



# True Blue Toastmasters Club

## **PRESIDENT**

### **The leader of True Blue Toastmasters**

The **President** of True Blue Toastmasters is the CEO of the organization, having a level of authority that can inspire many members. The President directs the club's growth while ensuring that the club provides a mutually-supportive and positive learning experience for all members and guests.

#### **Preparation before the meeting**

- Prepare any club announcements, updates, or remarks a few days before the meeting is to occur.
- Collaborate with the **Vice President of Education (VPE)** and decide whether an officer or an experienced member should give an **“Educational Tidbit.”** Let that officer/member know ahead of time and what the Educational Tidbit topic is.
- Consult with the VPE who the **Toastmaster** is for the meeting. Ask the Toastmaster to send a 2-5 sentence introduction of himself/herself two days before the meeting.

#### **During the meeting**

1. Arrive early to ensure that the Sergeant-At-Arms has prepared the meeting room and to confirm that everything is running smoothly.
2. Please greet guests and ask for their names. Talk to other members as well. Ask members when they are speaking next to inspire them to sign up as a prepared speaker or as a functionary role.
3. When the meeting begins, the **Sergeant-At-Arms** will open by banging the gavel and make a few remarks about the theme. Then he/she will have everyone read aloud the **“Mission of Toastmasters.”** The Sergeant-At-Arms will introduce you as the club **President**. Please shake the Sergeant-At-Arms' hand at the lectern and confidently take control of the meeting.
  - a. Remember to be upbeat and positive (even if you don't feel like it internally) because you are representing True Blue. Share a fun story or an amusing anecdote that will set the mood for the meeting.
4. Make any club remarks/updates/announcements at this time, or you can wait to give it during closing remarks. Ask guests to **STAND UP** and introduce themselves.
5. Introduce the **Toastmaster** with a prepared introduction, and shake the Toastmaster's hand at the lectern.

6. At the end of the meeting, the Toastmaster will return control to the President. Remember to shake hands at the lectern.
  - a. Please make any closing remarks and officially conclude the meeting by banging the gavel.
  - b. Remember that you are the last person/words that people remember. The first and last impressions of a meeting are important because they show subtle aspects of leadership.

**After the meeting**

- Reflect on how you did while giving the Presidential opening and closing remarks and implement any changes or improvements for next time.

More information about being President can be found [here](#).

**Serving as President is an excellent way to practice your leadership skills as you guide the club to perform at its very best. Preparation is key to your success!**