, and secretary (or secretary-treasurer), and each of these roles must be held by a different person<sup>5</sup>. By-elections will be held until the minimum number of club officers is achieved.

## 21 Will I have to become a district officer?

No, you won't need to serve as a district officer (viz., area director, division director, district leader, &c.) either during or following your term as a club officer. Doing so is optional (but highly recommended).

That said, some of the club officer roles include responsibilities outside the club:

- President:
  - Attend and vote at Area and District Council meetings, once or twice each year
  - 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
- Vice President Education:
  - Attend and vote at Area and District Council meetings, once or twice each year
- Vice President Membership:
  - Attend and vote at Area Council meetings, once or twice each year
- Secretary:
  - 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

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<sup>5</sup> [Club Leadership Handbook](#) (Item 1310, Rev. 01/2021), p. 53.

## 22 What will happen if I can no longer serve?

As John Lennon popularised: 'Life is what happens to you while you're busy making other plans.'<sup>6</sup>

Despite your best intentions, your work, family, study, or other circumstances may change and prevent you from fulfilling your club officer role. Sometimes, friction in interpersonal relationships between members may make continuing in your role untenable.

Before resigning your role (but, hopefully, not your club membership), you should first talk to other club officers and members to see whether some of your duties may be shared, or whether you might get some additional training or advice.

If, after seeking help, you really feel you can no longer effectively serve in your club officer role, don't fret: You may tender your resignation from the role by formally writing to the club's president or secretary (an e-mail will suffice).

As a helpful courtesy, it's good practice to try to arrange your own replacement before resigning your role. Hopefully you will have formed a committee of members to assist you, and one of them will be able to take over the role relatively easily.

If the next normal club election is close enough, the club may decide to wait until then to elect a new club officer. Otherwise, the club may arrange a by-election to fill the role.

When an alternative member is elected, then the president or secretary will promptly update the club officer record in [Club Central](#), and advise the club's area director.

## 23 Current club officers and nominees

This section is provided for the Club Leadership Committee to print, complete, and provide to members as a report. Each subsection includes space for special leadership roles in your club.

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<sup>6</sup> [Allen Saunders, 1957](#); popularised by John Lennon in his song 'Beautiful Boy (Darling Boy)', *Double Fantasy*, 1980.

## Our Current Club Officers

If you're considering serving as a club officer, please feel free to contact any of the following to chat about the role.

Office	Member	Mobile	E-Mail
President			
Vice President Education			
Vice President Membership			
Vice President Public Relations			
Secretary			
Treasurer			
Sergeant-at-Arms			
Immediate Past President			

## Nominations to Serve as our Next Club Officers

As at .....

Office	Nominees
President	• •
Vice President Education	• •
Vice President Membership	• •
Vice President Public Relations	• •
Secretary	• •
Treasurer	• •
Sergeant-at-Arms	• •



## 24 Steps to becoming a club officer

These are my suggested steps if you're curious about serving as a club officer. You may change your mind at any point up until the election.

1. Speak to your club's president to ask them if they'll support your nomination and ask when the club's election will be held (should be the club's first meeting in May).
2. Talk to the current members serving in the club officer roles that interest you to find out what they do in your club.
3. Read the [Club Leadership Handbook](#) (free to download). Look for the descriptions of the roles that interest you.
4. Familiarise yourself with Toastmasters International's quality assurance programme for clubs, the [Distinguished Club Programme and Club Success Plan](#) (free to download).
5. At least two weeks before the club's election of club officers, ask another member to nominate you, or nominate yourself, by writing (an e-mail will suffice) to the club's president or secretary. You may also nominate by 'running from the floor' (i.e., nominating at the meeting in which the election will be held).

If you change your mind about nominating (and I sincerely hope you don't) just before the election, you may state that you *withdraw* your nomination, or *decline* the nomination if you've been nominated by another member.

6. If there are multiple nominees for the club officer role for which you've nominated, then your club will hold a ballot (i.e., members will vote). In this case, your club may also ask you to optionally speak at the meeting for one to two minutes to explain to your fellow members why you are a suitable candidate. You should prepare this speech in advance, even if you're the only nominee. If elected, your club will probably call all the elected club officers to the front of the meeting to be presented and congratulated by the members present.
7. Your club's secretary, president or other officer will add the names of those elected to [Club Central](#).
8. As soon as possible after the election you should meet with the incumbent (i.e., the current club officer) to receive a handover that should include information, tips and tricks, and documentation pertaining to your role in your particular club.

You might consider writing to your club's members to introduce yourself. Perhaps the secretary will collate the introductions and sent them in one introductory letter or e-mail.

9. During June and July your district will provide or sponsor three hours of [club officer training](#) (COT), which you should attend. The training will be provided in-person either online or on-site, or perhaps virtually via a prerecording. Sometimes COT is provided by areas or divisions within your district.

If none of the COT sessions are convenient to attend (and this would be surprising), you may also attend another district's COT and ask them to inform your district so that it can register your training for credit in your club's Distinguished Club Programme.

10. Your club may convene a handover dinner or special event at the club's first meeting in July to celebrate the end of the previous club officers' terms and the commencement of the next. Some clubs provide their club officers with badges of office at this event.

## 25 Appendices

### Appendix A Revision History

<b>Edition</b>	<b>Date</b>	<b>Revision</b>
1 <sup>st</sup>	10 May 2022	A first draft, written in record time (over a few hours in one day), consequently littered with errors, rushed to help clubs encourage newer members towards leadership during the club officer election month of May.
2 <sup>nd</sup>	12 May 2022	Reordered the roles in the section 'What do club officers do?'. Added sections: 'How much time will I need to give?', and 'Can I continue learning to speak?'. Minor amendments to sections: 'Will I have to become a district officer?', 'Current Club Officers and Nominees', and 'How can I provide feedback on this document?'. Oops, I missed some things in the second edition earlier today.
3 <sup>rd</sup>	12 May 2022	Updated the Preface to include notes about International English and District 69 particularity. Added the role of immediate past president to the section 'What do club officers do?'. Added time for executive meetings to the section 'How much time will I need to give?'. Added section 'Must I attend every meeting?'. Added examples of district officer roles to the section 'Will I have to become a district officer?'. Minor amendments to sections: 'Why serve as a club officer?', 'Should I become a club officer if I don't feel ready?', 'Can I continue learning to speak?', 'How can I learn a club officer role?', 'Can I learn about club officer roles without serving?', 'How can I nominate?', and 'How can I provide feedback on this document?'. OK, this third update on the same day has officially become embarrassing.
4 <sup>th</sup>	12 May 2022	Added 'About the author' to the Preface in response to a deluge of queries. Expanded explanation of the guide's purpose in the Introduction. Moved the section 'Can I continue learning to speak?'. Added qualifying comments to the section 'How much time will I need to give?' in rebuttal to some polemical feedback. Minor amendments to sections: 'Can I learn about club officer roles without serving?', and 'Current Club Officers and Nominees'.
5 <sup>th</sup>	13 May 2022	Added distribution recommendation and moved means of providing feedback to the preface. Added text to 'About the author' in a vain effort to sound more interesting. Added endorsements. Added sections: 'When are elections?', 'When will my role start?', and 'How long will I need to serve?'. Substantially revised the section 'How much time will I need to give?' in rebuttal to some further polemical feedback and umbrage taken to amendments made in the 4 <sup>th</sup> edition.
6 <sup>th</sup>	14 May 2022	Added this revision history, mainly so I could use the words polemical and umbrage. Added a subtitle and changed the nickname from 'The Club Officer Guide' to '... Overview' in preparation for additional, more detailed guides on club officer roles. Added the appendix 'Presenting the benefits of serving as a club officer', and a corresponding note to the preface.

		<p>Added file format notes to the distribution section of the preface.</p> <p>Added benefits to the section 'Why serve as a club officer?'. Yet further amendments to the section 'How much time will I need to give?' because, judging from feedback, 'You can please some of the people all of the time, you can please all of the people some of the time, but you can't please all of the people all of the time.' (John Lydgate, fifteenth-century English monk and poet.)</p> <p>Minor amendments to sections: 'Must I attend every meeting?' and 'How can I learn a club officer role?'.</p>
7 <sup>th</sup>	15 May 2022	<p>Minor, immaterial amendments throughout.</p> <p>Added URL sharing instructions to the preface.</p> <p>Added 'your willingness to ask for help and ask questions' to the section 'How much time will I need to give?'.</p> <p>Added the section: 'Steps to becoming a club officer'.</p>

## Appendix B Presenting the benefits of serving as a club officer

As well as lots of lovely, positive feedback from Toastmasters around the world, I've also received some disappointing comments bemoaning members not wanting to serve as club officers. Look, I get it. As someone who has a young family, a full-time profession, side businesses, a part-time study load, a social and spiritual life, a home to maintain, several Toastmasters commitments, and diverse hobbies, I know what it is to be time poor, and recognise that members often give this as their reason for not wanting to serve as club officers.

That said, I believe people make time for things they consider to be worthwhile.

Moreover, I also believe the responsibility for redressing preparedness to serve as club officers rests with existing club and district leaders rather than disinclined members.

As an extension to the section 'Why serve as a club officer?', I hope clubs will find the following ideas helpful in encouraging members to step up to serve as club leaders.

During March and April, ahead of the club's annual election of club officers in May, I suggest delivering one or more educational presentations to:

- extol the many benefits of serving as a club officer
- briefly explain the purpose of each role
- express how the club officer roles are *essential* to your club's ongoing viability

So as not to bore members, each presentation should be no more than about 12 minutes, so make sure you make them interesting, informative, and lively. See the section 'Why serve as a club officer?' for ideas to include in your presentation(s).

You might ask your area director or an engaging and experienced member of another club to visit your club to give the presentation(s). Perhaps you might invite serving club officers to be interviewed during a club meeting to talk about what they've learned and experienced.

If you don't feel confident to speak about the benefits of serving as a club officer, or can't find a visiting Toastmaster to do so on your behalf, you might instead show the excellent, [online video presentation](#) by the engaging and affable Distinguished Toastmaster, Graham Cairns.

Of course, you should also provide your club members with a link to this guide to answer the questions they may be hesitant to ask. But please don't just e-mail a link without first *speaking* publicly about the benefits of being a club officer and referring to this guide. To do so is, well, just a bit indolent and offhanded for my liking.

Finally, after presenting to your club the benefits of serving as a club officer, in my experience the most successful means of encouraging a member to step up to club leadership is to do what a Toastmasters mentor of mine, Distinguished Toastmaster, Janice Gallen, used to call 'tapping people on the shoulder'. Tell them directly and sincerely that you believe they have leadership qualities, give specific examples for your belief, and *explicitly ask them* to take on a role. This is best done in-person, and then perhaps followed up with an e-mail.