

Toastmaster Successful Clubs - Key Elements Checklist

1. Club Membership - at 20+ members. All club members work toward membership building and invite friends, family and co-workers to meetings.
2. Members in Attendance at Club Meetings - at least 70% of membership
3. Distinguished Club Program/Club Success Plan - used with 100% utilization. DCP program presented to club every July, DCP plan completed with volunteer names. Reviewed with club monthly by Education VP or Pres.
4. Executive Board Meetings - 1 per month, with an Executive Board Report to club members by President.
5. Club Officer Training - All Officers every 6 months, at least 4 and preferred all 7 for a stronger club.
6. District Level Participation- President and EVP attend District Conference Business Mtgs twice a year
7. Area Participation - All Officers attend Area Council Mtgs, at a minimum President and EVP attend
8. Membership Dues Renewal Reports - Received at WHQ by April 1, and October 1.
9. Club Minutes are Maintained and available in a folder at the meetings.
10. Club Budget is Developed and Approved by Club. Audit done yearly and results presented to club.
11. Member Interest Survey - 100% of members surveyed on a yearly basis.
12. Advanced Agenda – There is an advanced agenda schedule posted for at least 3 meetings in advance.
13. All Members participate in the Competent Communicator (CC) and Competent Leader (CL) Programs!
14. DCP Progress Chart - Displayed at each meeting, Club updated on DCP progress monthly.
15. Theme Meetings – at least 2 per month
16. CC and CL Manuals - 100% of members strive to complete both. Every Speech a Manual Speech!
17. New Member Orientation/Mentoring - 100% of new members receive a mentor and TM orientation.
19. Speechcraft Program – at least 1 per year, proven method for membership building
20. Members conduct a Success/Leadership module – at least 2 per year
21. Publicity (External) – at least 1 per month
22. Club Minutes/Bulletin printed, or emailed “The Day After” - 1 per meeting
23. Social Functions – at least 2 per year
24. Conduct Inter-Club Activity, with another club, exchange speakers, evaluators- 1 exchange per year
25. Youth Leadership Program -1 per year, use as membership building for parents to join TMs
26. Speakers Bureau – at least 3 active members
27. Community Contact Team - 2 presentations per year to outside organizations about Toastmasters.