

We all have ideas on what an ideal Toastmasters club would be like. Most members might agree that enjoyable meetings, unlimited learning opportunities and a sense of belonging are what they look for in that “perfect” club. Well, they’re right.

This checklist offers you the chance to measure your club against the “ideal.”

Complete this questionnaire, then give it to your club president. The president will discuss the answers with the club’s executive committee, who should work on implementing any necessary changes.

Your answers, and the changes that your club may make thereafter, will put you well on the way toward becoming an ideal club!

Club Meetings

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Do club meetings start and end on time? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the club president follow the pre-printed agenda? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does every member wear a name badge and membership pin? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are all members greeted at the door and made to feel welcome? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are all guests greeted at the door and introduced to others? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is there a friendly atmosphere during the meeting? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the meeting environment comfortable, pleasant and enjoyable? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is your club meeting place easy to find, with signs posted? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is the cost of meals reasonable? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is the Toastmasters International Supply Catalog displayed at every meeting? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is the business meeting conducted quickly and efficiently? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are programs interesting and varied? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are speakers, evaluators and other meeting participants reminded of their responsibilities well in advance of the meeting? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are speeches well-prepared and based on manual projects? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are evaluations positive, helpful and constructive? | <input type="checkbox"/> | <input type="checkbox"/> |

Do You Belong to the Ideal Club?

- | | | |
|--|--------------------------|--------------------------|
| 16. Is everyone given an opportunity to participate in the program? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are your officers effective in their roles as leaders? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Do officers report on the club’s progress in the Distinguished Club Program? | <input type="checkbox"/> | <input type="checkbox"/> |

SUGGESTIONS FOR IMPROVEMENT:

Membership

- | | YES | NO |
|---|--------------------------|--------------------------|
| 19. Does your club set a membership goal for the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Does your club regularly have membership drives and promote its meetings to media and in the community? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Does your club participate in Toastmasters’ membership-building programs? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Are guests introduced during the club meeting? | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. After the meeting, are guests invited to join the club? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Are new members oriented to the Toastmasters program immediately after joining? | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Are new members reported immediately to World Headquarters so that they may receive their membership materials? | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Are new members assigned a mentor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Are new members scheduled to speak soon after joining? | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Are new members assigned meeting roles soon after joining? | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Are new members formally inducted and given a membership certificate, pin and name badge? | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Is your club free of an absentee problem? | <input type="checkbox"/> | <input type="checkbox"/> |



- | | YES | NO |
|--|--------------------------|--------------------------|
| 31. Does a member contact those who miss more than one meeting and encourage them to attend regularly? | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Are all members assigned to a club committee? | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Is your club free of members who disrupt meetings and have a negative influence on meetings and members? | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Are members recognized during meetings for their accomplishments and contributions? | <input type="checkbox"/> | <input type="checkbox"/> |

SUGGESTIONS FOR IMPROVEMENT:

Educational Activities

- | | YES | NO |
|---|--------------------------|--------------------------|
| 35. Does your club provide opportunities for speaking outside the club? | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Does your club regularly conduct programs from <i>The Better Speaker Series</i> , <i>The Successful Club Series</i> and <i>The Leadership Excellence Series</i> ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Are members encouraged to visit other Toastmasters clubs? | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. Does your club encourage members to attend area, division district, regional and international functions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. Do you know the value of and requirements for the various educational awards? | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. Does your club display a Member Program Progress Chart (Catalog No. 227) for tracking members' manual completions? | <input type="checkbox"/> | <input type="checkbox"/> |

SUGGESTIONS FOR IMPROVEMENT:

General

- | | YES | NO |
|---|--------------------------|--------------------------|
| 41. Do you have a club newsletter or Web site? | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. Does your club take advantage of freetoasthost.org to create its Web site? | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. Do you have a formal and impressive installation for club officers? | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. Are you encouraged to attend your club's executive committee meetings? | <input type="checkbox"/> | <input type="checkbox"/> |

Complete this questionnaire, then give it to your club president.

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|--|--------------------------|--------------------------|
| 45. Are you familiar with the proxy your club receives each March, which entitles it to votes at the Regional Conference and International Convention? | <input type="checkbox"/> | <input type="checkbox"/> |
| 46. Does the club treasurer begin collecting October and April dues early and give members plenty of reminders about the due dates? | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. Do your officers thoroughly understand their responsibilities and carry them out? | <input type="checkbox"/> | <input type="checkbox"/> |
| 48. Are members encouraged to assume leadership roles in the club? | <input type="checkbox"/> | <input type="checkbox"/> |

SUGGESTIONS FOR IMPROVEMENT: