

Online resources

- Club Leadership Handbook:
www.toastmasters.org/CLH
- Moments of Truth:
www.toastmasters.org/mot
- Success 101 brochure
www.toastmasters.org/1622
- New Member Profile sheet:
www.toastmasters.org/1165
- www.toastmasters.org/membershipcontests
- Speechcraft:
www.toastmasters.org/speechcraft
- How to be a Distinguished Club:
www.toastmasters.org/1111
- Club Coach Troubleshooting Guide:
<http://www.toastmasters.org/clubcoachguide>
- How to Rebuild a Toastmasters Club:
http://www.toastmasters.org/1158_Rebuild_Club.aspx
- Toastmasters Virtual Brand Portal:
www.toastmasters.org/vbp
- HQ Stats:
<http://www.toastmasters.org/Members/OfficerResources/StatisticsandDataHub.aspx>

Preparing to be the best VP Membership ever!

- Attend district-sponsored club-officer training program.
- Invite one to three members to serve on membership committee.
- Read materials.
- Meet with outgoing executive committee.
- Meet with outgoing vice president membership.
- Meet with current executive committee.
- Conduct a member survey on Moments of Truth session.
- Create Guest Welcome kits.
- Order any required materials.

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 club meetings

- Greet all guests and members.
- Provide all guests with Guest Packets (Item 387).
- Answer questions guests may have.

After Club Meetings

- Meet with guests to answer questions.
- Invite guests to join the club.
- Help guests complete the membership application.

With the Executive Committee

- 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.