

Are club meetings

- well organized
- productive
- run on time
- focused on members' educational goals
- planned to include exciting theme programs and thought-provoking Table Topics sessions

Do members receive

- effective, supportive evaluations based on project objectives and the individual learning needs of the member
- reminders of upcoming meeting assignments at least a week in advance
- up-to-date club newsletter

Are guests

- welcomed
- informed about the meeting/club/Toastmasters
- asked to return or join
- asked for comments

Does the club

- use the Distinguished Club Program for planning/recognition
- present its Distinguished Club Program plan to members
- immediately submit educational award applications to WHQ
- quickly recognize member achievement
- display Member Achievement Charts at every meeting
- provide printed meeting agendas
- explain meeting participants' responsibilities to the assembly
- orient new members focusing on what the new member wants to achieve within two weeks of joining
- immediately assign mentors to new members
- vote in and formally induct new members (including presenting member pin/New Member Kit)
- conduct ongoing membership-building programs
- keep the officer list up-to-date with WHQ
- have a well-prepared meeting place that conveys a feeling of order and organization
- have seats arranged, club banner displayed, lectern set up and name cards or nametags prepared for each club member and guest at the beginning of every meeting
- display the guestbook prominently, ready to sign at the beginning of every meeting
- follow club protocol and take the time to teach these protocols to new members

Do club officers

- attend district-sponsored training twice per year
- understand and fulfill roles/responsibilities
- submit membership applications promptly
- submit dues renewals to WHQ by the deadlines
- meet at least monthly
- discuss DCP progress at executive committee meetings