



CLUB VICE PRESIDENT PUBLIC RELATIONS STANDARD

Outside the Club Meeting:

- Attend district-sponsored club officer training.
- Promote the club to local media.
- Produce and distribute a club newsletter at least monthly, and/or maintain a club Web site.
- Promote membership programs.
- Attend club executive committee meetings.
- Attend other Toastmasters events.
- Arrange for a replacement if unable to attend a club meeting.
- Prepare your successor for office.

At the Club Meeting:

- Announce upcoming events and programs.
- Ask for contributions to the newsletter and/or Web site.
- Greet members and guests.