



VP Membership Checklist

Before Club Meetings

- ▶ Make a list of new members.
- ▶ Have a few Guest Packets (Item 387).
- ▶ 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 (Item 387).
- ▶ 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.

RESOURCES

Success 101 (Item 1622)

www.toastmasters.org/1622

Membership Contest Information

www.toastmasters.org/membershipcontests

Distinguished Club Program and Club Success Plan (Item 1111)

www.toastmasters.org/1111

Distinguished Club Program Goals (Item 1111C)

www.toastmasters.org/1111C

Speechcraft Information

www.toastmasters.org/speechcraft