

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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the program and agenda publicized, via e-mail or a club website, in advance?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do club meetings start and end on time?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the club president follow the pre-printed agenda?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does every member wear a name badge and membership pin?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are all guests and members warmly greeted at the door and made to feel welcome?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all guests introduced to others?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there a friendly atmosphere during the meeting?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the meeting atmosphere comfortable, pleasant and enjoyable?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is your club meeting place easy to find, with signs posted?	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the Toastmasters International Product Guide displayed at every meeting?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the business meeting conducted quickly and efficiently?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are programs interesting and varied?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are speakers, evaluators and other meeting participants reminded of their responsibilities well in advance of the meeting?	<input type="checkbox"/>	<input type="checkbox"/>
15. Are speeches well-prepared and based on manual projects?	<input type="checkbox"/>	<input type="checkbox"/>
16. Are evaluations positive, helpful and constructive?	<input type="checkbox"/>	<input type="checkbox"/>
17. Is everyone given an opportunity to participate in the program?	<input type="checkbox"/>	<input type="checkbox"/>
18. Are your officers effective in their roles as leaders?	<input type="checkbox"/>	<input type="checkbox"/>
19. 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
20. Does your club set a membership goal each year and try to maintain a minimum of 20 members?	<input type="checkbox"/>	<input type="checkbox"/>
21. Do your club’s leaders maintain a “member services” perspective?	<input type="checkbox"/>	<input type="checkbox"/>
22. Does your club regularly have membership drives and promote its meetings to media and in the community?	<input type="checkbox"/>	<input type="checkbox"/>
23. Does your club participate in Toastmasters’ membership-building programs?	<input type="checkbox"/>	<input type="checkbox"/>
24. Are guests introduced during the club meeting?	<input type="checkbox"/>	<input type="checkbox"/>
25. After the meeting, are guests invited to join the club?	<input type="checkbox"/>	<input type="checkbox"/>
26. Are new members oriented to the Toastmasters program immediately after joining?	<input type="checkbox"/>	<input type="checkbox"/>

- | | YES | NO |
|---|--------------------------|--------------------------|
| 27. Are new members reported immediately to World Headquarters so that they may receive their membership materials? | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Are new members assigned a mentor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Are new members scheduled to speak soon after joining? | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Are new members assigned meeting roles soon after joining? | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Are new members formally inducted and given a membership certificate, pin and name badge? | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Does a member contact those who miss more than one meeting and encourage them to attend regularly? | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Are all members assigned to a club committee? | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Is your club free of members who disrupt meetings and have a negative influence on meetings and members? | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Are members recognized during meetings for their accomplishments and contributions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Does your club have a presence on Facebook, Twitter and LinkedIn? | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Do your club leaders follow @toastmasters on Twitter? | <input type="checkbox"/> | <input type="checkbox"/> |

SUGGESTIONS FOR IMPROVEMENT:

Educational Activities

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



SUGGESTIONS FOR IMPROVEMENT:

General

- | | YES | NO |
|---|--------------------------|--------------------------|
| 45. Do you have a club newsletter or Web site? | <input type="checkbox"/> | <input type="checkbox"/> |
| 46. Does your club take advantage of freetoasthost.org to host its Web site? | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. Do you have a formal and impressive installation for club officers? | <input type="checkbox"/> | <input type="checkbox"/> |
| 48. Are you encouraged to attend your club's executive committee meetings? | <input type="checkbox"/> | <input type="checkbox"/> |
| 49. Are you familiar with the proxy your club receives each May, which entitles it to vote at the International Convention? | <input type="checkbox"/> | <input type="checkbox"/> |
| 50. 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"/> |
| 51. Do your officers thoroughly understand their responsibilities and carry them out? | <input type="checkbox"/> | <input type="checkbox"/> |
| 52. Are members encouraged to assume leadership roles in the club? | <input type="checkbox"/> | <input type="checkbox"/> |

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 www.toastmasters.org/members.