

## Checklist for Analyzing Club Health

### Location

- Conveniently located and easy to find
- Heating, cooling, lighting, ventilation sufficient
- Right sized: not too small or too large
- Conducive to speeches – open area, lectern, open view by audience
- Signs are used to direct guest to the meeting
- Adequate storage space is available
- Food options
- Predictably available
- No noise or other distractions, disruptions

### Meetings

- Start and end on time
- Room is set up in a professional manner, banner displayed, name tags out, materials ready
- Business meeting: short and to the point/clear items to consider
- Results clearly spelled out and noted in meeting minutes
- All speeches are manual speeches
- Printed agenda
- Interesting
- Participants are scheduled well in advance and follow schedule
- Everyone is well prepared
- Sense of fun and laughter
- Evaluations are positive and constructive including written feedback from everyone
- Club adds variety to keep meetings interesting
- Handshake is used to handoff control of meeting from participant to participant
- Club maintains sufficient supplies such as ribbons, ballots, etc.

### Leadership

- Club follows the Distinguished Club Program and has a Club Success Plan
- Leaders are visible, motivated and motivating
- Officers thoroughly understand their duties; attend officer training
- Officers are role models – regular attendance, prepared, manual speeches
- Regular officer meetings with published meeting minutes
- Educational presentations regularly scheduled
- VPE creates schedule for meetings several weeks in advance
- Encourage and support the learning and growth of every member
- Work constantly to make sure club is improving and meeting these standards
- President and VPE attend and participate in District Council meetings

### Members

- Club has at least 20 active members and actively works to maintain that and grow
- New members are voted in and inducted into the club
- Members have clear educational goals
- Members wear nametags
- Club has a *Competent Communication Manual* plus club handbook to give to new members
- Icebreakers are scheduled soon after membership
- New members encouraged to enjoy each speaking opportunity
- Mentors are assigned to new members
- Members' accomplishments are recognized and acknowledged
- There is a strong sense of camaraderie among the members
- Members greet each other and make each other welcome
- Everyone helps with setup and take down
- Members are aware of and use resources outside the club such as conferences and contests

### Guests

- Club has an active membership building campaign
- Guests are welcomed by all members
- Guests are given a guest packet with information on the club and Toastmasters
- Guests sign a guest register so club has their name, email address and phone number and are given a temporary nametag
- Guests are seated with a member who explains the meeting
- Guests are invited to participate in Table Topics
- Guests are asked to comment at the end of the meeting
- Guests are asked to join the club and members know where the membership applications are kept and how to calculate dues
- Guests are invited to come to another meeting
- Guests are contacted after the meeting by mail, email and/or phone

### Other

- Newsletter used to communicate with members
- Club's Web Site used as a reference and is a good way for guests to find out about the club
- Club holds regular social occasions that includes family members