

Filing Club Meeting Roles

- ▶ What Works for Us
- ▶ International Convention Early Bird Discount
- ▶ 2011 Toastmasters International Convention
- ▶ New Policies and Protocol Easier to Understand
- ▶ Speech Topics are Everywhere
- ▶ Earn Those Educational Awards
- ▶ Becoming a Pro
- ▶ Need Help on New Year's Resolutions?
- ▶ Stand Out With Video
- ▶ Create a Corporate Club
- ▶ The Ralph C. Smedley Fund: A Perfect Gift
- ▶ How to Plan a Speech Contest
- ▶ How I Conquered My Contest Fears
- ▶ Yearly Success Is No Yawner
- ▶ They're Still Champions Today
- ▶ Link by Link, and Tweet by Tweet
- ▶ Tips for the Topicsmaster
- ▶ The Best-Kept Networking Secrets
- ▶ Accepting an Award with Class
- ▶ Good News for Toastmasters
- ▶ Environmentally Friendly Meetings
- ▶ How to Survive Your Ice Breaker
- ▶ Effective Solutions for Team Conflict
- ▶ Officer Training – Again!
- ▶ Filing Club Meeting Roles
- ▶ Planning for Fun!
- ▶ 17 Ideas on How and Where to Promote Toastmasters
- ▶ Taking Care of Guests
- ▶ Erasing All Doubts
- ▶ From Paltry to Plenty
- ▶ On Our Way to Distinguished Status
- ▶ Membership Building Contests
- ▶ Visiting Clubs in Other Countries
- ▶ Teamwork
- ▶ Why We Avoid the Dues Blues
- ▶ Climbing Out of Troubled Times
- ▶ Help in Hard Times
- ▶ Keeping the Holidays Happy
- ▶ Is it a test? Or is it play? Have some fun on contest day!
- ▶ You'll Love Your Gov!
- ▶ Go for the Gold!
- ▶ Creating a Speech on Short Notice
- ▶ Consider Speechcraft
- ▶ The Art of Mingling and Networking
- ▶ The New Competent Leadership Manual
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- ▶ Unravel the Knots
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Filing Club Meeting Roles

Have you ever wondered how you were going to get all the meeting roles filled for the following week? Or the one after that? How about finding a replacement for someone who wasn't able to make it to the meeting? You are not alone. While many clubs have members volunteering right and left, other clubs struggle from week to week to get their roles filled. The reasons for this can vary from busy schedules to lack of organization to not wanting to commit or even not being aware of the opportunities available. Several Toastmasters clubs have experienced success in overcoming these hurdles by using the methods below. While all of these methods won't work for all clubs, you can pick and choose the methods that work for you.

Educate Your Members on the CL

What works for Manassas Community Toastmasters and Speak Up Manassas Toastmasters? According to Bill Malthouse ACG ALB, 2009-2010 Division F Governor for District 27, writing the corresponding *Competent Leadership* project numbers next to the applicable roles on the meeting agenda helps. This reminds members that they can get CL credit for fulfilling a specific meeting role, and it also encourages them to improve their leadership skills by working through the *Competent Leadership* manual. Your club's meeting roles get filled, while members work to earn their Competent Leader award. It's a win-win situation.

Ask for Volunteers Well in Advance

Another great way to get those roles filled is to ask for volunteers two to three weeks ahead of time. This gives members more time to prepare, which helps relieve the pressure and allows them to work around prior commitments. Make sure to remind members of the roles they agreed to fill the week before they are scheduled. Also, try having a "standby" role so that members can fill in for any last minute no-shows or changes in a person's schedule. If a member does step up and fill a role at the last minute due to a no-show or cancellation, recognize their courage and participation.

Use Club Management Software

Asking for volunteers weeks in advance, in conjunction with using [club scheduling software](#) to schedule and rotate members is also a popular choice. Use these programs and tools to send out reminders, enter requests and create assignments. They are easy to use and can be updated quickly, which helps keep your club well organized and prepared.

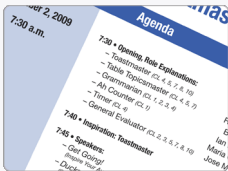
Assign Roles

If all else fails, you may just need to try assigning roles and asking members if they would be up for the challenge. Remind them that a Toastmasters club only works if all members are engaged and participating in meeting roles. Focus on the fact that while they are helping the club, they are also honing their leadership skills and earning credit towards their CL. Show them that you are interested in helping them achieve their goals, as well as helping the club.

Whether your club follows Manassas Community Toastmasters and Speak Up Manassas Toastmasters' lead or uses another suggested method, you're well on your way to successful role-filing.

What works for your club?

If your club has a success story that you'd like to share, write us at webfeedback@toastmasters.org.



Related Resources

- [Educational Awards?](#)
- [Membership Building Contests](#)
- [District Performance Reports](#)
- [Reports](#)
- [2006 Education System Revision](#)

