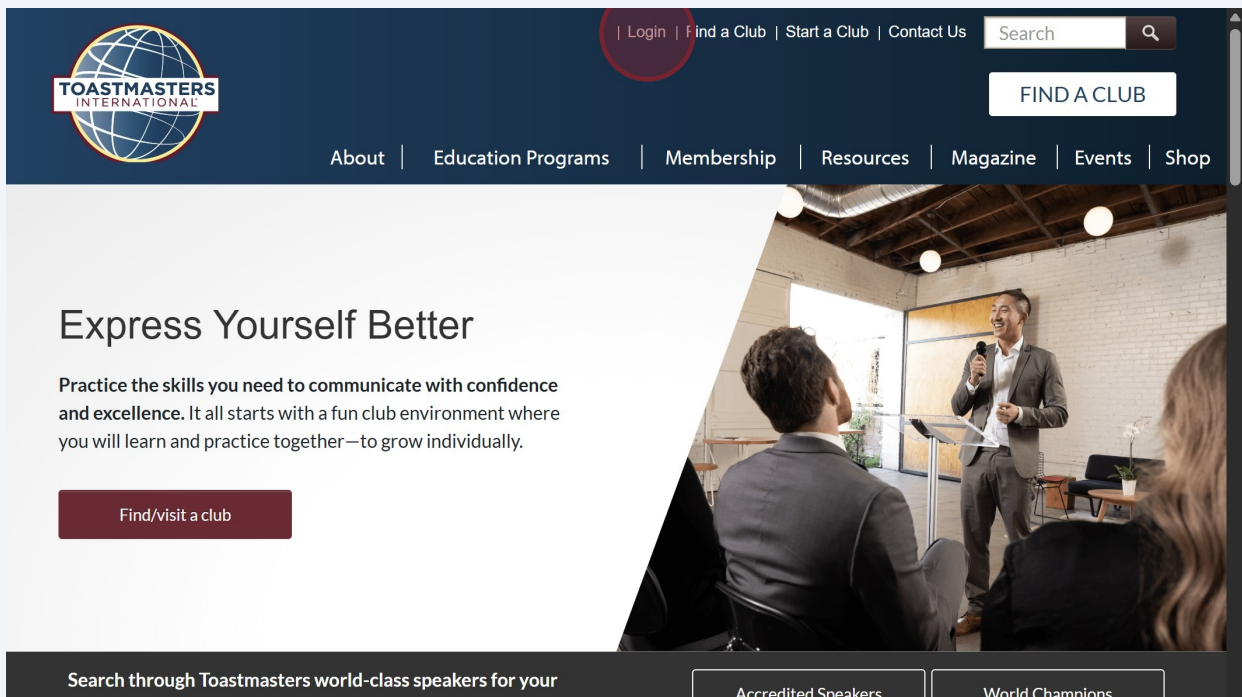


# How to Assign Club Officers in Toastmasters International

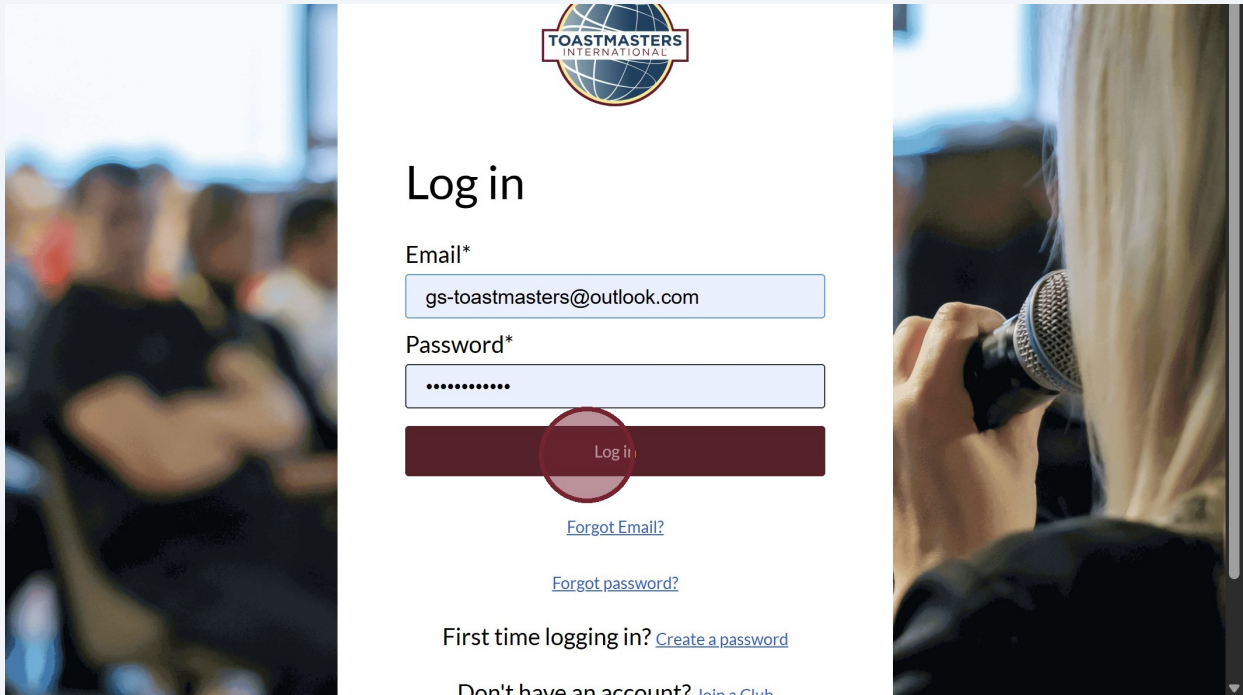
This guide simplifies the process of updating your club's officer roster for future terms on the Toastmasters website. Follow these steps to ensure your leadership information is accurately submitted and recorded for the upcoming year.

## User Authentication

1 Login to [www.toastmasters.org](http://www.toastmasters.org)

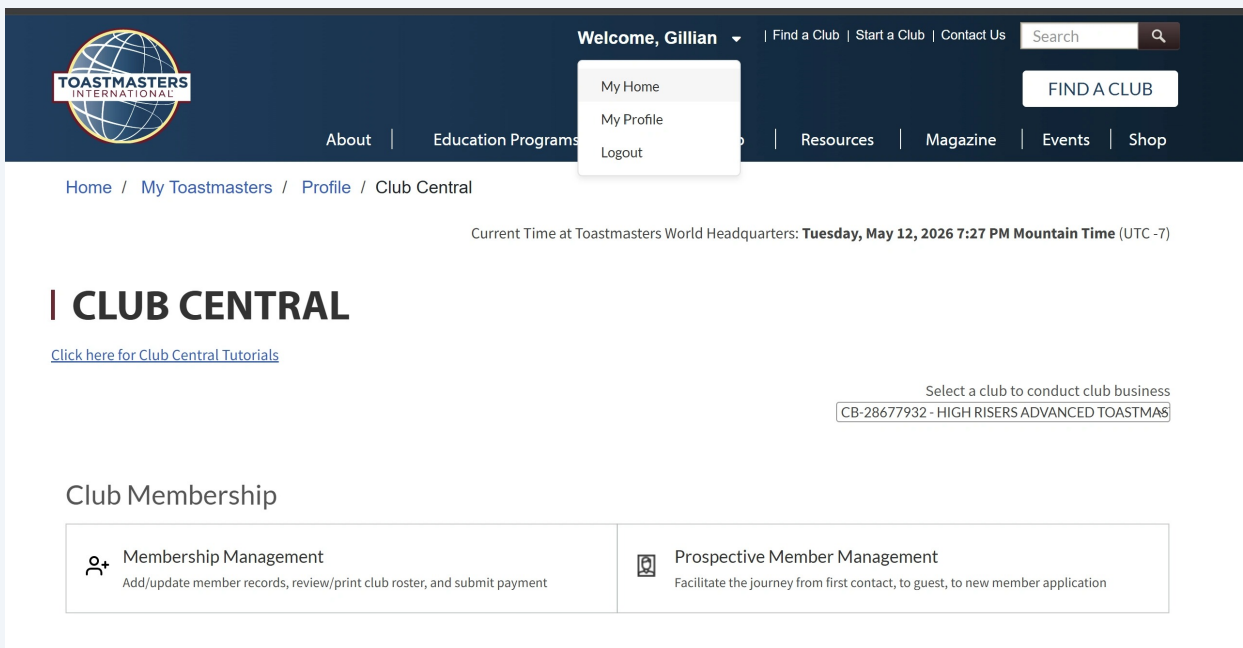


2 Enter your credentials and click Log in.



## Club Central Navigation

3 Click on Name and Choose My Home



**4** Scroll down and click on Club Central.

**Go to Base Camp**

Access your learning path and tutorials

**Learning Hub**

All your education resources in one place

**Achievement Board**

Awards and recognition

**Leadership Central**



**Club Central**

Club officer materials and more



**District Central**

Awards, badges, and recognition



**Club Officer Roles**

Learn more about  
positions



**Need Help?**  
Chat with Ora Tor



If you are only a member of one club - it will skip the next step

## 5 Select the club you want to manage (if more than one club)

Home / My Toastmasters / Profile / Club Central

Current Time at Toastmasters World Headquarters: **Tuesday, May 12, 2026 7:21 PM Mountain Time (UTC -7)**

### CLUB CENTRAL

[Click here for Club Central Tutorials](#)

Select a club to conduct club business

High Risers Advanced  
Toastmasters Club  
CB-28677932

Grimsby Toastmasters  
CB-01415201

## 6 Click "Club Officer Assignment"

Prospective Member Management  
Facilitate the journey from first contact, to guest, to new member application

### Club Management

- Club Contact and Meeting Information  
Update club contact/meeting information
- Club Officer Assignment**  
Review, update and assign club officers
- Club Success Plan  
Use this plan to work toward Distinguished club status
- Club Demographics  
Review and update your club's mailing address, officer terms and club preferences
- Addendum of Standard Club Options  
Review, update and print Addendum of Standard Club Options

## Officer Roster Updates

## 7 Select the Future term tab.

INTERNATIONAL

About | Education Programs | Membership | Resources | Magazine | Events | Shop

Home / My Toastmasters / Profile / Club Central / Club Officer Assignment

Current Time at Toastmasters World Headquarters: **Tuesday, May 12, 2026 7:21 PM Mountain Time (UTC -7)**  
Currently Managing **CB-28677932 - High Risers Advanced Toastmasters Club**

### CLUB OFFICER ASSIGNMENT

Future: **Jul 1, 2026 - Jun 30, 2027** Current: Jul 1, 2025 - Jun 30, 2026 Print

|                                 |  |
|---------------------------------|--|
| President                       | Secretary  |
| Jacqueline A. Pilon, EH5        | Sherry L. Thompson, DL5  |
| Vice President Education        | Treasurer  |
| Gillian Sheldon, DTM            | Joseph Gwizdaloski, DTM  |
| Vice President Membership       | Sergeant at Arms   |
| Richard Teel, VC4               | Select Member  |
| Vice President Public Relations | Officer Terms are annual or semi annual. See <a href="#">Addendum of Standard Club Options</a> to change this setting. |

## 8 Use arrow down to choose assigning officer - Press Save

Jacqueline A. Pilon, EH5

Sherry L. Thompson, DL5

Vice President Education

Treasurer

Gillian Sheldon, DTM

Joseph Gwizdaloski, DTM

Vice President Membership

Sergeant at Arms

Richard Teel, VC4

Select Member

Vice President Public Relations

Officer Terms are annual or semi annual. See [Addendum of Standard Club Options](#) to change this setting.

Save

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