

## CASE STUDY #1

### **CASE STUDY FOR PRESIDENTS: WHEN CLUB MEETINGS DON'T START ON TIME**

Your club meeting is scheduled to start at 7 p.m. You arrive at 6:30 p.m. to organize your thoughts and make adjustments to the program. At 6:45 p.m. you begin to feel uneasy because the table topics master hasn't shown up. To make things worse, only five club members out of the regular 15 have arrived. At 7:00 p.m. the topics master whisks in, complaining about traffic. She spends five minutes finding out who the scheduled speakers are so she knows who is eligible to participate in table topics. Finally, at 7:15 p.m., you begin the meeting and introduce the topics master.

As the club president, how can you avoid such situations and start the meeting on time?

## CASE STUDY #2

### **CASE STUDY FOR PRESIDENTS: WHEN DUES ARE DUE**

You have just received the Dues Renewal Invoice for October-March sent to you by World Headquarters. You are meeting with the treasurer, vice president membership, and secretary in order to update the report. Using the following information, complete the attached membership list and determine the amount of dues (\$27 per member) to satisfy your club's dues renewal.

- Two people, Elizabeth Buchwald and Arturo Gonzalez, joined your club in September. Their names are not on the printed list you received from World Headquarters. Your vice president membership has already added them online or mailed the Applications for Membership, new member fees, and dues for September to World Headquarters.
- Two people, James Davidson and Ted Franks, have told your vice president membership they no longer will be participating in the club.
- One person, Elena Petrovski, has not yet paid dues to the treasurer.
- One person, James Bond, has a new address: 123 Pontificate Place, Oakdale, CA 95361.

# DUES RENEWAL INVOICE



Toastmasters Club  
1355 Smedley Dr  
Oakdale, CA 95361

TOASTMASTERS INTERNATIONAL

Mail Address:

PO Box 9052  
Mission Viejo, CA 92690

Courier Address:

TOASTMASTERS INTERNATIONAL  
23182 Arroyo Vista  
Rancho Santa Margarita, CA 92688

PHONE: 949.858.8255 - FAX: 949.858.1207

For dues period  
October 1, 2009 -  
March 31, 2010

## **URGENT! DUE OCTOBER 1**

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Toastmasters Club

Invoice Date: 08/18/2004

*Please make corrections to a member's address on this invoice.  
Dues are payable in advance and are non-refundable and non-transferable.*

CHECK IF RENEWING	MEMBER NUMBER	MEMBER NAME AND ADDRESS	DUES AMOUNT	ORDER NUMBER
<input type="checkbox"/>	99299829	James Bond 812 Toastmasters St Oakdale, CA 95361	\$ 27.00	2999741288
<input type="checkbox"/>	99320332	Joan Botsko, ATMB 2243 Toastmasters Rd Oakdale, CA 95361	\$ 27.00	2999741289
<input type="checkbox"/>	99314236	James Davidson, CTM 230 Toastmaster Dr Oakdale, CA 95361-1234	\$ 27.00	2999741295
<input type="checkbox"/>	99299831	Daphne Duck, DTM 1188 Toastmasters Ave Oakdale, CA 95361	\$ 27.00	2999741291
<input type="checkbox"/>	990313207	Ted Franks, CL 998 Toastmasters Ct Oakdale, CA 95361	\$ 27.00	2999741292

99299833 Jacqueline Jacob, ATM \$ 27.00 2999741293  
 1401 Toastmasters Cir  
 Oakdale, CA 95361

99299834 Joseph Peters, DTM \$ 27.00 2999741297  
 9707 Toastmasters Blvd  
 Oakdale, CA 95361

99647974 Elena Petrovski, AL \$ 27.00 2999741298  
 400 Toastmasters Ln  
 Oakdale, CA 95361-9468

99311210 Neil Tip, CTM \$ 27.00 2999741294  
 26754 Toastmasters Aly  
 Escalon, CA 95320

No. of Members Renewing \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_  
 Payment Information:  Check No. \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_ (U.S.FUNDS)  
 Credit Card  MC  VISA  American Express  Discover

Please use only one card for the entire transaction. Multiple credit cards cannot be accepted.

Credit Card No. \_\_\_\_\_ Credit Card Amount: \$ \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Name as it appears on Credit Card: \_\_\_\_\_  
 Other \_\_\_\_\_

If paying by check, please mail the invoice and check (U.S.FUNDS) to Toastmasters International. If paying by credit card, please either mail, fax or e-mail this invoice and payment information to Toastmasters International. To avoid duplication, please submit this information by one method only. It is not necessary to mail and FAX the information to us. Our post office address, street address (for courier and UPS submissions) and fax number are at the top of this invoice.

Form Prepared By:

NAME \_\_\_\_\_ OFFICER TITLE \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

**Pay This Renewal Online**  
 Login to [www.toastmasters.org/renew](http://www.toastmasters.org/renew)

### CASE STUDY #3

## **CASE STUDY FOR PRESIDENTS: DEALING WITH DEADBEAT OFFICERS**

You have been president for three months. One of the officers on the executive committee, the treasurer, has not attended two of the three executive committee meetings and has missed half of the club meetings. You haven't received a treasurer's report so you do not know the status of the club's finances, and the treasurer does not return your telephone calls.

What can you do?