

Keep it Simple

Use the Moments of Truth to develop into a Quality Club. If you are a low member club, pick two or three of the items below that you can do well. When you can, add two or three more.

First Impressions	Program Planning and Meeting Organization
Greet each guest at the door. Introduce the guest to officers and members.	Publicize the program and agenda in advance.
Give each guest a name tag. Ask the guest to sign the guest book.	Ensure all members know their responsibilities for each meeting and are prepared to carry out all assignments.
Set up a professional-looking meeting room.	All speaking and leadership projects are manual projects.
Ensure the meeting location is conveniently located, accessible, and the meeting room is clearly marked.	Begin and end meetings on time.
Encourage guests to participate in the meeting and to comment on their experience at the end.	Feature creative Table Topics™ and exciting theme meetings.
Invite guests to join the club on the day they visit.	Base positive, helpful evaluations upon project objectives and speakers' learning goals.
Membership Orientation	Membership Strength
Induct new members formally and provide a membership pin and manuals.	Maintain a minimum of 20 or more members.
Assign a mentor for one-on-one assistance.	Work to retain members.
Discuss how the educational program helps develop speaking and leadership skills.	Actively promote your club in the community or within the sponsoring organization.
Survey all new members' learning needs.	Continually plan varied and exciting club meetings.
Assign a speaking role for the new member as soon as possible.	Recognize Toastmasters who sponsor new members.
Continue to make new members feel welcome and encourage their participation in meetings.	Participate regularly in membership-building programs.
Fellowship, Variety, and Communication	Achievement Recognition
Members greet guests and make them feel welcome.	Send award applications to World Headquarters or apply for awards online immediately when members complete educational requirements.
The vice president education (VPE) regularly plans enjoyable, dynamic educational programs with exciting, thought-provoking themes.	Maintain and post member progress charts at every meeting.
The club enjoys regularly scheduled social events.	Formally recognize member achievements.
Encourage club members to participate in area, district, and International events.	Recognize club, district, and International leaders.
Promote and encourage inter-club events.	Publicize member and club achievements.
Issue a club newsletter regularly and maintain a website.	Use the Distinguished Club Program (DCP) for planning and recognition.