

Guide to submitting the officer list for a Toastmasters club

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Steps to submit the officer list for a Toastmasters club:

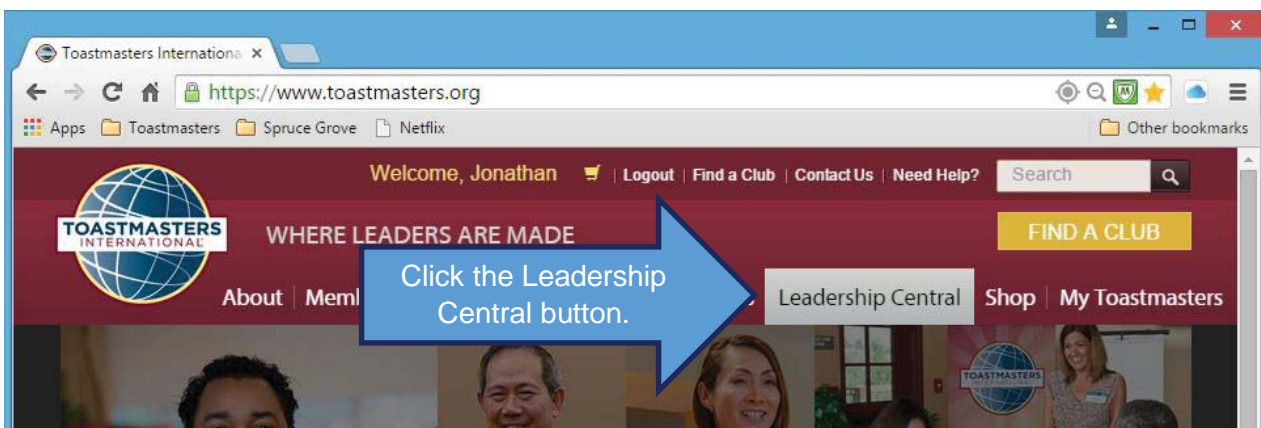
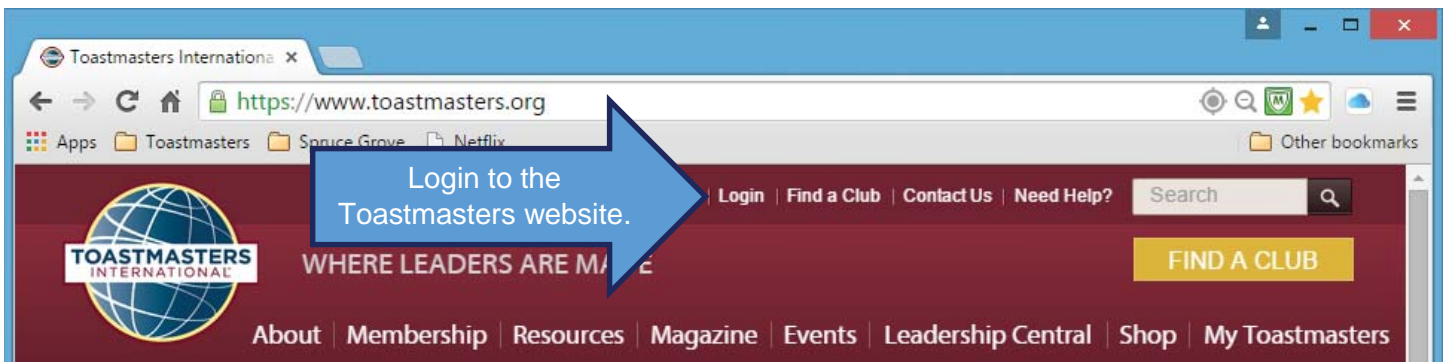
1. Open the Toastmasters International website: <https://www.toastmasters.org/>
2. Login to the website.
3. Click the **Leadership Central** button.
4. Click the **Club Central** link.
5. Click the link for the club you want to manage.
6. Click the **View/Update/Print my club officer information** link.
7. Select the **Future** option at the top of the page to submit next year's club officer list.

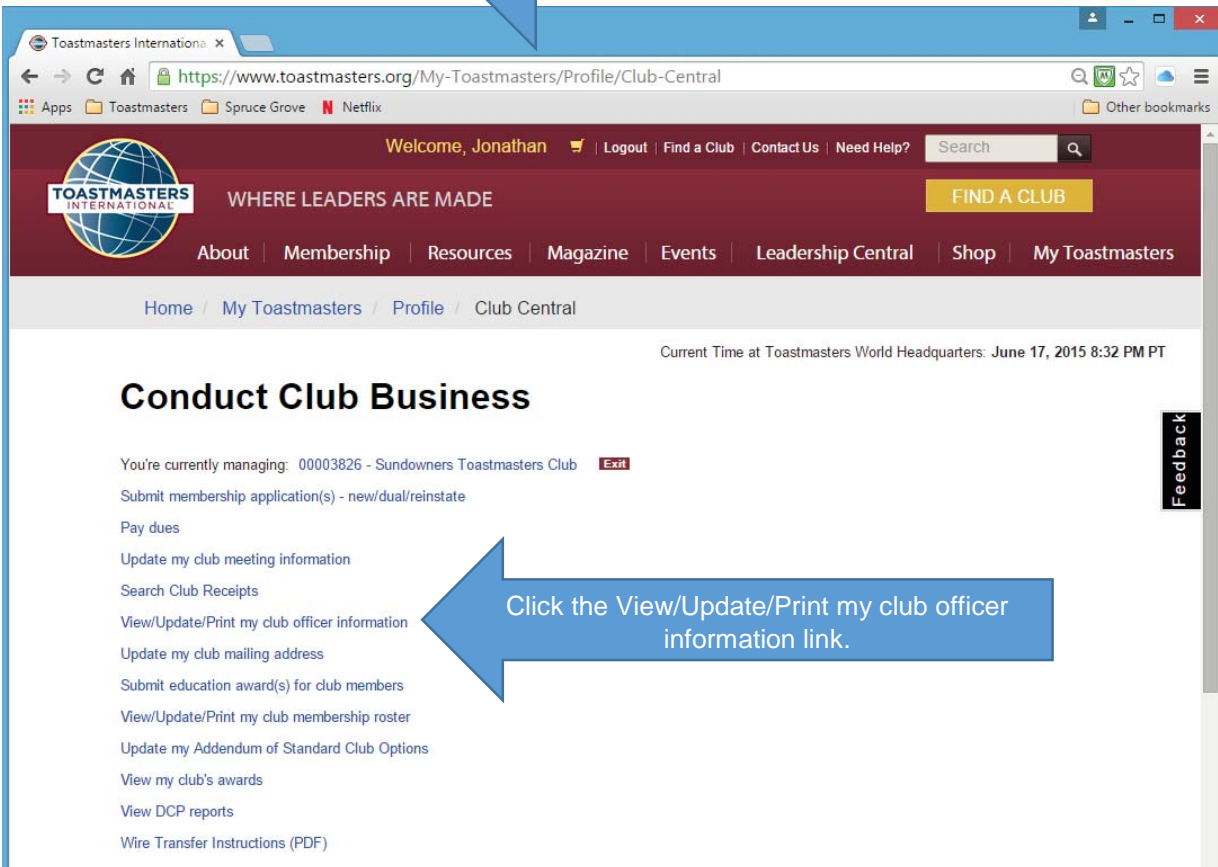
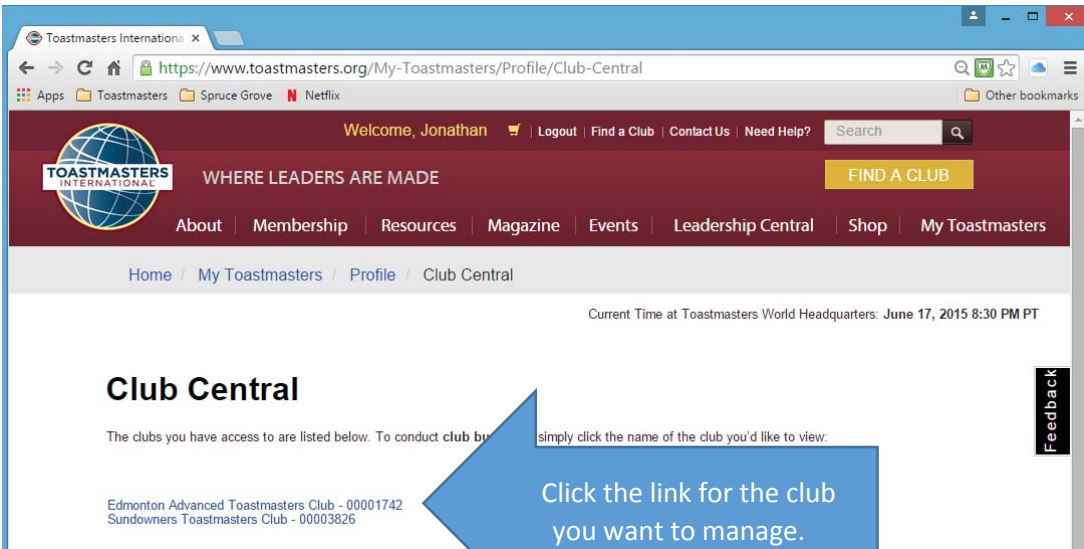
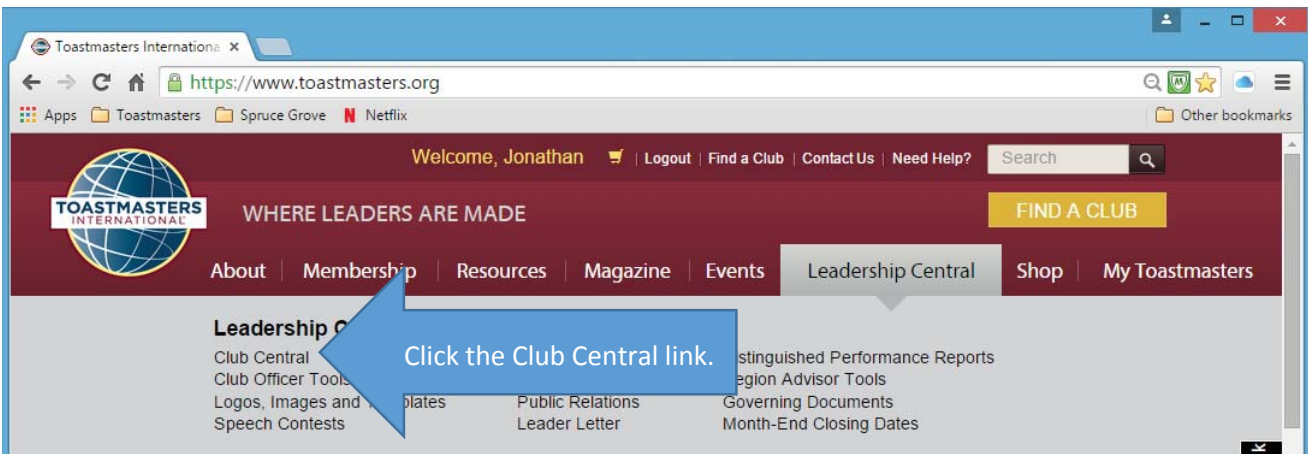
WARNING:

Choosing the **Future** option is the most important step in submitting next year's list of club officers. The club officer list page defaults to the current list of club officers and if you don't pick the **Future** option you will be changing the current list of club officers instead. Note that the current Toastmasters year ends on June 30, 2015 and you want to submit the list of club officers for the July 2015 to June 2016 Toastmasters year, which is why you need to pick the **Future** option. Refer to page 3 of this document for a visual example of how to do this.

8. Use the controls on this page to select which member of your club has been assigned to each of the club officer positions in your club.
9. Click the **Confirm** button.

Remember that the deadline for submitting your list of club officer list to Toastmasters International is June 30, 2015. Clubs that do so earn part of goal number 10 on the Distinguished Club Program. Even more important, submitting your list of club officers on time ensures that your incoming club officers have access to club central on the Toastmasters website. This allows them to conduct club business, including viewing and updating your club's membership roster, submitting club dues, submitting education awards for club members, and more.







WHERE LEADERS ARE MADE

Current Time at Toastmasters World Headqu

You're currently managing: 00003826 - Sundowners Toastmasters Club [Exit](#)

Officer Term Current Future 07/01/2015 - 06/30/2016

Choose the Future option

[Print Roster](#)

Position	Name	Term Begin Date	Term End Date	
Club President		7/1/2015	6/30/2016	Replace
Club VP Education		7/1/2015	6/30/2016	Replace Remove
Club VP Membership		7/1/2015	6/30/2016	Replace Remove
Club VP PR		7/1/2015	6/30/2016	Replace Remove
Club Secretary		7/1/2015	6/30/2016	Replace
Club Treasurer		7/1/2015	6/30/2016	Replace Remove
Club Sergeant at Arms		7/1/2015	6/30/2016	Replace Remove

Press the Confirm button after you have filled in the club officer list.

[Confirm](#) [Cancel](#)

Use these buttons to select the member of your club who has been assigned to each of the offices in your club executive committee. Note that the buttons shown above may not match the initial set of buttons you see when you come to this page yourself.