

# **Example Toastmasters Club #-----**

Executive Committee Meeting

July 8, 2014

## **Agenda**

### **President – John Doe**

- Passing the baton to new officer, meeting with former officer completed?
- President's Goals/ Vision/ discussed with officers
- Invite Officers to share their personal goals and vision for the year
- Executive Meeting Minutes – clarify club secretary role to report regularly
- Review Distinguished Club Plan and The Club Success Plan – due date/goals
- Officer Training – review status of officers and details on “make up training”.
- Area Speech Contest in October – Date of Club Contest.
- Officer Committees – all officers encouraged to recruit committees to assist officers with club roles and expose members to future officer positions.
- Mentor Chair – currently Fred M, who can he mentor?
- Competent Leader Chair – currently Fred T, who can he mentor?
- Meeting Schedule – strive to “End On Time”.
- Area Governor Club Visits – schedule with AG. Officers fill out club progress form prior to each visit.
- New and Fresh Ideas for 2014-2015. Fun & Creative Meeting Ideas/Make Every Meeting Outstanding! (i.e. joint meeting with another club, American Idol night, Guest Speakers, visit other clubs, speeches in the dark, good themes).
- Executive Meeting Schedule – monthly – next meeting August 26<sup>th</sup> – 5:30 pm.
- Key Dates:

### **VP of Education – Deborah Callow**

- Review status of individual Member Achievement Plan/Goals. Establish plan and identify members that we can assist in achieving certifications that will promote the member’s growth and result in Club remaining/earning a Presidents Distinguished Club.
- Review process for submitting achievements (CC, ACB, CL, ACL, etc) to Toastmasters International (on line).
- Recognizing member accomplishments throughout the year. Announce in club meetings, website, meetup site, Twitter, etc.
- New member “Ice Breaker” speeches completed within first 2-3 meetings.
- Focus on Mentors - watch for missing/absent members (contact their mentor).
- Educational Briefs – discuss schedule and process (Mentoring brief??).
- Competent Leader manual educational brief and reminders (Fred M).
- Competent Leader Evaluator – should we establish new CL Evaluator position in all Club meetings to make process easier to achieve CL??

- Club Scheduler program vs. current meeting role sign up sheet.

#### **VP of Membership – Desiree T**

- Ongoing Membership Building program – 40% of members leave TM clubs per year.
- Membership Growth campaign?
- Training complete for filling out applications, calculating dues, notifying TI?
- Train a few officers on signing up new members (create Master Membership form with blanks in red and dues calculation).
- Any membership supplies needed? Applications, Toastmaster Pins, etc.
- Streamline/shorten Membership induction process.
- Contact all Guests within 1 – 2 days (e mail, mail, phone). Coordinate with Sergeant At Arms guest book each meeting.
- Must have 8 new members to achieve one step of President’s Distinguished Club goals.

#### **VP of Public Relations – Laurie M**

- Club eNewsletter – confirm how often the newsletter is distributed.
- E mail newsletter to members and provide hard copies to Sgt. At Arms for members/guests.
- Club Website – coordinate with webmaster to update Web Address, Photos, Newsletters, Contact Info, creative new features. TI also will support effort according to TI website. Use Brand Portal on TI, PR Corner on TI
- Photos – e mail club pictures...put on website.
- E mail guests the newsletter throughout the year (coordinate with VP of Membership).
- HB TV (local channel 3) Club Meeting Ad – change contact information.
- New Marketing methods, social media platforms?
- Recognizing member accomplishments throughout the year. Announce on website and in newsletter.

#### **Secretary – Leeann D**

- Keep each meeting’s corrected Agenda and Minutes (important for club records and year end awards). Establish tracking system for Best Evaluator, Best Table Topics, and Best Speaker winners for year-end awards.
- President/Back Up Secretary to get copy of previous meeting’s minutes if Secretary is going to be absent at club meeting.
- Keep and distribute monthly Executive Meeting minutes.

- Club Member Roster – continually update with new member e-mail info – coordinate with VP of Education and other officers.

**Treasurer – Kim T**

- Confirm final 2013-2014 Helmsmen bank account balance.
- Review Membership Dues due dates (October 1st '14 and April 1<sup>st</sup> '15 – notify club members – part of President's Distinguished Club plan).
- Review anticipated income from membership dues.
- Discuss if any fund raising will be needed this year.
- Establish new 2014-2015 Budget.
- IRS Filing date.
- President's signature card completed for bank account.

**Sergeant at Arms – John B**

- Meeting set up.
- Check to make sure we have all needed supplies. Forecast potential cost exposure on supplies.
- Name Badges – CC, ACB, CL, etc (club responsibility?)
- New member pins.
- Potential New Equipment (pending budget review) – Club Mission Statement on permanent fixture, new Timing Lights, new American Flag.
- Reserved Room at Restaurant – confirm location.
- Establish back up Sgt At Arms for meetings Sgt At Arms cannot make or meetings in which he has another large role (i.e. Toastmaster) and needs assistance.

**Open Discussion/Questions/Comments/Ideas:**