

President

Name		
Email		Phone
Special Notes		

Key Responsibilities

Responsibilities	Due Date	Pathways Project	Support
<input type="checkbox"/> Provide positive leadership and lead by example to all club officers and members		L5 - Lead in any Situation	
<input type="checkbox"/> Build a cohesive executive team and ensure all tasks are completed			
<input type="checkbox"/> Facilitate club executive meetings and decide on the schedule (frequency)		L4 - Manage online meeting	Support from Secretary
<input type="checkbox"/> Basecamp manager (assist VPE)			Support to VPE
<input type="checkbox"/> Hold club executives accountable to their responsibilities and check in regularly		L5 - Lead in any Situation	
<input type="checkbox"/> Lead the development of the clubs success plan / DCP Program	30-Sep	L5 - Ethical Leadership	All executive
<input type="checkbox"/> Recognize members achievements and present awards to members		L3 - Deliver Social Speeches	Support from VPE
<input type="checkbox"/> Attend Area Council Meetings (# at discretion of Area Director)			Also VPE & VPM
<input type="checkbox"/> Attend District Council Meetings (2 per year)			Also VPE
<input type="checkbox"/> Attend Club Office Training (June-Aug and Nov-Feb)			
<input type="checkbox"/> Club Officer Elections	May		
<input type="checkbox"/> Keep up to date with the District Dispatch and Toastmasters Navigator newsletters			
<input type="checkbox"/>			
Optional (Club Specific)			
<input type="checkbox"/> Order club supplies (banners, ribbons, etc.) with approval from Club Executives			Support from SAA
<input type="checkbox"/>			
<input type="checkbox"/>			

Year-ahead Checklist

First 60 days (Jul-Aug)
<input type="checkbox"/> Attend Club Officer Training (June-Aug)
<input type="checkbox"/> Establish a schedule for executive meetings
<input type="checkbox"/> Club Success Plan (Leader)
<input type="checkbox"/> Meet with new area director
<input type="checkbox"/> Attend District Council Meeting
<input type="checkbox"/> Basecamp Manager (assist VPE)
<input type="checkbox"/>
<input type="checkbox"/>
Optional (Club Specific)
<input type="checkbox"/> Meet with past President for handover
<input type="checkbox"/>
<input type="checkbox"/>

Next 120 days (Sep-Dec)
<input type="checkbox"/> Recognize member achievements
<input type="checkbox"/> Attend Area Council meetings
<input type="checkbox"/> Complete Club Success Plan
<input type="checkbox"/> Check-in point on Club Success Plan
<input type="checkbox"/> Basecamp Manager (assist VPE)
<input type="checkbox"/>
<input type="checkbox"/>
Optional (Club Specific)
<input type="checkbox"/> Conduct member interest survey
<input type="checkbox"/>
<input type="checkbox"/>

Next 180 days (Jan-Jun)
<input type="checkbox"/> Attend Club Officer Training (Nov-Feb)
<input type="checkbox"/> Attend Area Council meetings
<input type="checkbox"/> Check-in point on Club Success Plan
<input type="checkbox"/> Attend District Council Meeting
<input type="checkbox"/> Basecamp Manager (assist VPE)
<input type="checkbox"/> Club Officer Elections
<input type="checkbox"/>
<input type="checkbox"/>
Optional (Club Specific)
<input type="checkbox"/> Meet with new President for handover
<input type="checkbox"/> Attend District Conference
<input type="checkbox"/>

Educationals / Training

(Optional) Each club executive could present an educational at a club meeting

Educational / Training Topic	Pathways Project	Presenter
<input type="checkbox"/> Examples:		
<input type="checkbox"/> Moments of Truth (Due by Oct 31)	L5 - Lessons Learned	
<input type="checkbox"/> How to write a speech	L3 - Inspire your audience	
<input type="checkbox"/> How to give an evaluation	L4 - Question & Answer Session	
<input type="checkbox"/> Meeting Roles and Responsibilities	L1 - Research & Presenting	
<input type="checkbox"/> DTM Program (Speech Craft, Youth Leadership, Club Mentoring / Sponsorship)	L3 - Inspire your audience	
<input type="checkbox"/>		

Distinguished Club Program

Requirements	Member	Member	Member	Member	Member	Member	Member
<input type="checkbox"/> Club Officer Trained (June-August)							
Date							
Location							
<input type="checkbox"/> Club Officer Trained (Nov-Feb)							
Date							

