



Successful Club Meetings

Three elements are necessary for successful club meetings:

1. **Members:**

The recommended standard of at least 20 members should be pursued vigorously for clubs with fewer than 20 active and participating members and recruitment efforts should be intensified to add new members. Each club should strive for a minimum of +5 new members per year.

2. **Planned Educational Program:**

Advance planning (by about 2-3 weeks at least) should be done by the VP of Education to ensure that all meeting roles are filled well in advance of the club meeting so that participants are fully familiarized with their roles and are able to perform them with ease and confidence based upon the members' skill level. The Toastmaster for the meeting should be able to communicate with his/her team of technicians and other role players to ensure that everyone is prepared for their assignment and that club protocols will be followed. The Toastmaster will advise members who cannot fulfill their roles to find a replacement and the member will contact the Toastmaster of the change. If there is to be a theme for the meeting, this is made known to the team ahead of time, so that everyone can correlate their role to the theme in whatever way desired.

3. **Warm, Vibrant Meeting Atmosphere:**

The overall goal of the club is to create a relaxed and inviting climate; one that encourages balanced participation and where no-one is made to feel inadequate. For the club meeting, the Toastmaster sets the atmosphere and tone for the session and this is where there is the opportunity to create a really enjoyable meeting experience for members and guests. This can be achieved through comedic banter and body language while facilitating the meeting. It can also be done through well-planned speaker introductions that hype the audience's interest in the speakers and their topics. As the Toastmasters hone their facilitation skills over time, the vibrancy of meetings should continue to grow.

What does a successful club meeting look like:

- ❖ The room is prepared, seating arranged, club banner displayed, lectern set up, name cards/tags are set for each person including guests and significant club property is displayed.
- ❖ Members greet each other warmly and interact freely with everyone.
- ❖ Guests are welcomed enthusiastically by everyone and are introduced to all members; the guestbook is prominently displayed for guests to sign. Assign a member to explain the elements of the meeting to guests.
- ❖ Prepared a printed agenda.
- ❖ Meeting starts and ends on time.
- ❖ Meeting participants perform roles with ease and confidence while following club protocols. Mistakes are handled in a supportive, learning manner.
- ❖ Toastmaster leads an organized meeting that flows smoothly as s/he sets the tone for fun and enjoyment while focusing on the educational program to meet members' needs for communication and leadership growth and development.
- ❖ Members get their time to shine and are recognized for performance and achievement.