



# VP Membership Checklist

## Before Club Meetings

- ▶ Make a list of new members.
- ▶ Have a few Guest Packets.
- ▶ Contact former guests and members who have not been attending meetings.

## Upon Arrival at the Meeting

- ▶ Greet all guests and members.
- ▶ Provide all guests with Guest Packets.
- ▶ Answer questions guests may have.

## During Club Meetings

- ▶ Meet with guests to answer questions.
- ▶ Invite guests to join the club.
- ▶ Help guests complete the membership application.

## Outside the Club Meetings

- ▶ Conduct membership-building programs.
- ▶ Promote membership goals.
- ▶ Promote membership-building contests.
- ▶ Follow up on and keep track of guests.
- ▶ Bring membership applications.
- ▶ Assist the vice president public relations.
- ▶ Ensure meeting information is correct.
- ▶ Attend club executive committee meetings.
- ▶ Attend and vote at area council meetings.
- ▶ Arrange for your replacement or assistance.
- ▶ Prepare your successor for office.

## EXECUTIVE COMMITTEE Responsibilities

- ▶ Organize and conduct membership contests.
- ▶ Report on club membership.
- ▶ Work with executive committee on Club Success Plan.

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## RESOURCES

*Success 101 (Item 1622):* [www.toastmasters.org/1622](http://www.toastmasters.org/1622)

*Speech Contest Info:* <https://www.toastmasters.org/leadership-central/speech-contests>

*Distinguished Club Program and Club Success Plan (Item 1111):* [www.toastmasters.org/1111](http://www.toastmasters.org/1111)

*Speechcraft Information:* [www.toastmasters.org/speechcraft](http://www.toastmasters.org/speechcraft)

*Membership Building:* <https://www.toastmasters.org/leadership-central/club-officer-tools/membership-building>