President

Responsibilities and Tips

You are your club's leader. You lead your Executive team, ensuring they're able and motivated to carry out their roles. Along with your Counselor and our Coordinator, your role, in a nutshell, is to do everything in your power to ensure your club's overall success. Of course, there are going to be things that the Counselor or Coordinator will need to deal with, such as difficult conversations with parents and corresponding with the community center, but your club's success is initially your mission. This primarily means setting the tone for your meetings by mentoring, talking to members and intervening as needed. There are other responsibilities as well:

Ensuring club's success

- *Along with Counselor*, ensure a **fun, yet semi-professional** atmosphere is maintained
    - Recommended standard for appropriateness – "The Two I's" – don't say anything *inappropriate* or *insensitive*
        - "If you wouldn't say it at a contest wanting to win, don't say it at a meeting"
- *Along with Counselor and/or Coordinator*, address issues at the club or with individual members
- *Along with Counselor,* ensure **meetings run smoothly**, supporting Chair as needed:
    - Assist Chair (or VPE) as needed with writing up agenda and filling roles before meeting
    - All meeting components are present (min. 1 speech)
    - Meeting agenda stays on track and on time

* NOTE: You don't necessarily need to do all of this, but as the leader, you're responsible for **overseeing it**

From Chair's Meeting Role Guide:

Make sure all the necessary roles are filled. (Optional roles if there's not enough people: Sergeant at Arms, Jokemaster, Breakmaster.)

1. Arrive early to fill out the board (either the agenda or role assignments in order)
2. Write out the role assignments that were posted to your club's Discord channel from the previous meeting
3. Check your club's Discord channel for any messages about people being late or absent. When the meeting starts, check to see that all roles are present. Replace them with someone else if they can't fulfill their role.

TIPS FOR REPLACING A ROLE:

- Try to pick someone who hasn't done the role in a while
- Try to pick someone who doesn't already have another role – or at least not a major one. Sometimes when there's a lack of people, you'll have to double up on some roles.
- Ask for volunteers or voluntell – but let the person know you've signed them up for a role. Be sensitive with new members.

Leading your Executive team

- *Along with Counselor*, ensure Executives know their duties and are getting them done
    - Executive role guides can be found under 'Meeting Resources' tab on our website and in our Discord
- *Along with Counselor,* ensure Executives understand importance of their role
- *Along with Counselor,* assist Executives with their roles as needed
- Ensure Executives attend joint Executive meetings and participate
- *Along with Counselor*, ensure decisions and recommendations made at joint Executive meetings are implemented at the club

* NOTE: again, your role is merely to oversee this

Acting as club ambassador

- Representing your club at joint meetings and other events (formally and informally)
    - Presidents' presentation at joint meeting with Toastmasters club
    - Our booth at our Toastmasters District conference (happens on a weekend and is not a firm expectation)
- OPTIONAL: having your email posted in the 'Contact' section of our website and responding to inquiries about your club (*see 'Email response guide' below)*

Tips

- We have no doubt that you're capable of doing everything outlined above, but you're still a teenager. If you feel unsure about anything, don't hesitate to **involve your Counselor – or the Coordinator** for broader issues. They are **equally responsible for your club's success**.
- Whether you're overwhelmed or just busy, don't hesitate to **delegate tasks**
- Your VPE will take over your duties if you're away

Email response guide

- Answer question to the best of your ability
- Refer to website if needed
- **Unsure?** Ask Coordinator; in 'Executives' or 'VP PR' Discord channels

* Always include **registration link(s)** (found on website) to one or all clubs\
* Sign off using template below

Helpful templates:

** Begin email with template, then answer question underneath **

GENERAL:

Hi [X],

As BC's largest and most affordable network of public speaking programs, Vancouver Gavel Club empowers its members to become confident and effective public speakers and leaders. It's a place for youth to push themselves, make new friends and have fun. We function as 3 clubs that comprise one organization. We're a vibrant community that holds various social and educational events throughout the year, including contests and inter-club collaborations. As an affiliate of Toastmasters International, we employ their meeting structure and occasionally hold joint meetings with local clubs.

Here are our registration links:
[Killarney]
[Kerrisdale]
[Wesbrook]

We welcome guest drop-ins as well!

Best,

[Name]
[Exec Role]
[Wesbrook/Kerrisdale/Killarney] – Vancouver Gavel Club

BRIEF (FOR RETURNING MEMBERS):

Hi [X],

Thank you for reaching out! Our [Killarney/ Kerrisdale / Wesbrook] registration link for next term will be up [in December / in March / in the summer]. We'll let you know when it's posted.

Best,

[Name]
[Exec Role]
[Wesbrook/Kerrisdale/Killarney] – Vancouver Gavel Club

** *REFER EMAIL TO COORDINANOR* **

COMMON QUESTIONS & ANSWERS

My son/daughter is under under 12. Can they join? NOTE: The absolute min. age is *10*.	We allow registrations from younger kids on a case-by-case basis, at the program Counselor's discretion. In this case, please contact the Coordinator to arrange for your [son/daughter] to drop in as a guest.
Do you follow any kind of curriculum?	Our members get access to the official Toastmasters Competent Communication and Competent Leadership manuals, as well as other internal resources. Once a member has completed all CC and CL projects, they will receive Competent Gavelier Communicator and Competent Leader awards from Toastmasters International. However, we are a self-guided learning environment centered on active participation. Members complete speeches and meeting roles at their own pace.
How much is membership?	We charge a $10-12 fee per session. The total registration fee is based on when you register.
Do you do partially subsidized memberships due to financial hardship?	Yes, we do, but only for returning members. Please contact the Coordinator.

Your role as part of the Executive team

Our Executives not only help run their clubs but help run Vancouver Gavel Club as a whole. It's your responsibility and privilege to attend our joint Executive meetings to discuss issues and weigh in on a range of decisions including event planning and how we should spend our budget.

Meeting Agenda

Note: Not all clubs start their meetings at 6:30

Approx. time	Role	Description
Before meeting		• Counselor or designated Executives grab key from front desk • Executives set up room • Chair and/or Executives write agenda on board
~6:35 (usually)	Sergeant at Arms	Kicks off meeting in an engaging and energetic manner: introduces ground rules, hands it off to Chair
6:37	Chair's intro	Introduces meeting in a unique, engaging manner
6:40	Timer's intro	Covers meeting time allotments and the importance of the role
6:42	Grammarian's intro	Explains concept of filler words and importance of the role
6:44	Hawkmaster's intro	Briefs audience on quiz and importance of the role
Jokemaster – can either be done with officer intros or right after break (jokemaster(s) – latecomers) MAX 3 MINS		
Wordmaster (OPTIONAL) – introduces Word of the Day		
6:46	Table Topics Master	Introduces Table Topics session in engaging way, then runs it, taking volunteers or calling on members
7:15	Table Topics Evaluator (TTE)	Evaluates TT speeches in a kind, constructive way
7:27	Breakmaster	Runs game / activity involving all members
7:35	BREAK – 5-13 mins (at yours our Counsellor's discretion)	
7:40	Speaker 1	First prepared speech
7:47	Evaluation 1	Evaluates first speech in a kind, constructive way
7:50	Speaker 2	Second prepared speech
7:57	Evaluation 2	Evaluates second speech in a kind, constructive way
8:00	Timer report	Reports on TT, speech, evaluation and TTE times
8:03	Grammarian report	Breaks down members' use of filler words
8:06	Hawkmaster report	Runs quiz

8:13	General Evaluation	Counselor gives feedback to members with roles and/or general meeting feedback
8:25	Executive announcements – as needed Ensure initiatives and other announcements discussed at joint Executive meetings are covered	
8:27	Role sign-up	VPE leads role and speech sign-up for next week. If VPE absent, President steps in
After meeting		• Ensure club property is put away • Ensure room is returned to original condition and locked, key returned to front desk