



CLUB QUALITY CHECKLIST

Evaluate your club with this easy tool.

We all have ideas on what a perfect Toastmasters club is like. It involves enjoyable meetings, unlimited learning opportunities, friendly members ... and what else?

This checklist offers you the chance to rate your club's strengths and weaknesses against the "ideal."

Complete this questionnaire, then give it to your club president, who will discuss the answers with the club's officers.

Club Meetings

1. Is your meeting location conveniently located, accessible and user friendly? Yes No
2. Are the program and agenda publicized, via email or a club website, in advance? Yes No
3. Do club meetings start and end on time? Yes No
4. Does the meeting follow an agenda? Yes No
5. Does every member wear a name badge? Yes No
6. Are all guests and members warmly greeted and welcomed? Yes No
7. Are all guests introduced to others? Yes No
8. Is the meeting atmosphere friendly, pleasant and enjoyable? Yes No
9. Is your meeting location easy to find, with signs posted? Yes No
10. Is your club's meeting location and time listed accurately on www.toastmasters.org/Find-a-club ? Yes No
11. Is the business meeting conducted quickly and efficiently? Yes No
12. Are programs interesting and varied? Yes No
13. Are speakers, evaluators and other meeting participants reminded of their responsibilities well in advance of the meeting? Yes No
14. Are speeches well-prepared and based on projects in Pathways? Yes No
15. Are evaluations positive, helpful and constructive? Yes No
16. Is everyone given an opportunity to participate in the program? Yes No
17. Are your officers effective in their roles as leaders? Yes No
18. Do officers report on the club's progress in the Distinguished Club Program? Yes No
19. Are you using branded marketing materials from the **Logos, Images and Templates page** on the Toastmasters website? Yes No

Suggestions for Improvement:

Membership

- 20. Does your club set a membership goal each year and try to maintain a minimum of 20 members? Yes No
- 21. Do your club officers and members demonstrate the organization's core values of integrity, respect, service and excellence? Yes No
- 22. Does your club regularly promote its meetings on social media and in the community? Yes No
- 23. Are guests invited to join the club? Yes No
- 24. Are new members oriented to the Toastmasters program immediately after joining? Yes No
- 25. Are new members reported immediately to World Headquarters so they can receive their welcome email with instructions on how to get started in Base Camp? Yes No
- 26. Are new members assigned a mentor? Yes No
- 27. Are new members scheduled to speak soon after joining? Yes No
- 28. Are new members assigned meeting roles soon after joining? Yes No
- 29. Are new members formally inducted and given a membership certificate, pin and name badge? Yes No
- 30. Does a member contact those who miss more than one meeting and encourage them to attend regularly? Yes No
- 31. Are all members assigned to a club committee? Yes No
- 32. Is your club free of members who disrupt meetings or have a negative influence? Yes No
- 33. Are members recognized during meetings for their accomplishments and contributions? Yes No
- 34. Does your club have a presence on Facebook, Twitter and LinkedIn? Yes No
- 35. Do your club leaders follow **Toastmasters on Facebook, Twitter, Instagram and LinkedIn?** Yes No

Suggestions for Improvement:

Educational Activities

36. Are members encouraged to visit other Toastmasters clubs? Yes No
37. Does your club enjoy occasional joint meetings with other clubs? Yes No
38. Does your club encourage members to attend Toastmasters events beyond the club such as area, division, district, regional and international functions? Yes No
39. Do you know the value of and requirements for the various educational awards? Yes No

Suggestions for Improvement:

General

40. Do you have a club newsletter or website? Yes No
41. Does your club take advantage of **Free ToastHost** to host its website? Yes No
42. Do you have a formal installation for club officers? Yes No
43. Are you encouraged to attend your club's executive committee meetings? Yes No
44. Does your club discuss and vote on proposals presented each year at the Toastmasters Annual Business Meeting? Yes No
45. Does the club treasurer begin collecting October and April dues early and give members plenty of reminders about the due dates? Yes No
46. Do your officers thoroughly understand their responsibilities and carry them out? Yes No
47. Are members encouraged to assume leadership roles in the club? Yes No

Suggestions for Improvement:

Take this tool to your club meeting and discuss suggestions for improvements to make your club even better.