

TIPS FOR A SUCCESSFUL FIRST YEAR

All club members contribute to the atmosphere of the club.

During your first year while your club has support from sponsors and mentors, it's important to foster a positive, pleasant environment so existing members can enjoy their experiences and potential members are encouraged to join.

Here are a few more tips to help you succeed with your new club:

1. Find a meeting location that is pleasant and comfortable.
2. Start and end all meetings on time.
3. Ensure your sergeant at arms sets up the room in advance.
4. Greet guests warmly, and introduce them to others.
5. Ask guests to fill out a guest information form or sign a guest book and invite them to become
6. Members when they visit.
7. Provide each member and guest with a meeting agenda.
8. Enthusiastically participate and fill in for those who are unable to attend. Meeting planning and
9. Organization are critical to club success.
10. Explain the meeting roles and the responsibilities involved for each role to the members.
11. Inform participants of their responsibilities at least one week in advance.
12. Have the Topics master prepare thought-provoking Table Topics™.
13. Base evaluations of speeches on project objectives and the individual learning needs of the member.
14. Use materials consistent with the Toastmasters brand to present a unified look and message.