



# Club Officer Information

Club Number \_\_\_\_\_

District \_\_\_\_\_

### Term of office

**Annual** (July 1–June 30)

**Semiannual** (First Term: July 1–December 31 and Second Term: January 1–June 30)

Note: The **Club Constitution for Clubs of Toastmasters International** and the **Addendum of Standard Club Options** state that club officer terms must conform to the above schedule. Only those clubs that meet weekly may elect officers for semiannual terms. Please provide email addresses for all officers, which is a requirement to conduct club business online.

**Minimum officer requirements: Clubs must indicate below at least a Club President, one Vice President, and a Club Secretary or Club Secretary-Treasurer, and these offices must be held by three different individuals.**

### Club President

Name \_\_\_\_\_

Email \_\_\_\_\_

Member number (if known) \_\_\_\_\_

Term begin date (MM/DD/YYYY) \_\_\_\_\_

### Vice President Education

Name \_\_\_\_\_

Email \_\_\_\_\_

Member number (if known) \_\_\_\_\_

Term begin date (MM/DD/YYYY) \_\_\_\_\_

### Vice President Membership

Name \_\_\_\_\_

Email \_\_\_\_\_

Member number (if known) \_\_\_\_\_

Term begin date (MM/DD/YYYY) \_\_\_\_\_

### Vice President Public Relations

Name \_\_\_\_\_

Email \_\_\_\_\_

Member number (if known) \_\_\_\_\_

Term begin date (MM/DD/YYYY) \_\_\_\_\_

### Club Secretary

Name \_\_\_\_\_

Email \_\_\_\_\_

Member number (if known) \_\_\_\_\_

Term begin date (MM/DD/YYYY) \_\_\_\_\_

### Club Treasurer

Name \_\_\_\_\_

Email \_\_\_\_\_

Member number (if known) \_\_\_\_\_

Term begin date (MM/DD/YYYY) \_\_\_\_\_

### Sergeant at Arms

Name \_\_\_\_\_

Email \_\_\_\_\_

Member number (if known) \_\_\_\_\_

Term begin date (MM/DD/YYYY) \_\_\_\_\_

You may submit this information online at [www.toastmasters.org/ClubCentral](http://www.toastmasters.org/ClubCentral) or send the completed form by email to [clubofficers@toastmasters.org](mailto:clubofficers@toastmasters.org).