



## YOUR Toastmasters Club 12345 OFFICER'S MEETING AGENDA

Date

### President

I M Incharge

### VP Education

Teach Ing

### VP Membership

Judy Member

### VP Public Relations

Sandy Social

### Secretary

Doris Writer

### Treasurer

Money Banks

### Sergeant-At-Arms

Joe Totenstuff

We meet every

Day of the week

From 00:00 to 00:00

Location can be found  
on our website

[www.oursite.org](http://www.oursite.org)

Toastmasters International

[www.toastmasters.org](http://www.toastmasters.org)

### Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

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| <b>:00</b> | <b>President Calls Meeting to Order</b>  |
| <b>:05</b> | <b>President</b><br>Review the agenda  |
| <b>:10</b> | <b>Review and Update</b><br>Moments of Truth<br>Distinguished Club Program<br>Club Success Plan<br>Officer TimeLine Status   |
| <b>:30</b> | <b>Officer Reports</b><br>SAA<br>TREASURER<br>SECRETARY<br>VP MEMBERSHIP<br>VP PUBLIC RELATIONS<br>VP EDUCATION<br>PRESIDENT |
| <b>:40</b> | <b>Discuss Old Business</b>  |
| <b>:50</b> | <b>Discuss New Business</b>  |
| <b>:55</b> | <b>Other discussion</b>  |
| <b>:60</b> | <b>President Makes Closing Remarks<br/>and Meeting Adjourns</b>  |