

# District 56

**2020-2021**

## **Outstanding Club Officer Nomination Forms**

Is there a club officer who you think is performing as an **outstanding club** officer? Would you like for this club officer to be recognized as an outstanding club officer at the 2020-2021 Year End Celebration for their July -June full-year term or six-month terms of July-December or January-June? Then, fill out these nomination forms for one, two or even seven club officers and send them to Rose Bradford – District Director. Please email completed nomination forms to [dd@tmd56.org](mailto:dd@tmd56.org) . Don't hesitate, as all nominations must be received by midnight on June 15, 2021.

A committee will review all nomination forms and select the seven club officers to be recognized at the 2020-2021 Year End Celebration.

**Email completed form to Rose Bradford, DD at [dd@tmd56.org](mailto:dd@tmd56.org)**

Submission deadline is June 15, 2021

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# Club President

(January – June term)

I Nominate: (Full Name)		Club Name:			Club Number:	
Nominated By:	Phone Number:	Club Name:			Club Number:	
Please rate the following by placing a check under the appropriate heading:		<b>Usually Does This 1</b>	<b>2</b>	<b>More Often Than Not 3</b>	<b>4</b>	<b>Always Does This 5</b>
Promoted the Distinguished Club Program to members of the club at every meeting?						
Attended the District Council meeting at the District conference to vote on behalf of the Club?						
Held club executive committee meetings on a regular basis.						
Ensured that the club meetings began and ended on time.						
Promoted enjoyable and educational meetings.						
Attended club officer training.						
Coached the club's other officers and promoted a team environment						
How else did this club officer exemplify high club standards and go above and beyond his or her club officer duties?						

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Submission deadline is June 15, 2021

# Vice President Education

(January – June term)

I Nominate: (Full Name)		Club Name:		Club Number:		
Nominated By:	Phone Number:	Club Name:			Club Number:	
Please rate the following by placing a check under the appropriate heading:		Usually Does This 1	2	More Often Than Not 3	4	Always Does This 5
Promoted participation in the educational program. Got commitments from members and tracked all progress towards these awards.						
Oriented new members to Toastmasters within two meetings of joining.						
Assigned every new member a mentor.						
Ensured club members conduct The Successful Club Series Programs at least once a year.						
Chaired the club's speech contests.						
Promptly submitted educational achievement awards to Toastmasters International.						
Created club agendas at least one month in advance and rotated the roles to give all members an opportunity to practice the different skills learned at every meeting.						
How else did this club officer exemplify high club standards and go above and beyond his or her club officer duties?						

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Submission deadline is June 15, 2021

# Vice President Membership

(January – June term)

I Nominate: (Full Name)		Club Name:			Club Number:	
Nominated By:	Phone Number:	Club Name:			Club Number:	
Please rate the following by placing a check under the appropriate heading:		Usually Does This 1	2	More Often Than Not 3	4	Always Does This 5
Promoted the membership goal of one new member per month.						
Conducted a minimum of two formal club membership programs annually.						
Scheduled club social events.						
Inducted new members into the club.						
Helped members be satisfied with their Toastmaster experience.						
Ensured that all guests were warmly greeted and asked to join.						
Thanked all guests for attending after the meeting and invited them to attend again.						
How else did this club officer exemplify high club standards and go above and beyond his or her club officer duties?						

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Submission deadline is June 15, 2021

# Vice President Public Relations

(January – June term)

I Nominate: (Full Name)		Club Name:		Club Number:		
Nominated By:	Phone Number:	Club Name:		Club Number:		
Please rate the following by placing a check under the appropriate heading:		Usually Does This 1	2	More Often Than Not 3	4	Always Does This 5
Planned and executed a club public relations program.						
Maintained a club newsletter or website.						
Publicized events: contests, educational achievements, special programs, etc.						
How else did this club officer exemplify high club standards and go above and beyond his or her club officer duties?						

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Submission deadline is June 15, 2021

# Treasurer

(January – June term)

I Nominate: (Full Name)		Club Name:			Club Number:	
Nominated By:	Phone Number:	Club Name:			Club Number:	

Please rate the following by placing a check under the appropriate heading:	Usually Does This 1	2	More Often Than Not 3	4	Always Does This 5
Created a budget and kept members informed on the club's income and expenses.					
Promptly submitted all new member applications and dues to Toastmasters International within 48 hours after receipt.					
Understood and explained the new member application (dues part) whenever asked.					
Communicated to all members when dues were due (Oct 1 <sup>st</sup> and April 1 <sup>st</sup> ) and collected all dues promptly.					

How else did this club officer exemplify high club standards and go above and beyond his or her club officer duties?


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# Secretary

(January – June term)

I Nominate: (Full Name)		Club Name:		Club Number:	
Nominated By:	Phone Number:	Club Name:		Club Number:	

Please rate the following by placing a check under the appropriate heading:	Usually Does This 1	2	More Often Than Not 3	4	Always Does This 5
Maintained an accurate club membership roster.					
Took accurate minutes of each club meeting and made those minutes accessible to the membership via email, a newsletter or on the club's website.					
Prepared all club supplies orders and submitted them to Toastmasters International.					
Retained and updated the club constitution and bylaws as needed.					

How else did this club officer exemplify high club standards and go above and beyond his or her club officer duties?


# Sergeant-At-Arms

(January – June term)

I Nominate: (Full Name)		Club Name:			Club Number:	
Nominated By:	Phone Number:	Club Name:			Club Number	
Please rate the following by placing a check under the appropriate heading:		Usually Does This 1	2	More Often Than Not 3	4	Always Does This 5
Ensured that the meeting room was arranged and setup 10 minutes before each meeting began.						<input type="checkbox"/>
Ensured that the club property was put away at the end of every club meeting.						
Ensured that all equipment was in proper working order.						
Ensured that the club had adequate supplies (ballots, etc.) for each meeting.						
<b>How else did this club officer exemplify high club standards and go above and beyond his or her club officer duties?</b>						

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