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**President
C.O.T.**

Facilitator
Gloria Bosma, DTM, PMP
gkbosma@gmail.com
August 22nd, 2020



Objectives

- ▶ You will be able to identify the roles and responsibilities of the President
- ▶ You will be able to locate resources
- ▶ You will be able to identify the tasks needing completion by December

Agenda for President Training

- ▶ Beginning Poll
- ▶ Roles and Responsibilities
- ▶ Fulfilling Club Mission Statement
- ▶ Expert Minute
- ▶ Online Game Review
- ▶ Q & A/ Evaluation

Poll Results



What Makes an Outstanding President?



Effective
Communicator

Leads by
Example

Optimistic

Open-Minded

Demonstrates
Integrity

Results



People

dreamstime.com

- Balance work and fun
- Deliver flawless feedback
- (accurate/objective, considerate/ inspirational
- Motivate

Leader

Work



Volunteer Organization



Key Roles

- ▶ C.E.O.
- ▶ Set Tone of the Club
- ▶ Provide Leadership
- ▶ Preside over Meetings
- ▶ Ex officio Member of all committees (except nominating)
- ▶ Leader, Facilitator, Motivator, Coach



Responsibilities

- ▶ Preside over Meetings/ Robert's Rules of Order
- ▶ Lead and Guide (Club, Area, District, International)
- ▶ Motivate for Distinguished Club Status
- ▶ Base Camp Manager
- ▶ Fulfill the Club Mission Statement



Mission Statement

- ▶ We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Responsibilities Before /During Meetings

- ▶ Follow up with VPE
- ▶ Set the Atmosphere
- ▶ Greet Guests and members (every member greeter)
- ▶ Special Inductions /Recognition
- ▶ Chair Meeting/ Parliamentary Procedure
- ▶ Explain meeting
- ▶ Ask for Guest Comments

Month	Tasks
June	Club Officer Training (end of August) Education Awards to T.I. Submit Club Officer List “Of the Year” Awards Incoming/Outgoing Executive Meeting Bank signatory card
July	Conduct Moments of Truth/Member Interest Survey Determine member goals Club Success Plan Create Budget and present to members
August	Vote at International General Meeting (Proxy) Promote Smedley Award Membership Building Program
September	Send notice for membership dues End Smedley program (Sept. 30 th) Open House
October	Dues submitted (Oct 1 st)
November	Round 2 COT training Completion of Area Director visit
December	Round 2 training ends

Proxy – Club Central





Toastmasters International -Club x New tab x +

← → ↻ https://www.toastmasters.org/My-Toastmasters/profile/club-central







TOASTMASTERS INTERNATIONAL Welcome, Gloria | Logout | Find a Club | Start a Club | Contact Us Search

About | Pathways | Education | Membership | Leadership Central | Resources | Magazine | Events | Shop

Club Membership

 Add Membership Add new, dual or reinstated members	 Submit Payment Submit credit or debit card payment for memberships. Create custom invoice
 Submit Education Awards Submit member education awards	 Club Roster Review and print your club's roster. Update member contact information

Club Administration

 Club Proxy Designate a proxyholder to cast your club's vote at the Annual Business Meeting	 Club Officer Assignment Review, update and assign club officers
 Club Demographics Review and update your club's mailing address, officer terms and club preferences	 Club Financials Review club receipts and statements
 Distinguished Performance Report Review your club's Distinguished Performance Report	 Club Achievements Review and print club awards and achievements

https://www.toastmasters.org/my-toastmasters/profile/club-central/club-proxy

Type here to search

Toastmasters Intern... President round 1 tr... Sent Items - gloriab... ENG 10:14 AM 2020-08-10

For information on the candidates nominated by the International Leadership Committee for election at the Annual Business Meeting, please visit www.toastmasters.org/about/board-of-directors.

International President-Elect

No Selection

First Vice President

No Selection

Second Vice President

No Selection

Region 2

No Selection

Region 4

No Selection

Region 6

No Selection

Region 8

No Selection

Region 10

No Selection

Region 12

No Selection

Region 14

No Selection

There are two proposals for consideration at the Annual Business Meeting. For more information on the proposals, please visit www.toastmasters.org/2020Proposals.

Proposal A: Board Composition

Amendments to the Bylaws of Toastmasters International

Your votes for this proposal:

Votes for yes: 0

Votes for no: 0

Proposal B: Statement Submission for International Disciplinary Proceedings

Lead Tips

- L** - Learn
- E** - Enthusiasm
- A** - Action
- D** - Distinguished Status



Top Tips From our Seasoned Experts



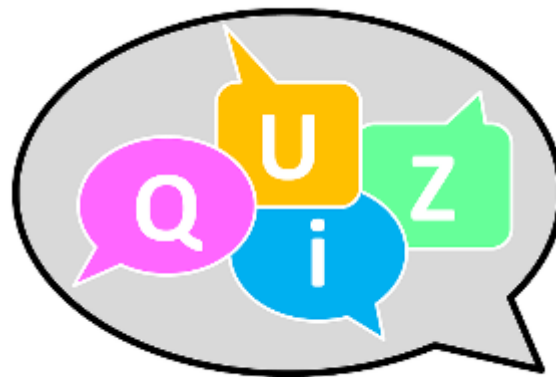
What is 1 Thing You Will Do?



President Game Quiz

www.menti.com

17 77 504



www.menti.com

67 86 92 6



Q&A Evaluations

Facilitator
Gloria Bosma, DTM, PMP
gkbosma@gmail.com



Moments of Truth #290

Moments of Truth Worksheet



Examine your assigned Moment of Truth and rate how well your club meets each standard.

1	2	3	4	5
We never meet this standard	We rarely meet this standard	We sometimes meet this standard	We usually meet this standard	We always meet this standard

FIRST IMPRESSIONS

First impressions are important to club success because guests' positive experiences and observations determine whether they will return and become members.

Standards			
Guests greeted warmly and introduced to officers and members		Convenient meeting location	
Guest book and name tags provided		Guests invited to address the club	
Professionally arranged meeting room		Guests invited to join	

MEMBERSHIP ORIENTATION

In order to offer members the greatest benefit from the Toastmasters experience, the club must acquaint new members with the education and recognition programs and make members aware of the club's responsibility to them and their responsibility to the club.

Standards			
Formal induction, including presentation of membership pin and manuals		Learning needs assessed	
Assignment of mentor		Speaking role(s) assigned	
Education programs and recognition system discussed		Member involved in all aspects of club activities	

FELLOWSHIP, VARIETY, AND COMMUNICATION

The club retains members by providing a fun, friendly and supportive environment that encourages enjoyable learning.

Standards			
Guests greeted warmly and made welcome		Members participate in area, district, and International events	
Enjoyable, and educational meetings planned		Interclub events encouraged	
Regularly scheduled social events		Club newsletter / website published and updated regularly	

BEST PRACTICES CHART

Challenges	Possible Causes	Recommendations
GUESTS Guests are not showing up to visit the club. Guests are not joining the club.	Guests may not feel welcome. Sometimes when interacting with a close-knit group, new people can feel left out.	The VPM should use a guest book and ask guests to join at the end of the meeting.
	Guests join clubs in which they feel like their personal goals will be supported.	Make sure guests have name tags.
	Guests may not be asked to join after the first meeting.	Include information on the club website about attire to make guests feel comfortable.
	Guests may have witnessed a judgmental or negative interaction.	Welcome guests when they walk in and introduce them to other members in the club with personal information, rather than titles.
EVALUATIONS Speakers are hypersensitive to constructive feedback. Evaluations are superficial and ineffective.	Honest, supportive evaluations rely on trust within the group.	Make meetings friendly, enjoyable, and fun! Try themed meetings and variety in Table Topics®
	Evaluations do not provide constructive feedback.	Display charts to show member progress toward goals.
	Evaluators may not know how to deliver effective evaluations.	Use room set up such as Toastmasters banner and magazines to draw guests in.
		Use the club website, newsletter, and social media to promote meetings.
GUESTS The VPE should allow only members who have given five speeches or more to serve as evaluators.		Give the Communication Achievement award to a local non-Toastmaster who has a high profile in your community.
		Conduct a Speechcraft® program.
		Focus evaluations on speech objectives from the manual.
		Ask experienced Toastmasters (from your club or from a nearby club) to model effective evaluations.
EVALUATIONS Schedule club social events to create a friendly, supportive culture.		

Getting Started for Success

- ▶ Meet with outgoing President
- ▶ Transfer Files and Information
- ▶ Meet with Outgoing/ Incoming Executive
- ▶ Moments of Truth/Member Interest Survey
- ▶ Club Success Plan and Budget
- ▶ Change Bank Signature

Club Success Plan

tinguished-club-pr 1111-distinguished-club x + -
lations/dcp-translations/1111-distinguished-club-program-and-club-success-plan.ashx
port from another browser. [Import favorites](#)



DISTINGUISHED CLUB PROGRAM AND CLUB SUCCESS PLAN

How to Be a Distinguished Club



WHERE LEADERS
ARE MADE

Rev. 3/2019

CLUB SUCCESS PLAN

Club Number _____

TEAM COMPOSITION

Name the members of the club executive committee (all seven officers and the immediate past president):

VALUES

Toastmasters International's values are integrity, respect, service and excellence. These values should be incorporated as anchor points in every decision made at all levels within the organization. Toastmasters' values provide a means of guiding and evaluating the organization's operations, planning and envisioned future.

What are the club executive committee's values?

TEAM OPERATING PRINCIPLES

What principles does the club executive committee hold? (These principles might include trust, safe learning, collaboration, etc.)

POTENTIAL OBSTACLES

What obstacles will the club executive committee have to consider when strategizing? (These obstacles might include conflicting personal commitments, for example.)

MEETING PROTOCOL

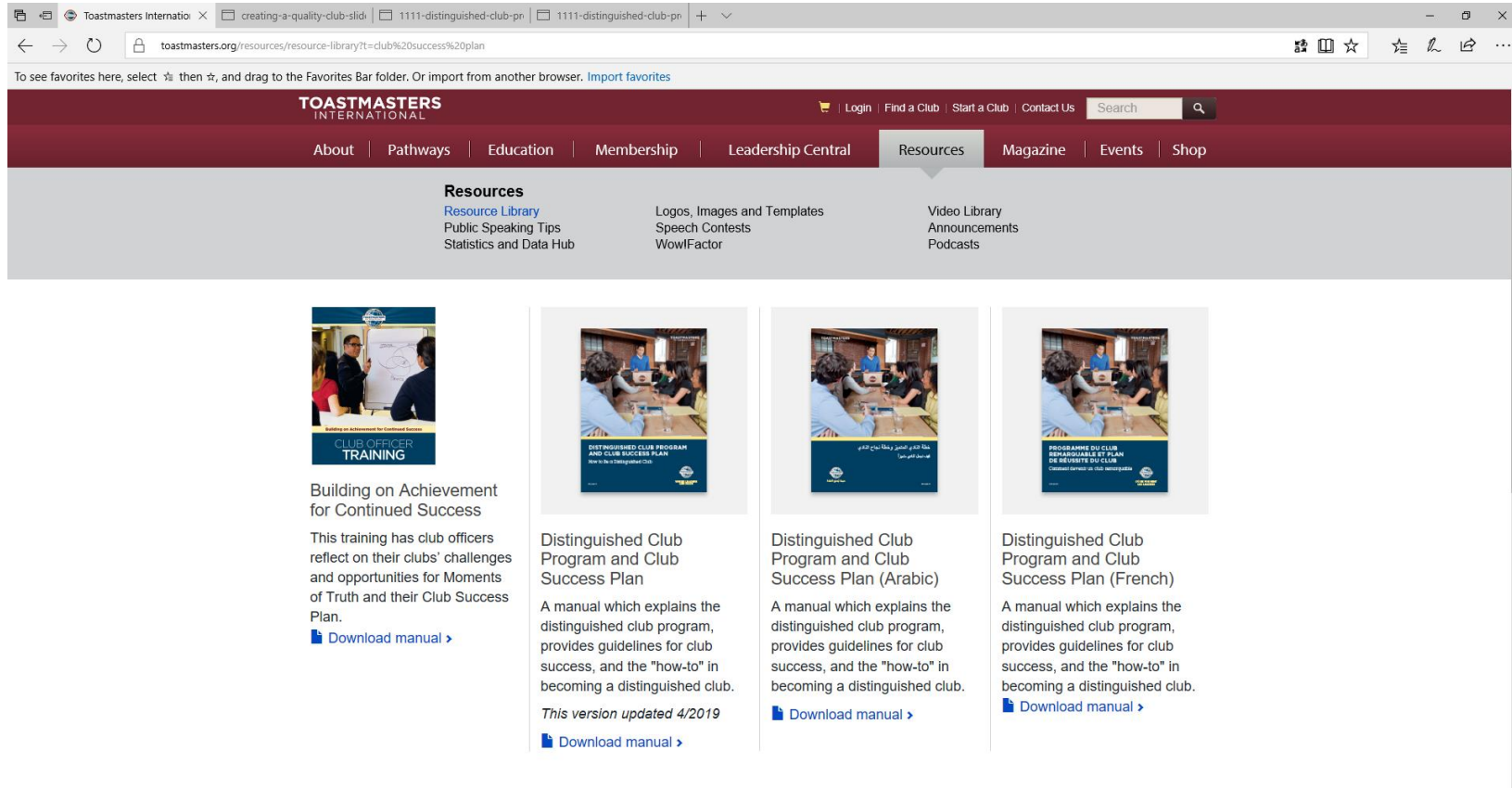
In general, how will the club executive committee process tasks? (If or example, consider how often to meet or call, what the meeting practices will be, etc.)

TEAM INTERACTIONS AND BEHAVIORAL NORMS

How will decisions be made?

What will be the club executive committee's method of communication? Determine the first preference, second preference and so on.

Club Success Plan – Resource Library #1111



The screenshot shows a web browser window displaying the Toastmasters International website. The address bar shows the URL: toastmasters.org/resources/resource-library?it=club%20success%20plan. The website has a dark red header with the Toastmasters International logo and navigation links: About, Pathways, Education, Membership, Leadership Central, Resources (selected), Magazine, Events, and Shop. A search bar is also present. Below the header, the 'Resources' section is expanded, showing links to the Resource Library, Logos, Images and Templates, Speech Contests, Wow!Factor, Video Library, Announcements, and Podcasts. The main content area features four resource cards:

- Building on Achievement for Continued Success**
CLUB OFFICER TRAINING
This training has club officers reflect on their clubs' challenges and opportunities for Moments of Truth and their Club Success Plan.
[Download manual >](#)
- Distinguished Club Program and Club Success Plan**
A manual which explains the distinguished club program, provides guidelines for club success, and the "how-to" in becoming a distinguished club.
This version updated 4/2019
[Download manual >](#)
- Distinguished Club Program and Club Success Plan (Arabic)**
A manual which explains the distinguished club program, provides guidelines for club success, and the "how-to" in becoming a distinguished club.
[Download manual >](#)
- Distinguished Club Program and Club Success Plan (French)**
A manual which explains the distinguished club program, provides guidelines for club success, and the "how-to" in becoming a distinguished club.
[Download manual >](#)

JUL	<p>Club Officers Ruler</p> <p>July 1—Distinguished Club Program year begins. Conduct Moments of Truth. Ask members for their goals. Complete Club Success Plan. Attend officers training/ Toastmasters Leadership Institute.</p>
AUG	<p>Make every club meeting a quality meeting. Plan and hold club speech contests. Attend the Toastmasters International Convention. Promote the Smedley Award membership building contest. Hold an Open House.</p>
SEP	<p>Collect and submit semi-annual membership renewal dues. Promote the Smedley Award membership building contest. Does every new member have a mentor? Does every tenured member have new goals?</p>
OCT	<p>By Oct 1—Submit membership renewal dues to Toastmasters International to receive credit in the Distinguished Club Program. Are you scheduling members to achieve their communication and leadership goals?</p>
NOV	<p>Attend and vote at District Conference. Hold club elections at the first meeting in November (for clubs electing semi-annually). President appoints an audit committee and committee audits club's financial records (for club's electing semi-annually).</p>
DEC	<p>Attend club officers training/ Toastmasters Leadership Institute. Submit club officers list by December 31 (for clubs electing semi-annually) to receive credit in the Distinguished Club Program.</p>
JAN	<p>Attend club officer training/ Toastmasters Leadership Institute. Assess the progress of your members toward their goals and your club's progress in their Club Success Plan. Make mid-year adjustments. Hold an Open House.</p>
FEB	<p>Conduct Moments of Truth again. What changes do you need to make to improve your club quality? Promote Talk Up Toastmasters membership building contest. Plan and hold club speech contests.</p>
MAR	<p>Collect and submit semi-annual membership renewal dues. Promote Talk Up Toastmasters membership building contest.</p>
APR	<p>By April 1—Submit membership renewal dues to Toastmasters International to receive credit in the Distinguished Club Program. Support members in achieving their goals! Support your club in achieving their Distinguished goals!</p>
MAY	<p>Attend and vote at District Conference. Hold club elections at the first meeting in May. President appoints an audit committee and committee audits club's financial records. Promote the Best the Clock membership building contest.</p>
JUN	<p>Attend club officers training/ Toastmasters Leadership Institute. Submit club officers list and all educational awards by June 30 to receive credit in the Distinguished Club Program. Achieve your distinguished goals!</p>

Lark Doley, DTM, for President-Elect

www.LarkDoley.com ♦ larkd@austin.rr.com ♦ Connect with me on LinkedIn and Facebook.



President TLI Training

Steps to Success

Gloria Bosma, DTM

gloriabosma@hotmail.com

Timeline

June

Club Officer Training

Education Award to TI

Submit Club Officer List

"Of the Year" Awards

July

Distinguished Club Program

Conduct Moments of Truth

Member Interest Survey

Complete Club Success Plan

August

TM International Convention

Smedley Award Membership Building

Club Officer Training Ends

September

Check Membership Renewal

Promote Smedley Award

Host Open House

October

Membership Dues to WHQ

November

Check Public Relations

Completion of Area

Director Visit



Create a Vision

Quality Programming

Effective Evaluations

Active Participation

Strong Membership

Plan to Make Your Vision a Reality

Communicate Your Vision

Use Executive Meetings to Set and Achieve Goals

Set Membership/Educational Goals

Make Every Meeting Outstanding

Create a Quality Club

Track Progress Using DCP

Executive Committee Meetings

Review Progress/ Share Accomplishments and Plans

Verify Officers Fulfilling Roles

Qualities of a Super Team

Committed to Quality Performance

Creative Methods of Removing Obstacles

Visible/Accessible to Others

Driven to Achieve, Exude Energy, and Commitment to Work Together

Timeline Continued

December

Club Officer Training Round #2 (TLI)

January

Assess Goals of Members

Hold Open House

February

Promote Talk Up Toastmasters

End Second Round Training

Promote Speech Contest

March

Host Speech Contests

Membership Dues

April

Attend and Vote at District Conference (Apr. 24 – 26th in Edmonton)

May

Club Elections 1st meeting in May

Appoint Audit Committee

Beat the Clock Membership

Completion of Round #2 Area Director Visit

Conduct Effective and Enjoyable Meetings

Contact VPE before meetings for Special Recognition/Inductions

Verify Assignments Filled and Participants Ready

Begin and End Meetings on Time

Follow Parliamentary Procedure

Welcome Guests/Members

Review Agenda

Introduce TM

Make Announcements

Successful Club Administration

All Executive Members Trained

Confirm Paperwork sent to WHQ

Search for Club Leaders

Represent Your Club

Liaison ~~Between~~ Club/ Area/ District

Vote at Area/District/International Convention

Modified from <http://www.district49.org>

Resources

Moments of Truth #290

Member Interest Survey #403

Club Success Plan # 1111

Distinguished Club Program and Club Leadership Handbook (Leadership Central – Club Officer Resources)

www.larkdoley.com

Phone – (1) 720-439-5050

<https://www.toastmasters.org/leadership-central/club-officer-tools>

clubofficers@toastmasters.org

Robert's Rules

Q&A - Evaluation



www.menti.com

59 23 87

gkbosma@gmail.com

Getting Started



Vision Statement Examples

- ▶ “What would I like to see in
- ▶ my club?”...and keep it short
- ▶ **Some Examples**
- ▶ The club has at least 20 members
- ▶ Meetings begin and end on time
- ▶ Every member has a mentor
- ▶ Members earn educational awards

Larkdoley.com

HOME

VISION

STRATEGIC VISTA

KNOWLEDGE BASE

CONTACT LARK



ABOUT HER VISION



QUESTIONS & ANSWERS



EMAIL LARK

KNOWLEDGE BASE



SEARCH KNOWLEDGE BASE



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WHERE LEADERS ARE MADE

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[Membership](#)

[Leadership Central](#)

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Leadership Central

[Club Central](#)
[District Leader Tools](#)
[The Leader Letter](#)
[Region Advisor](#)

[District Central](#)
[Governing Documents](#)
[Month-End Closing Dates](#)
[Region Realignment 2018](#)

[Club Officer Tools](#)
[Legal and Tax Compliance](#)
[Eligibility Assistant](#)
[Distinguished Performance Reports](#)

[Club Officer Roles](#)

[Club Officer Tutorials](#)

[Online Club Charter Resources](#)

[Club Officer Resources](#)

[Club Management](#)

[Membership Building](#)

[Distinguished Performance Reports](#)

[Find a Club Advanced Search](#)



A club officer has a very important role within Toastmasters International. The success of a club and its members depend on how well you and your fellow club officers execute your responsibilities. By providing leadership and support, you can foster a positive environment that's conducive to members' personal and professional growth, allowing them to achieve their Toastmasters education program goals.

CLUB OFFICER RESOURCES

Club Leadership Handbook (PDF)

This detailed, easy-to-use manual provides the information necessary to succeed as a club officer.

Master Your Meetings

This handbook provides the information and instruction you

Foundation of Knowledge

This tutorial provides an overview of a Toastmasters club and covers topics such as the Distinguished Club Program, the Toastmasters education program and the structure of the organization.

*This Module is only compatible with PC and MAC desktops.

Addendum of Standard Club Options

Review and update your

Distinguished Club Program and Club Success Plan (PDF)

Use this manual to plan for success in the Distinguished Club Program and promote a productive workflow among officers.

Contact Us

Need to reach us? Phone, fax or email us and we'll be happy

Larkdoley.com

GOLDEN KNOWLEDGE BASE CLUB OFFICERS

RESOURCES FOR OFFICER ROLES

[D22 Club Officer Duties and Tips](#)
[D59 ClubOfficersRoles](#)
[D04 Club Officer Calendar jstephen](#)
[D55 Club Officer Timeline Marie-Pier Clarke](#)
[D69 skills-for-the-7-executive-roles](#)
[D44 Officers Installation1](#)
[D69 Executive-Induction-Script](#)
[D77 Guide to conducting Effective Executive Meetings Gina Cook, DTM](#)
[D69 how-to-how-a-club-executive-meeting](#)
[D01 Exec Committee mtg agenda sample Herman Krab](#)
[D84 Scheduling Tips for the VP Education](#)
[D69 assignment-meeting-cards](#)
[D69 meeting-roles-forward-planner](#)
[D55 DCP Worksheet Marie-Pier Clarke](#)
[D59 DCP Overhead Rob Cockburn](#)
[D69 10-ways-to-become-a-distinguished-club](#)
[D57 ToastmastersVPEducationTracking_Kevin Markl](#)
[D57 Vice President- Membership PPT Handouts_Faz Binesh](#)
[D69 the-centre-of-the-web-VP](#)
[D69_VPM-process](#)
[D69 sample-guest-packets](#)
[D69 induction-ceremony-by-VP](#)
[D69 marketing-plan-for-VPs](#)
[D69_VPPR-checklist](#)
[D22 VPPR Reminders Calendar](#)
[D69 building-a-home-page-freetoasthost](#)
[OC Linda Oliver Power Point for Easy Speak Made Easy 101 D55](#)
[D69 Secretary guidelines-for-the-retention-of-club-](#)

TLI AND COT

[D42 TLI-COT Event Planner Checklist](#)
[D46 Training Leadership Institute FAQ](#)
[D49 clubOfficertraining](#)
[D69 Frequently-Asked-Questions-about-TLI](#)
[D69 TLI-Handbook-v-2013](#)
[D40 TLI Handbook Erlinda Simmons-Sonedecker](#)
[D55 Club Officer Training Sign In Sheet](#)
[D55 Training Event Information Questionnaire](#)
[D55 Promotions Guide for a Club Officer Training Event](#)
[D55 Planning Task List and Time Line for Training Events](#)
[D55 Club Officer Installation Script 2015-06-16](#)

[D55 Promotions Guide for a Club Officer Training Event](#)
[D55 Planning Task List and Time Line for Training Events](#)
[D59 COT-TRAINER-Notes Rob Cockburn](#)
[D55 Club Officer Training Sign In Sheet](#)
[D57 PresidentTraining_Sue Keating](#)
[D57 ToastmastersVPEducationTracking_Kevin Markl](#)
[D59 COT-attendee-notes_Rob Cockburn](#)
[D60 COT TrainerGuide Phase1 President](#)
[D60 COTp2 President TrainerGuidev10](#)
[D60 COT TrainerGuide Phase1 VPED](#)
[D60 COTp2 VPED TrainerGuide v20](#)
[D60 COT TrainerGuide Phase1 VPmembership](#)
[D60 COTp2 VPMEM TrainerGuide](#)
[D60 COT TrainerGuide Phase1 VPPR](#)
[D60 COTp2 VPPR TrainerGuide](#)
[D60 COT TrainerGuide Phase1 Secretary](#)
[D60 COT TrainerGuide Phase1 Treasurer](#)
[D60 COTp2 TrainerGuide](#)

D4tm.org

[Home](#) ▶ [Club Goals](#) ▶ Mission, Vision and Values

Mission, Vision, and Values

Having mission, vision and values statements helps define the direction of a club. As a club strives to reach its objectives, reviewing these statements can help put the activities of a club into perspective. Please refer to the descriptions below for some ideas about mission, vision and values statements for your club.

Mission Statement

A mission statement declares broadly how a group or organization will work to help bring the stated vision into reality. It is the touchstone used to determine the validity and priority of all activity of the organization. Updating a mission statement periodically is a normal process for most organizations, as the organization learns more and better ways to approach the goals defined in that organization's envisioned world.

As an example, the statement below is the club mission provided Toastmasters International.

The mission of a Toastmasters club is to provide a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth.

Vision Statement

A vision statement declares a vision of the future. It is a very succinct encapsulation of the reason for a group or organization to exist, and often consists of just a single sentence or two. In most situations, the vision statement for an organization changes very little over time.

A vision statement is sometimes called a picture of an organization in the future but it's so much more than that. Your vision statement can be your inspiration, the framework for all your strategic planning. As an example, the statement below is the vision statement of Toastmasters International.

To be the first-choice provider of dynamic, high-value, experiential communication and leadership skills development.

Value Statement

Club Management

Club Goals

- Mission, Vision and Values
- Club Success Plan
- Distinguished Club Program

Educational Activities

- Better Speaker Series
- Successful Club Series
- Success Communication Series
- Success Leadership Series

Club Administration

- Club Officer Roles
- Club Officer Tasks
- Club Officer Checklist

Club Promotion

- Publicity
- Club Web Site
- Social Media Resources
- Speechcraft

Increasing Club Membership

- Open House Meetings
- Club Fitness Program
- Club Coach

Tips

- ▶ Year Round Membership
- ▶ Visit Other Clubs Around the Globe
- ▶ Invite Outside Speakers
- ▶ D99 Facebook page and website
- ▶ Call TI
- ▶ Assess
- ▶ Do the Work

Quiz Time - menti.com

93 45 45



Resources

- ▶ Moments of Truth - #290
- ▶ Club Success Plan – #1111
- ▶ Member Interest Survey - #403
- ▶ Club Leadership Handbook - #1310
- ▶ Success 101 - #1622
- ▶ Master Your Meeting - #1312
- ▶ membership@toastmasters.org
- ▶ 1-720-439-5050

Key Success Factors

Communication

Collaboration

Coaching



What if?

- ▶ Executive Member not Performing Role
- ▶ Club Member is Causing Problems at Meetings

All Members Play an Important Role



Your Turn

- ▶ Scenario #1- Executive member is not fulfilling duties. What can you do?
- ▶ Scenario #2 – Club Member is belligerent causing problems. Suggestion?
- ▶ Scenario #3 – Low club membership

Ask the question, “what would I like to see in my club?”...and keep it short

Some Examples

The club has at least 20 members

Meetings begin and end on time.

Every member has a mentor.

Members earn educational awards

Housekeeping

- ▶ Safety – Emergency Procedures
- ▶ Silence Cell Phones
- ▶ Where's the Bathroom





Membership RX

No Guests	Work on Public Relations Membership Campaigns Involve Everyone
Guests attending – not signing up	Meeting Quality Closing the Sale Follow-up email/phone/visit
Members not attending	Connect with email/phone call/visit

Member Interest Survey #403

Toastmasters International MEMBER INTEREST SURVEY



Member Name _____

Club Name _____

Goals

List two goals you wish to accomplish this year as a Toastmaster:

1. _____
2. _____

List two objectives you want to accomplish in the next few months in support of those goals:

1. _____
2. _____

Interests

Personal and Vocational	High Interest	Some Interest	No Interest
Improve critical-thinking skills			
Improve meeting-management skills			
Improve listening skills			
Improve leadership skills. If so, what? _____			
Improve communication skills. If so, what? _____			
Improve evaluation skills			

Club Involvement	High Interest	Some Interest	No Interest
Serve as a mentor for a new member			
Help increase club membership			
Serve as a club officer. If so, which role? _____			
Help the club with public relations or publicity			
Contribute to or edit the club newsletter or website			
Learn about parliamentary procedure			

Outside the Club	High Interest	Some Interest	No Interest
Lead or help with a Speechcraft program			
Lead or help with a Youth Leadership program			
Lead or help with a youth communication module			
Visit other Toastmasters clubs			
Compete in a speech contest			

Within the District	High Interest	Some Interest	No Interest
Judge a speech contest			
Organize a new Toastmasters club			

Club Quality Characteristics

Rate your satisfaction on each of the following club quality characteristics.

Characteristic	Extremely Satisfied	Very Satisfied	Moderately Satisfied	Slightly Satisfied	Not Satisfied
Welcoming					
Friendly/relaxed atmosphere					
Positive/Supportive					
Organized meetings					
Supportive club leaders					
Opportunities to participate					
Creative Table Topics*					
Effective evaluations					
Provides professional development					
A networking environment					
Promotion of club in the community					
Varied and fun meetings					
Toastmasters sponsoring new members recognized					
Member achievements formally recognized with ceremony					
Club and member achievements publicized					

Overall Experience

What do you like most about your club?

What do you like least about your club?

What recommendations for improvement can you provide?

Is there anything more specific you would like to learn about?

President

- ▶ Transferable skills include:
 - Experience in leadership
 - Leading teams
 - Meeting goals
 - Motivating and coaching others

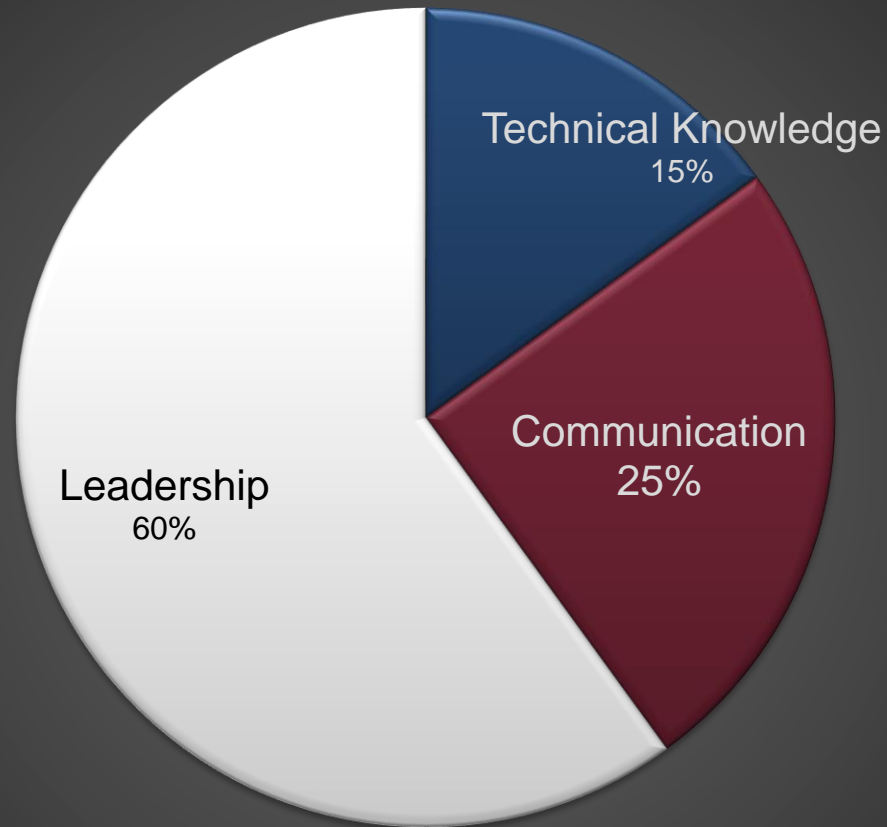




Guests RX

Public Speaking	Pathways
Impromptu Speaking	Table Topics
Conducting Meetings	Toastmaster, Leadership Paths
Personnel Reviews	Evaluator
Management Skills	Club Officer
Leadership Development	Pathways, Club Officer or District Roles

Success – Carnegie Institute of Technology



■ Technical Knowledge ■ Communication ■ Leadership ■

How Are You Doing?

- ▶ Greeting Guests
- ▶ During the Meeting
- ▶ Closing the Sale
- ▶ Follow-up of Guests and Members
- ▶ Membership Campaigns

Role Play



Additional Resources

Vice President Membership Resources

Success 101 (Item 1622)	www.toastmasters.org/1622
Membership contest information	www.toastmasters.org/membershipcontests
<i>Distinguished Club Program and Club Success Plan</i> (Item 1111)	www.toastmasters.org/1111
Distinguished Club Program Goals (Item 1111C)	www.toastmasters.org/1111C
Speechcraft information	www.toastmasters.org/speechcraft

Phone- (1) 720-439-5050

<https://www.toastmasters.org/leadership-central/club-officer-tools>

clubofficers@toastmasters.org

Getting Started