



## **CLUB VICE PRESIDENT MEMBERSHIP STANDARDS**

### **Outside the Club Meeting:**

- Attend district-sponsored club officer training.
- Conduct ongoing membership building programs and efforts. Promote the goal of one new member per month and, if the club has fewer than 20 members, achieving 20 members by year end or sooner. Promote club and Toastmasters International membership-building programs and conduct a minimum of two formal club membership programs annually.
- Follow up on and keep track of guests, new members and members not attending meetings.
- Explain the educational program to all prospective members, get their commitment to join and collect membership applications. Bring the applications to the club for voting and, if the members are accepted, collect dues and fees and give them to the treasurer with the applications.
- Attend club executive committee meetings.
- Attend and vote at area council meetings.
- Arrange for a replacement if unable to attend a club meeting.
- Prepare your successor for office.

### **At the Club Meeting:**

- Greet guests and have each complete a guest card.
- Report on current membership, promote membership campaigns and welcome new members.
- Work with the president and vice president education to ensure each new member is formally inducted at the first meeting after being voted in by the club.
- Help guests wishing to join complete the membership applications.
- Speak with fellow members to determine if their needs are being met.