

President

Responsibilities and Tips

You are your branch's leader. You lead your Executive team, ensuring they're able and motivated to carry out their roles. Along with your Counselor and our Coordinator, your role, in a nutshell, is to do everything in your power to ensure your branch's overall success. Of course, there are going to be things that the Counselor or Coordinator will need to deal with, such as difficult conversations with parents and corresponding with the community center, but your branch's success is initially your mission. This primarily means setting the tone for your meetings by mentoring, talking to members and intervening as needed. There are other responsibilities as well:

Ensuring branch's success

- *Along with Counselor*, ensure a **fun, yet semi-professional** atmosphere is maintained
 - Recommended standard for appropriateness – “The Two I’s” – don’t say anything *inappropriate or insensitive*
 - “If you wouldn’t say it at a contest wanting to win, don’t say it at a meeting”
- *Along with Counselor and/or Coordinator*, address issues at the branch or with individual members
- *Along with Counselor*, ensure **meetings run smoothly**, supporting Chair as needed:
 - Assist Chair (or VPE) as needed with writing up agenda and filling roles before meeting
 - All meeting components are present (min. 1 speech)
 - Meeting agenda stays on track and on time

* NOTE: You don’t necessarily need to do all of this, but as the leader, you’re responsible for **overseeing it**

From Chair’s Meeting Role Guide:

Make sure all the necessary roles are filled. (Optional roles if there’s not enough people: Sergeant at Arms, Jokemaster, Breakmaster.)

1. Arrive early to fill out the board (either the agenda or role assignments in order)
2. Write out the role assignments that were posted to your branch’s Discord channel from the previous meeting
3. Check your branch’s Discord channel for any messages about people being late or absent. When the meeting starts, check to see that all roles are present. Replace them with someone else if they can’t fulfill their role.

TIPS FOR REPLACING A ROLE:

- Try to pick someone who hasn't done the role in a while
- Try to pick someone who doesn't already have another role – or at least not a major one. Sometimes when there's a lack of people, you'll have to double up on some roles.
- Ask for volunteers or voluntell – but let the person know you've signed them up for a role. Be sensitive with new members.

Leading your Executive team

- *Along with Counselor*, ensure Executives know their duties and are getting them done
 - Executive role guides can be found under 'Meeting Resources' tab on our website and in our Discord
- *Along with Counselor*, ensure Executives understand importance of their role
- *Along with Counselor*, assist Executives with their roles as needed
- Ensure Executives attend joint Executive meetings and participate
- *Along with Counselor*, ensure decisions and recommendations made at joint Executive meetings are implemented at the branch

* NOTE: again, your role is merely to oversee this

Acting as branch ambassador

- Representing your branch at joint meetings and other events (formally and informally)
 - Presidents' presentation at joint meeting with Toastmasters branch, depending on availability
 - Our booth at our Toastmasters District conference (happens on a weekend in Apr - May), depending on availability
- OPTIONAL: having your email posted in the 'Contact' section of our website and responding to inquiries about your branch (*see 'Email response guide' below*)

Tips

- We have no doubt that you're capable of doing everything outlined above, but you're still a teenager. If you feel unsure about anything, don't hesitate to **involve your Counselor – or the Coordinator**. They are equally responsible for your branch's success.
- Whether you're overwhelmed or just busy, don't hesitate to **delegate tasks**
- Your VPE will take over your duties if you're away

EMAIL RESPONSE GUIDE

- Answer question to the best of your ability

- Refer to website if needed:
 - 'Home' tab for general description
 - 'Contact' tab for brief GVGC history and additional contact info to send to inquirer if question is beyond your scope: (Coordinator, 4 branch Presidents). Or forward email to Coordinator or appropriate President(s)' email(s).
 - 'About Us' tab for:
 - Our educational model
 - Our "curriculum"
 - What resources we provide members
 - How we employ the Toastmasters meeting structure

*THESE ALL POINT TO THE SAME CONCEPT – **HOW** OUR MEETINGS ARE RUN (a common question presented in different forms)*
- **Unsure?** Ask Coordinator; in 'Executives' or 'VP PR' Discord channels

* Always include relevant **registration link(s)** (found on website) or links for all 4 branches when person doesn't specify interest in a branch

* Create the following **email signature** by clicking on the pen icon -> 'Manage Signatures' below the email:

Your Name
President – Killarney / Kerrisdale / Wesbrook / Burnaby
Greater Vancouver Gavel Club

Be sure to scroll to the bottom of the page and SAVE. You can tack this signature on to any email by clicking on the pen icon.

* If email sent to you and others, hit 'Reply All'

HELPFUL TEMPLATES

Begin email with template, then answer question underneath

GENERAL:

Hi [X],

IF IT'S BEEN 3+ DAYS SINCE RECEIVING THE EMAIL: Apologies for the late response. As BC's largest and most affordable network of public speaking programs, Greater Vancouver Gavel Club empowers its members to become confident and effective public speakers and leaders. It's a place for youth to push themselves, make new friends and have fun. We function as 4 branches that comprise one organization. We're a vibrant community that holds various social and educational events throughout the year, including contests and inter-branch collaborations. As an affiliate of Toastmasters International, we employ their meeting structure and occasionally hold joint meetings with local clubs.

Through our registration links, check that a branch's registration for the term isn't full. If it is: Unfortunately, our [Killarney / Kerrisdale / Wesbrook / Burnaby] branch is at capacity for the term. Registration for our next term should open in [December / March / June / July-August]. You Please check the 'Branches' tabs on our website: <https://www.gvgavel.com/>. Continue with registration links for branches which aren't at capacity and rest of email below:

Here are our registration links :

[Killarney]

[Kerrisdale]

[Wesbrook]

[Burnaby]

We welcome guest drop-ins as well!

Best,

SELECT EMAIL SIGNATURE (CLICK ON PEN ICON)

* Don't forget to select 'Reply All' if email sent to multiple people

NOTE: Our summer program only runs at Kerrisdale

REGISTRATION INQUIRY FOR NEXT TERM:

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We welcome guest drop-ins as well!

Best,

SELECT EMAIL SIGNATURE (CLICK ON PEN ICON)

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BRIEF (FOR RETURNING MEMBERS):

Hi [X],

IF IT'S BEEN 3+ DAYS SINCE RECEIVING THE EMAIL: Apologies for the late response. Thank you for reaching out! Our [Killarney / Kerrisdale / Wesbrook / Burnaby] registration link for next term will be up [in December / in March / in June / in July-August]. Please check the 'Branches' tab on our website: <https://www.gvgavel.com/>

Best,

SELECT EMAIL SIGNATURE (CLICK ON PEN ICON)

QUESTIONS ABOUT BURNABY BRANCH, opening **this Sep** (updated Apr 27, 2026):

From 'Contact' & 'Burnaby Club Interest Form' website forms -> VP PR email. Please **also** respond to entries with just contact info.

Hi [X],

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inter-branch collaborations. As an affiliate of Toastmasters International, we employ their meeting structure and occasionally hold joint meetings with local clubs.

We appreciate your interest in our Burnaby branch, and we're excited to announce that it will be in session **this September!**

WHERE? Christine Sinclair Community Centre, Burnaby.

WHEN? Mondays, 6:30 – 8:30 pm. Fall term will run Sep 14 – Dec 14, excluding Oct 12.

WHO? Ages 12-17. We grant exceptions for those under 12-years old on a case-by-case basis, at the program Counselor's (instructor's) discretion. Please contact the Coordinator, Vasily Lykov, to arrange for your child to first visit as a guest, free of charge: gvgavel@gmail.com.

FEE: \$12/session + tax. Registration is on a term-by-term basis.

Registration will open on **August 10, 10 AM** for Burnaby residents and **August 14, 10 AM** for non-Burnaby residents. You can find the link on the 'Burnaby' tab in the 'Branches' drop-down on our website: <https://www.gvgavel.com/>

Best,

SELECT EMAIL SIGNATURE (CLICK ON PEN ICON)

COMMON QUESTIONS & ANSWERS

<p>My son/daughter is under 12. Can they join?</p> <p>NOTE: The absolute min. age is <i>11</i>. As per our Executive decision, Kerrisdale has a hard floor of <u>12 y.o.</u></p>	<p>We grant exceptions for those under 12-years old on a case-by-case basis, at the program Counselor's discretion. We'd need to ensure that our social and educational atmosphere would be a good fit for your [son/daughter]. Please contact the Coordinator, Vasily Lykov, to arrange for your [son/daughter] to drop in as a guest: gvgavel@gmail.com.</p>
<p>Do you follow any kind of curriculum?</p>	<p>Our members get access to the Toastmasters legacy Competent Communication and Competent Leadership manuals, as well as other internal resources to orient them with their speeches, meeting roles and elected Executive roles, should</p>

	<p>they choose to take on this responsibility. Once a member has completed all CC and CL projects, they will receive Communication Excellence and Leadership Excellence awards, respectively.</p> <p>However, we are a self-guided learning environment. The bulk of our members' learning is through observing seasoned members and actively participating. Members complete speeches and meeting roles at their own pace.</p>
How much is membership?	We charge a \$10-12 fee per session - prorated if you join later in the term.
Do you do partially subsidized memberships due to financial hardship?	Yes, we do, but only for returning members. Please contact the Coordinator, Vasily Lykov: gvgavel@gmail.com .

Your role as part of the Executive team

Our Executives not only help run their branches, but also Greater Vancouver Gavel Club as a whole. It's your responsibility and privilege to attend our joint Executive meetings to discuss issues and weigh in on a range of decisions including event planning and how we should spend our budget.

Meeting Agenda

Note: Not all branches start their meetings at 6:30

Approx. time	Role	Description
Before meeting		<ul style="list-style-type: none"> Counselor or designated Executives grab key from front desk

		<ul style="list-style-type: none"> • Executives set up room • Chair and/or Executives write agenda on board
~6:35 (usually)	Sergeant at Arms	Kicks off meeting in an engaging and energetic manner: introduces ground rules, hands it off to Chair
6:37	Chair's intro	Introduces meeting in a unique, engaging manner
6:40	Timer's intro	Covers meeting time allotments and the importance of the role
6:42	Grammarian's intro	Explains concept of filler words and importance of the role
6:44	Hawkmaster's intro	Briefs audience on quiz and importance of the role
Jokemaster – can either be done with officer intros or right after break (jokemaster(s) – latecomers) MAX 3 MINS		
Wordmaster (OPTIONAL) – introduces Word of the Day		
6:46	Table Topics Master	Introduces Table Topics session in engaging way, then runs it, taking volunteers or calling on members
7:15	Table Topics Evaluator (TTE)	Evaluates TT speeches in a kind, constructive way
7:27	Breakmaster	Runs game / activity involving all members
7:35	BREAK – 5-15 mins (at yours our Counselor's discretion)	
7:40	Speaker 1	First prepared speech
7:47	Evaluation 1	Evaluates first speech in a kind, constructive way
7:50	Speaker 2	Second prepared speech
7:57	Evaluation 2	Evaluates second speech in a kind, constructive way
8:00	Timer report	Reports on TT, speech, evaluation and TTE times
8:03	Grammarian report	Breaks down members' use of filler words
8:06	Hawkmaster report	Runs quiz
8:13	General Evaluation	Counselor or experienced member (on occasion) gives feedback to members with roles and/or general meeting feedback
8:25	Executive announcements – as needed	
Ensure initiatives and other announcements discussed at joint Executive meetings are covered		

8:27	Role sign-up	VPE leads role and speech sign-up for next week. If VPE absent, President steps in
After meeting		<ul style="list-style-type: none">• Ensure branch property is put away• Ensure room is returned to original condition and locked, key returned to front desk