



New Members Orientation

Once new member joins your club, only part of the work is completed. Now the task of all club leaders is to keep new members engaged and informed. This document outlines Club Best Practices developed over many years of trial and error across many toastmasters clubs. This six step approach when followed will help to create many successful clubs and countless successful leaders.

1. Formal induction, including presentation of membership pin and manuals.

By officially recognizing new members and giving them their first manual, you not only make them feel welcomed but you also give them a road map of what toastmaster clubs are really all about.

2. Assignment of mentor.

It is hard to list all benefits of the mentoring program. A successful mentoring program will create a greater sense of teamwork and camaraderie in the club. It will foster greater self-confidence for both the mentor and mentee and it enables all of us to both create and achieve our goals with the guidance and support of other experienced TMs. This is probably one of the most important elements of successful clubs. Mentoring is very often a "selling point" to encourage potential members to join our club and as a result creates stronger bonds between members and results in a stronger club. If your club does not have a mentoring program it should. You need to reach out to experienced toastmasters in your club or outside of your club in area or district for help but it is pivotal to establish mentoring program in any club.

3. Discuss how the educational program helps develop speaking and leadership skills.

There are many different options how to inform new members about what toastmasters has to offer but once again one of the most effective way to accomplish that is to use mentors to explain different communication and leadership tracks to the new member. Another option is to use club officers to help new members get up to speed. All too often many members for many months do not really realize that there is more to toastmasters than CC designation.

4. Survey all new members' learning needs.

The World is a great place mainly because there is so much variety all around us. Not all new members are the same. Each member has different goals and different plans for the future but knowing what those plans are is a keen element of keeping new members engaged. VP of Education or a mentor is critical in getting that information and building an education plan for the new member.

5. Assign a speaking role for the new member as soon as possible.

How frequently does a new member join the club and has to wait for weeks for his speaking slot or even, sometimes, for any active role during the meeting? This has to be avoided. Keep new members engaged as soon as it is possible. This will give new members new unknown challenges but it will also show that clubs cares about him.

6. Continue to make new members feel welcome and encourage their participation in meetings.

When you do all previous steps this one should be easy. Once a new member has a mentor, received his manuals and discussed his goals (with his mentor, VP of Education or VP of Membership) it should be easy from here. Keep the new members engaged but also challenged. Help them to take an extra step or take that extra project and success will follow.