



VP Membership / Treasurer

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Area K4 Director

Slido



Icebreaker!

Say or Type “**Hello**” to each other and **wave** your hands!

Use one word to describe how you’re **feeling** today! Type it on Slido



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Agenda

Opening

Class Objectives

VPM and Treasurer

Roles
Responsibilities
Activities
Resources

Wrap-up

Quizzes
Q&A
Evaluation

VP Membership

VP Membership - Roles



Recruit New Members

- One new member per month
- Net growth of 5 or more new members by year end
- Obtain 20+ members by year end

Assist Guests

- Answer inquiries from prospective members
- Encourage visit to club meetings
- Help guests feel welcome

Conduct Membership-building Programs

- Smedley Award
- Talk Up Toastmasters
- Beat the Clock

Process Membership Applications

- Complete application forms
- Collect initial dues payments
- Pass the money to Treasurer
- Vote and conduct induction ceremony

VP Membership - Responsibilities

Before Club Meetings

- Prepare **contact list**: former guests, inactive members
- Provide **information**: next and upcoming meetings or special events
- **Invite** them to next meetings

During Club Meetings

- **Greet** all guests and members
- **Answer** questions
- Get them **involved**: self-introduction and participating in Table Topics

After Club Meetings

- **Answer** questions, promote the club and Toastmasters benefits
- Invite guest to **join the club** or come back to another meeting
- Help complete **Membership Application** form

Key Word: Know Your Customer (KYC)

VP Membership - Activity

- **Scenario:** Your club is experiencing rapid turnover in membership, members are not coming to meetings or show no intention to renew their membership.
- **Activity:** Think about possible solutions and action plans. Then share your thoughts with the group.
- **Time:** Total 3 minutes (1 minute of thinking and 2 minutes of sharing)

VP Membership - Resources

- Attend District 89 Toastmaster Learning Institute (TLI) or Club Officer Training (COT)
- Ex-VP Membership
- ExCom
- TI or District 89 Membership Growth Programs and Incentives
- TI Website/Club Central

Additional Resources

- **Success 101:** <https://www.toastmasters.org/resources/success-101>
- **Membership Building:** <https://www.toastmasters.org/Leadership-Central/Club-Officer-Tools/Membership-Building>
- **Distinguished Club Program and Club Success Plan:** <https://www.toastmasters.org/Resources/Distinguished-Club-Program-and-Club-Success-Plan-English>
- **Membership Growth:** <https://www.toastmasters.org/Resources/Membership-Growth>
- **SPEECHCRAFT Program:** <https://speechcraft.toastmasters.org/>
- **Club Leadership Handbook:** <https://www.toastmasters.org/resources/club-leadership-handbook>

Treasurer

Treasurer - Roles



Oversee Accounts

- Create club **budget** with ExCom
- Manage club **bank account**
- **Reconcile** deposits, expenses and cash on hand
- **Transfer** club financial to incoming treasurer

Collect Membership Dues Payments

- **Collect and submit** TI membership dues, and dues for club operations
- Renewal due dates (US\$45 each): **Oct 1, Apr 1**
- Membership **types**: new (US\$20 extra), reinstated, dual, renewal
- Submit payments through **Club Central**

Pay Bills

- Toastmasters International dues
- Meeting places and virtual meeting services
- Club materials and equipment
- Keep records of financial transactions/invoices

Treasurer - Responsibilities

Before Club Meetings

- Prepare **financial reports** if needed

During Club Meetings

- **Present** financial reports if needed
- **Collect** any dues from members

Outside Club Meetings

- Reconcile deposits, expenses and cash on hand
- Pay bills
- Review club financial with the audit committee near the end of term

Key Word: Know Your Numbers

Treasurer - Activity

- **Scenario:** You experience difficulty motivating members to pay membership dues early.
- **Activity:** Think about possible solutions and action plans. Then share your thoughts with the group.
- **Time:** Total 3 minutes (1 minutes of discussion and 2 minutes of sharing)

Treasurer - Resources

- Attend District 89 Toastmaster Learning Institute (TLI) or Club Officer Training (COT)
- Ex-Treasurer
- ExCom
- TI Website/Club Central

Additional Resources

- **Distinguished Club Program and Club Success Plan:**
<https://www.toastmasters.org/Resources/Distinguished-Club-Program-and-Club-Success-Plan-English>
- **Submitting membership dues payments:**
<https://www.toastmasters.org/clubcentral>
- **Club Leadership Handbook:**
<https://www.toastmasters.org/resources/club-leadership-handbook>

Quizzes

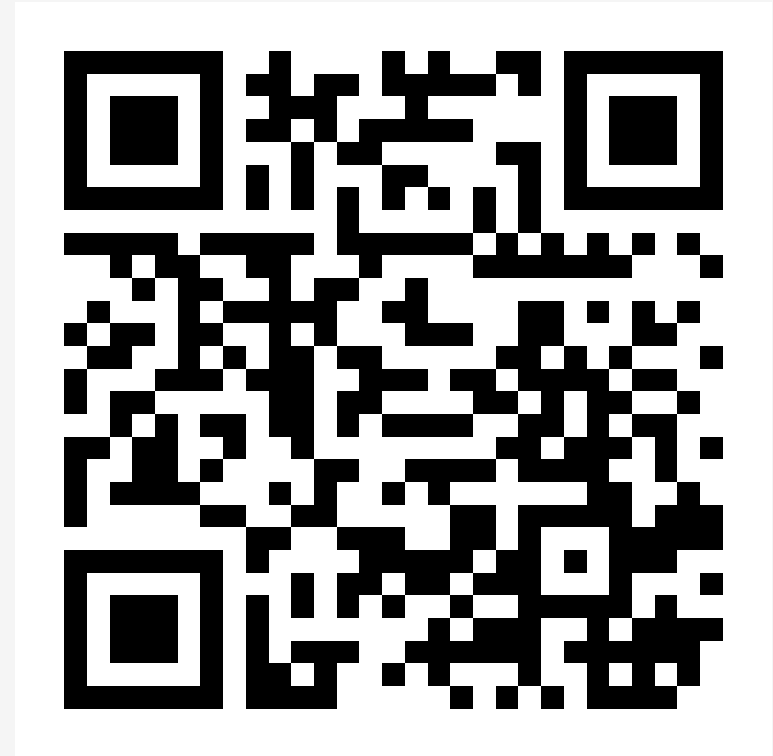
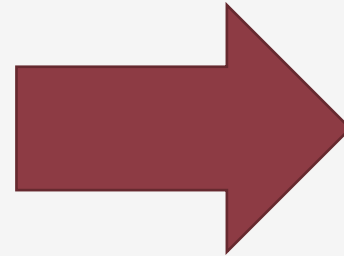
- What are the four **key roles** of VP Membership?
- What are the three **key roles** of Treasurer?

Q&A

VP Membership / Treasurer

Let us hear your feedback!

Please scan the QR code
and fill in the evaluation
form



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

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