



President / VPE / Secretary

Kitty Tsang, EC3
Division O Director

Let's get started



Kitty Tsang EC3



Member since 2015

Division O Director

President's Distinguished Area in 2020-2021

President's Distinguished Club in both 2018-2019 and 2019- 2020

Club Officer Position: VPPR 2016-2017; VPE 2017-2018; President 2018-2020

Secretary 2020-2021

2020 District 89 Area O4 Putonghua Competition Award: 1st runner up

2018 District 89 Area O1 Putonghua Competition Award: 1st runner up

2018 District 89 Area O1 Table Topic Competition Award: 2nd runner up

Toastmaster International Mission

We empower individuals to become more effective communicators and leaders.



District 89 Mission

We build new clubs and support all clubs in achieving excellence.



Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.



Toastmasters International Core Values

~ Integrity

~ Respect

~ Service

~ Excellence



Members experience

First impressions

Membership Orientation

Membership Strength

Followship, Variety, and Communication

Program Planning and Meeting Organization

Achievement Recognition

Club Officers – Roles and Responsibilities



The Club Officers (Executive) Team

- President
- Vice President – Education
- Vice President – Membership
- Vice President – Public Relations
- Secretary
- Treasurer
- Sergeant At Arms
- Immediate Past President

Responsibilities expected from all The Club Officers

1. Attend District Officer Training once for each 6 month term
2. Participate in Club Success Plan
3. Attend club executive officer meetings
4. Attend club meetings regularly

All club officers should be aware of important dates and deadlines.

- July – prepares, approves annual club budget and complete annual "Club Success Plan";
- September – collect dues from all club members
- December – clubs with 6 month officer terms hold club officer elections

All club officers should be aware of important dates and deadlines.

- January – review, update annual "Club Success Plan";
- January to February – conduct club speech contests
- March – collect dues from all club members
- May to June – hold club officer elections (ALL CLUBS)
- June 30 – Report new ex-com team to Head Quarters

The President's Role

1. chief executive officer for the club.
2. general supervision and operation of the club
3. Presides at Club meetings
4. directs the club in meeting the members' needs for educational growth and leadership.
5. establishes long-term and short-term goals for the club with the team work of rest of Club's executive officer's
6. serves as one of the Club's representatives on Area and District Councils

The President (important dates and deadlines)

- Every meeting – call meetings to order; conduct business meetings
- Monthly – ensure VPE issues club assignments; ensure all officers completing duties
- As appropriate – contact visitors, long-absent members
- Arrange Club contests, and assist in Area, Division and District contests
- Prepare Club success plan and monitor progress

The VPE's Role

1. Handle the educational program within the club;
2. Monitor member progress in achieving their chosen educational goals;
3. Rank No. 2 officer;
4. plans, organizes, and implements the meetings to fit the chosen speeches, educational modules, and related events to the members' needs;
5. Ensure proper recognition when members complete a speech or a major achievement;
6. Arrange new members orientation and assign mentor ; and
7. Serves as one of the Club's representatives on Area and District Councils.

The VPE's specific duties

1. Plans and issues monthly calendar;
2. Presents monthly schedule at Executive meeting and publishes monthly schedule;
3. Keeps individual member education records;
4. Keeps a binder with member achievement forms for each member;
5. Tracks Member Educational Goals;
6. Solicits personal achievement goals from each member;
7. Administers speech contests; and
8. Presides in the absence of the President.

The Club Secretary roles

1. responsible for Club records and correspondence;
2. all administrative details between the club and Toastmasters
3. keeping the club's documents available and up-to-date.
4. cares for the club's records, including by-laws and constitution.
5. Updated membership records, new member applications, supply orders, officers' lists, and past club records fall to the Secretary for execution.
6. Prepare agenda and meeting minutes, for meetings of the club and of the Executive team.

The Club Secretary's specific duties

1. Maintains an accurate membership roster;
2. Records meeting minutes;
3. Prepares and mails orders for Toastmasters supplies;
4. BaseCamp Manager

Experience sharing session : how to achieve Distinguished

1. ways to attract new members
2. ways to retain existing members
3. Ways to make meetings interesting
4. Ways to encourage members to learn
Pathway
5. create effective online / physical / Hybrid
meetings

Q & A session



End of Session

Once you replace negative thoughts with positive ones, you'll start having positive results. – Willie Nelson

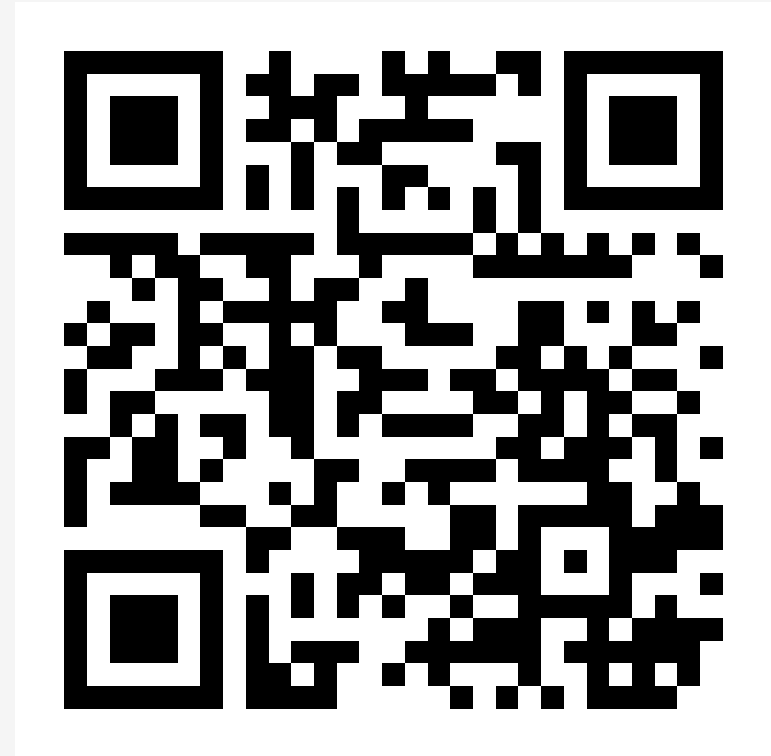
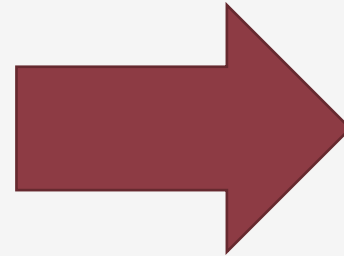
Every thought we think is creating our future. – [Louise L. Hay](#)

I hope all of you enjoy your new role and your Club will achieve Distinguished. - Kitty Tsang



Let us hear your feedback!

- Please scan the QR code and fill in the evaluation form



<https://www.d89toastmasters.com/2021tli>