

# Do You Belong To The Ideal Club?

We all have a notion what we consider to be the ideal club. Most members may agree that enjoyable meetings, unlimited learning opportunities, and a sense of belonging are what they seek in that “perfect” club, and they are right.

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

Complete this questionnaire, then give it to the Vice President Membership. The President will discuss the replies with the club’s Executive Committee, which will strive to implement any desirable or necessary changes. Your replies and any changes your club may later adopt will steer your club toward its goal of becoming an ideal one.

## CLUB MEETINGS

	Yes	No
1. Do club meetings begin and end on time?	_____	_____
2. Does the club president follow a timed meeting agenda or program?	_____	_____
3. Does every member wear a name badge and membership pin?	_____	_____
4. Are all members greeted at the door and made to feel welcome?	_____	_____
5. Are all guests greeted at the door and introduced to the club members?	_____	_____
6. Is there a friendly atmosphere during the meeting?	_____	_____
7. Is the club meeting location comfortable and pleasant?	_____	_____
8. Is the club meeting location easy to find with signs posted?	_____	_____
9. If meals are served, is the cost reasonable?	_____	_____
10. Is the Toastmasters International Supply Catalog displayed at every meeting?	_____	_____
11. Is the business meeting conducted quickly and effectively?	_____	_____
12. Are programs interesting and varied?	_____	_____
13. Are speakers, evaluators, and other meeting participants reminded of their responsibilities prior to arriving at the meeting?	_____	_____
14. Are speeches well prepared?	_____	_____
15. Are evaluations helpful and constructive?	_____	_____
16. Is everyone given an opportunity to participate in the program?	_____	_____
17. Is your club meeting an enjoyable experience?	_____	_____
18. Are your club officers effective in their roles as leaders?	_____	_____

Your suggestions for improvement: \_\_\_\_\_

## MEMBERSHIP

1. Does your club set a membership goal for the year?	_____	_____
2. Does your club have a planned membership drive?	_____	_____
3. Does your club participate in Toastmasters’ membership building programs, such as “Anniversary Month” and “Get Into Action”?	_____	_____
4. Are guests introduced during the meeting?	_____	_____
5. After the meeting are guests invited to join the club?	_____	_____
6. Are new members oriented to the Toastmasters program immediately after having joined?	_____	_____
7. Are new members reported immediately to World Headquarters so they may receive their membership materials?	_____	_____
8. Are new members assigned a coach or mentor?	_____	_____
9. Are new members scheduled to speak soon after joining?	_____	_____
10. Are new members formally inducted and given a membership certificate, pin, and name badge?	_____	_____
11. Is your club free of an absentee problem?	_____	_____
12. Does a member telephone those who miss more than one meeting and encourage them to attend regularly?	_____	_____
13. Are members assigned to a club committee?	_____	_____
14. Is your club free of members who disrupt meetings and have a negative influence on meetings and members?	_____	_____
15. Are members recognized during the meeting for their accomplishments and contributions?	_____	_____

Your suggestions for improvement: \_\_\_\_\_

## Do You Belong To The Ideal Club? (continued)

### EDUCATIONAL ACTIVITIES

	Yes	No
1. Does your club provide opportunities for speaking outside the club?	_____	_____
2. Does your club regularly conduct Success/Leadership modules inside and outside the club?	_____	_____
3. Are members encouraged to visit other Toastmasters clubs?	_____	_____
4. Does your club participate in Area, Division, and District speech contests?	_____	_____
5. Does your club encourage members to attend Area, Division, District, Regional, and International competitions and events?	_____	_____
6. Do you know the value of and requirements for CTM, ATM-B, ATM-S, ATM-G, CL, AL, and DTM awards?	_____	_____
7. Does your club display a Member Program Progress Chart for tracking members' manual completions?	_____	_____
Your suggestions for improvement: _____		

### GENERAL

	Yes	No
1. Do you have a club bulletin?	_____	_____
2. Do you have a formal and impressive installation of club officers?	_____	_____
3. Are you encouraged to attend your club's Executive Committee meetings?	_____	_____
4. Are you familiar with the proxy your club receives each March entitling it to vote at the Regional Conference and International Convention?	_____	_____
5. Does the club Treasurer begin collecting October and April semi-annual dues early and give members plenty of reminders about the due dates?	_____	_____
6. Does your club submit the names of new officers to World Headquarters immediately following club elections?	_____	_____
7. Do your officers thoroughly understand their responsibilities and execute them?	_____	_____

Your suggestions for improvement: \_\_\_\_\_

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