What's the Scoop on Your Group?

Let your club leaders know with this easy checklist.

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. Is your meeting location conveniently located, accessible and user friendly?	☐	☐
2. Are the program and agenda publicized, via e-mail or a club Web site, in advance?		
3. Do club meetings start and end on time?	☐	☐
4. Does the club president follow the pre-printed agenda?	☐	☐
5. Does every member wear a name badge and membership pin?	☐	☐
6. Are all guests and members warmly greeted at the door and made to feel welcome?	☐	☐
7. Are all guests introduced to others?	☐	☐
8. Is there a friendly atmosphere during the meeting?	☐	☐
9. Is the meeting environment comfortable, pleasant and enjoyable?	☐	☐
10. Is your club meeting place easy to find, with signs posted?	☐	☐
11. Is the cost of meals reasonable?	☐	☐
12. Is the Toastmasters International Catalog displayed at every meeting?	☐	☐
13. Is the business meeting conducted quickly and efficiently?	☐	☐
14. Are programs interesting and varied?	☐	☐
15. Are speakers, evaluators and other meeting participants reminded of their responsibilities well in advance of the meeting?	☐	☐
16. Are speeches well-prepared and based on manual projects?	☐	☐
17. Are evaluations positive, helpful and constructive?	☐	☐
18. Is everyone given an opportunity to participate in the program?	☐	☐
19. Are your officers effective in their roles as leaders?	☐	☐
20. Do officers report on the club's progress in the Distinguished Club Program?	☐	☐

SUGGESTIONS FOR IMPROVEMENT:

Membership

	YES	NO
21. Does your club set a membership goal each year and try to maintain a minimum of 20 members?	☐	☐
22. Do your club's leaders maintain a "member services" perspective?	☐	☐
23. Does your club regularly have membership drives and promote its meetings to media and in the community?	☐	☐
24. Does your club participate in Toastmasters' membership-building programs?	☐	☐
25. Are guests introduced during the club meeting?	☐	☐
26. After the meeting, are guests invited to join the club?	☐	☐
27. Are new members oriented to the Toastmasters program immediately after joining?	☐	☐

	YES	NO
28. Are new members reported immediately to World Headquarters so that they may receive their membership materials?	☐	☐
29. Are new members assigned a mentor?	☐	☐
30. Are new members scheduled to speak soon after joining?	☐	☐
31. Are new members assigned meeting roles soon after joining?	☐	☐
32. Are new members formally inducted and given a membership certificate, pin and name badge?	☐	☐
33. Is your club free of an absentee problem?	☐	☐
34. Does a member contact those who miss more than one meeting and encourage them to attend regularly?	☐	☐
35. Are all members assigned to a club committee?	☐	☐
36. Is your club free of members who disrupt meetings and have a negative influence on meetings and members?	☐	☐
37. Are members recognized during meetings for their accomplishments and contributions?	☐	☐

SUGGESTIONS FOR IMPROVEMENT:

Educational Activities

	YES	NO
38. Does your club begin each meeting by reading the Toastmasters Mission Statement?	☐	☐
39. Does your club provide opportunities for speaking outside the club?	☐	☐
40. Does your club regularly conduct programs from *The Better Speaker Series, The Leadership Excellence Series* and *The Successful Club Series*, in particular, working through Moments of Truth at least twice a year?	☐	☐
41. Are members encouraged to visit other Toastmasters clubs?	☐	☐
42. Does your club enjoy occasional joint meetings with other clubs?	☐	☐
43. Does your club encourage members to attend area, division, district, regional and international functions?	☐	☐
44. Do you know the value of and requirements for the various educational awards?	☐	☐
45. Does your club display wall charts for the CC, CL and AC programs (Items 307, 308 and 309)?	☐	☐

SUGGESTIONS FOR IMPROVEMENT:

General

	YES	NO
46. Do you have a club newsletter or Web site?	☐	☐
47. Does your club take advantage of **freetoasthost.org** to create its Web site?	☐	☐
48. Do you have a formal and impressive installation for club officers?	☐	☐
49. Are you encouraged to attend your club's executive committee meetings?	☐	☐
50. Are you familiar with the proxy your club receives each March, which entitles it to votes at the Regional Conference and International Convention?	☐	☐
51. Does the club treasurer begin collecting October and April dues early and give members plenty of reminders about the due dates?	☐	☐
47. Do your officers thoroughly understand their responsibilities and carry them out?	☐	☐
48. Are members encouraged to assume leadership roles in the club?	☐	☐

SUGGESTIONS FOR IMPROVEMENT:

Take this tool to your club meeting and make your club even better. For even more help, be sure to work through the Moments of Truth with your club, available for free download at **members.toastmasters.org.**