

## Club Success Plan

Club Number $\qquad$

## TEAM COMPOSITION

Name the members of the Club Executive Committee (all seven officers and the Immediate Past President):

```
President:
Vice President Education:
Vice President Membership:
Vice President Public Relations:
Secretary:
Treasurer:
Sergeant-at-arms:
Immediate Past President:
```


## CORE VALUES

Toastmasters International's core values are integrity, respect, service, and excellence. These values should be incorporated as anchor points in every decision made at all levels within the organization. Toastmasters' core values provide a means of guiding and evaluating the organization's operations, planning, and envisioned future

What are the Club Executive Committee's values?

```
Accountability
Honesty
Responsibility
Sum of the little things
Supportive and challenge each other
Generous givers
Initiative
```


## TEAM OPERATING PRINCIPLES

What principles does the Club Executive Committee hold? (These principles might include trust, safe learning, collaboration, etc.)

## Our actions define our values <br> Own it, tell the truth <br> Do what you say you will do by the due date <br> Show respect and support for each other. <br> Life is short <br> Do things that bring you joy <br> Create a team that has fun, can be sharing a meal or listening to music while we get the club stuff done. ENJOY THE SMALL THINGS

## POTENTIAL OBSTACLES

What obstacles will the Club Executive Committee have to consider when strategizing? (These obstacles might include conflicting personal commitments, for example.)
Lack of experience. Solution: get a list of mentors (from the District, from other Clubs) Lack of time to attend meeting. Solution: get someone to cover or help
Lack of momentum when in and out of lockdown due to covid-19. Solution: stay connected

## MEETING PROTOCOL

In general, how will the Club Executive Committee process tasks? (For example, consider how often to meet or call, what the meeting practices will be, etc.)

Casual, regular and short meetings. Agree not to go for more than an hour unless all approve. Check in on each other and have personal/social aspect to executive meetings.
Build each other up
Share and Care

## TEAM INTERACTIONS AND BEHAVIORAL NORMS

How will decisions be made?
Open and direct discussion, all opinions welcomed and will be considered. Where disagreement, all allowed to explain their rationale or reasoning, majority rules but respectful and ensure all are heard.

What will be the Club Executive Committee's method of communication? Determine the first preference, second preference, and so on.

```
WhatsApp Chat group
Email
Phone
Zoom
Where possible - PRIORITY is to chat face to face
```

What will the communication parameters be? (Parameters might include whether the Club Executive Committee communicates by phone or email.) How long will meetings last? How often will the committee members communicate with each other and with the Area Director?

## Email and minutes

Meeting once a month, ideas shared and if asking questions, reply within reasonable timeframe

How will the Club Executive Committee resolve differences of opinion?

## By talking and inviting discussion from all possible perspectives

How will the Club Executive Committee members support one another?

## Friendship Empathy <br> Talk to each other <br> Remembering "just because I disagree with what you are saying does not mean I do not like you"

How will the Club Executive Committee be held accountable for its responsibilities?

## Minutes and regular review of previous agreed actions and monitor progress

How will the Club Executive Committee and supporting members be recognized for their efforts?
By having a quality meetings, by having strong membership in the club where members achieve and results are announced and celebrated.

## STARTING POINT

What is your club's membership base? $\qquad$

## Qualifying Requirement

To be considered for recognition, your club must have either 20 members or a net growth of at least five new members as of June 30.

How many members does your club aim to have as of June 30? $\qquad$
How much net growth does your club aim to have as of June 30 ? $\qquad$

## Goals to Achieve

| Achievement | Recognition Earned |
| :--- | :--- |
| Achieve five of 10 goals | Distinguished Club |
| Achieve seven of 10 goals | Select Distinguished Club |
| Achieve nine of 10 goals | President's Distinguished Club |

How many of the 10 goals does your club aim to achieve? $\qquad$

## EDUCATION: GOALS 1 THROUGH 6

1. Four Level 1 awards achieved
2. Two Level 2 awards achieved
3. Two more Level 2 awards achieved
4. Two Level 3 awards achieved
5. One Level 4, Level 5, or DTM award achieved
6. One more Level 4, Level 5, or DTM award achieved

## Situation Analysis

The purpose of a situation analysis is to assess the state of your club right now. Only once your club identifies where it is can you plan where it is going.

Review the current situation in your club regarding educational goals.

What is the current status of club members in the education program? Who is due to earn an education award?
We have have members in our club completing all levels of Pathways with each member to complete at least 1 level this year.

How motivated are members to progress through the education program?

## Extemely. Proud members that are keen to achieve and be celebrated.

What obstacles keep members from completing projects?
Projects and evaluations not printed or not handed to evaluators
Absenteeism

How familiar are members with the education program?
Not all are familiar

How does your club promote the education program?
The Club has spoken and showcased different level of presentations and experience. Future meetings to include educationals and one on one tech support to get everyone online and marking off projects when completed

## Additional notes:

Where gaps in knowledge are identifiedm these create a good place to develop systems and establish club culture of where/how to ask for and how to get help.

## Education Action Plan

Identify the actions your club will take to meet the needs identified in the situation analysis.

## Education Action 1

Describe how to help members complete Levels 1 and 2 in Pathways. Specifically, what action will be taken? Refer to this action as Education Action 1.

> Introduce an agenda item on what is in Level 1 and 2 and offer help to program. Get members to buy-in and want to achieve by knowing what is required and by when

## Resources for Education Action 1

Your club has many resources at its disposal—equipment, materials, people, and potential funding. Committees can be formed to carry out specific goals, especially when certain members are interested or have skills in a given field.

What equipment, materials, funding, or people—individuals or committees—can be used to help accomplish Education Action 1?

```
- 'bring a device and lets get started together' eduational. Teach hands on
- Hot spot or wifi
```


## Assignment for Education Action 1

In creating a plan, it is important to assign an individual or a group to each action. This way, the responsible party is held accountable for the completion of the assigned action.

Who is responsible for Education Action 1? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

```
VPE - to coordinate
President - get members interested and aware it is coming up
So
```


## Timetable for Education Action 1

Determining a timetable allows the Club Executive Committee to track progress toward each goal. Once the timetable is defined, the committee should review it periodically to determine whether your club is on track to complete each action or if adjustments must be made to reach the goal.

When will Education Action 1 begin?

## By end of August to give every member

When will Education Action 1 be complete?

$$
\text { By 30th Sept } 2021
$$

How will progress be tracked?

## By member, VPE and reviewed at each monthly exec meeting under AGENDA Item DCP progress report

## Education Action 2

Consider how to address the needs of members so they can complete Levels 2 and 3 in Pathways. Specifically, what action will be taken? Refer to this action as Education Action 2.

Members will need to be supported to stay on track and complete Level 1 before even considerig starting Level 2 . The key to level 2 will be Member Recognition

## Resources for Education Action 2

What equipment, materials, funding, or people—individuals or committees—can be used to help accomplish Education Action 2?
Variety in the Agenda, one member is already on track to complete level 3, get that goal sorted.

## Assignment for Education Action 2

Who is responsible for Education Action 2? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

```
VPE to program
Exec to keep an ongoing watch on progress of each member
```


## Timetable for Education Action 2

When will Education Action 2 begin?
Goal 2 to be started by Oct 2021

## When will Education Action 2 be complete?

## Goal 2 to be completed by March 2022

How will progress be tracked?
Exec meetings, regular contact with each member. Base camp managers to attend District Base Camp training and supported by Club Mentor learn how to track progress on Basecamp

## Education Action 3

Describe your approach to helping members earn DTM awards or complete Levels 4 and 5 in Pathways. Specifically, what action will be taken? Refer to this action as Education Action 3.

One member is close to completing DTM Award.

## Resources for Education Action 3

What equipment, materials, funding, or people—individuals or committees—can be used to help accomplish Education Action 3?
We will need to get member to look at her HPL project and let us know

## Assignment for Education Action 3

Who is responsible for Education Action 3? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

Member to speak up and request directly from VPE what she needs from the program

## Timetable for Education Action 3

When will Education Action 3 begin?
1 October 2021

When will Education Action 3 be complete?
30 June 2022

How will progress be tracked?
Member to update the club. VPE to program as requested. Exec to recognise and celebrate achievement

## MEMBERSHIP: GOALS 7 AND 8

7. Four new, dual, or reinstating members
8. Four more new, dual, or reinstating members

## Situation Analysis

Review the current situation in your club regarding membership.
What is the current membership situation? On average, how many new members join your club each year?
Club currently at charter strength having just started. We want to add 8 new members in the next 12 months

What are your club's current obstacles in achieving its membership goals?
Getting the word out that the club exists.
Covid is preventing face to face meetings which is where we do best in coverting visitors into members

Additional notes:
We need to keep having meetings during Sydney's lockdown to not lose momentum and keep inviting visitors to join.

## Membership Action Plan

Membership Action 1
Describe how your club will gain four new, dual, or reinstating members. Specifically, what action will be taken? Refer to this action as Membership Action 1.

We will run Speechcraft
We will promote using fb and keeping an up to date website plus visitor packs and proactive vpm to invite visitors to join

Resources for Membership Action 1
What equipment, materials, funding, or people—individuals or committees—can be used to help accomplish Membership Action 1?

## Digital Bundle - Speechcraft Coordinator

## Assignment for Membership Action 1

Who is responsible for Membership Action 1? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

The entire Executive. Need to welcome visitors, get them involved and invite them to join

## Timetable for Membership Action 1

When will Membership Action 1 begin?
July 2021

When will Membership Action 1 be complete?
Dec 2021

How will progress be tracked?
Monthly Executive meeting to review. Ongoing suggesting and updates to be put forward. VPM to take charge

## Membership Action 2

Describe how your club will gain four more new, dual, or reinstating members. Specifically, what action will be taken? Refer to this action as Membership Action 2.
Remind ALL members of the Toastmaster Promise, invite guests of members to join

## Resources for Membership Action 2

What equipment, materials, funding, or people—individuals or committees—can be used to help accomplish Membership Action 2?
Visitor and info packs. All members to have and to readily hand out new member application forms

## Assignment for Membership Action 2

Who is responsible for Membership Action 2? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

Our club mentor to work with executive and club member to educate and link TM Promise to membership drive.

Timetable for Membership Action 2
When will Membership Action 2 begin?
A new year initiative we will wait for club to settle and adjust to regular meetings and the flow of assignments. We will slowly expose club to promise via New member induction ceremony

When will Membership Action 2 be complete?
We will turn promise into an eduational in the new calendar year and achieve goal of bring a friend to meeting and get new members by 30 June 2022

How will progress be tracked?
Club Central, Club exec to review DCP during exec meetings and discuss onging progress to keep club on track to 10/10

## TRAINING: GOAL 9

9. A minimum of four club officer roles trained during each of the two training periods

## Situation Analysis

Review the current situation in your club regarding training.
What is the current training situation? On average, how many club officer roles are trained each year?
As a new club, there has been ongoing one on one training across a range of areas. This is one year of lots of learning

What are your club's current obstacles in achieving its training goals?
Having everyone together, also face to face exec meetings proved to be great social and lots of input, once lockdown lifts we will continue to do that

## Additional notes:

With lockdown, hard to show value for money to visitors with so so many clubs in competition to get zoom visitors. Lots of options for users, plus zoom fatigue people working all day on zoom do not want to zoom in the evening for 2 hours in Toastmasters. Challenging.

## Training Action Plan

## Training Action 1

Describe how your club will ensure that four club officer roles are trained between June 1 and August 31. For newly chartered clubs, view the Goal 9 chart that appears on page 9 of this manual for training requirement guidelines. Specifically, what action will be taken? Refer to this action as Training Action 1.

Not four BUT all 7 club officers to be trained. New in the role, new in the club, great to learn about the role but also about Toastmasters. training is a great networking and resource sharing opportunity. All officers have agreed to attend

## Resources for Training Action 1

What equipment, materials, funding, or people—individuals or committees_can be used to help accomplish Training Action 1?

## Online access and register to not miss out

## Assignment for Training Action 1

Who is responsible for Training Action 1? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

All exec officers to train and to report back to the club

## Timetable for Training Action 1

When will Training Action 1 begin?
31 July 2021

When will Training Action 1 be complete?
President led by example by being one of the first to attend CLT face to face in June.

How will progress be tracked?
WhatsApp chat ongoing communication on who is attending each session.

## Training Action 2

Describe how your club will ensure that four club officer roles are trained between November 1 and February 28 (or February 29 in leap years). For newly chartered clubs, view the Goal 9 chart that appears on page 9 of this manual for training requirement guidelines. Specifically, what action will be taken? Refer to this action as Training Action 2.

## By getting a direct commitment and understanding on how attendance at CLT by officers benefits everyone. Great for DCP but also great to bring back ideas

## Resources for Training Action 2

What equipment, materials, funding, or people—individuals or committees—can be used to help accomplish Training Action 2?
Exec minutes and exec meetings to make sure no oversights on dates/sessions. Keep officers informed when sessions are published on D90 Whats On page

## Assignment for Training Action 2

Who is responsible for Training Action 2? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

To communicate with Executive team (Peter, Vivek, Daniel, Andree, Hector, Latesh, Deric)

Timetable for Training Action 2
When will Training Action 2 begin?
November 2021

When will Training Action 2 be complete?
March 2022

How will progress be tracked?
Keep contact with Area Director and Division Director to make sure no officer is missed when marking off who has attended training

## ADMINISTRATION: GOAL 10

10. On-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) for one period and on-time submission of one club officer list

## Situation Analysis

Review the current situation in your club regarding administration.
What are your club's current obstacles in achieving its administration goals?
No obstacles, this is achieved, part of charter process x20 members have paid for the year. We do not need to revist this until April 2022

## Additional notes:

Part of this goal is to also get in the habit of getting the new club officer list in AS SOON AS we hold elections in May each year. Do it from the meeting and celebrate it right then and there tht $1 / 2$ point earned for incoming team.

## Administration Action Plan

## Administration Action 1

Describe how your club will ensure that membership dues accompanied by the names of eight members (at least three of whom must be renewing members) are received by World Headquarters for the current dues period (on or before October 1 or April 1). Specifically, what action will be taken? Refer to this action as Administration Action 1.

It will be a good idea to continue yearly payments so that new members joining Sept 2021 onwards start to pay until Sept 2022 ensuring we are always a club in good standing with minimum of $x 8$ members paid up for the next 2 renewal period

## Resources for Administration Action 1

What equipment, materials, funding, or people—individuals or committees—can be used to help accomplish Administration Action 1?

Treasurer to develop system to track members and payments and any other notes re club financials. Quarterly accounts report to the members

## Assignment for Administration Action 1

Who is responsible for Administration Action 1? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

Treasurer to track and nudge members when renewals are coming up. Give time to get payments in, send reminders if necessary.

## Timetable for Administration Action 1

When will Administration Action 1 begin?
March 2022

When will Administration Action 1 be complete?
Ongoing to get at least 8 but renewals need to be in by 31 March for all current members renewals.

How will progress be tracked?
Celebrating once it is done!

## Administration Action 2

Describe how your club will ensure a club officer list is received by World Headquarters on or before June $\mathbf{3 0}$ and/or December 31 (if the club elects semiannually). Specifically, what action will be taken? Refer to this action as Administration Action 2.

President will log in to TI on mobile device and enter new officer list as elected and have a speaking role in the Agenda to confirm successful submission.

## Resources for Administration Action 2

What equipment, materials, funding, or people-individuals or committees-can be used to help accomplish Administration Action 2?

Mobile device with internet. Username and password to TI. Access to Club Central

## Assignment for Administration Action 2

Who is responsible for Administration Action 2? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

The buck stops with the outgoing President but also overseen by outgoing exec to ensure AS SOON as election conducted, list is submitted to WHQ

Timetable for Administration Action 2
When will Administration Action 2 begin?
May 2022

When will Administration Action 2 be complete?
May 2022

How will progress be tracked?
Announcement and Celebration when completed! Party.

## SIGNATURES

| President |
| :--- |
| Vice President Education |
|  |
| Vice President Membership |
|  |
| Vice President Public Relations |
| Secretary |
| Treasurer |
|  |
| Sergeant at Arms |
| Immediate Past President |
| Club member and role |
| Club member and role |
| Club member and role |


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## DISTINGUISHED CLUB PROGRAM GOALS

## Toastmasters Year: 2021 to 2022

## QUALIFYING REQUIREMENT

To be considered for recognition, your club must either have 20 members or a net growth of at least five new members as of June 30 . Transfer members do not count toward this total until their membership has been paid and is current in their new club at which point they will be considered a renewing member.

GOALS TO ACHIEVE
Following are the goals your club should strive to achieve during the year:

| Distinguished Club Program Goals |  |
| :---: | :---: |
| EDUCATION | TRAINING |
| 1. Four Level 1 awards achieved <br> 2. Two Level 2 awards achieved | 9. A minimum of four club officer roles trained during each of the two training periods |
| 3. Two more Level 2 awards achieved | ADMINISTRATION |
| 4. Two Level 3 awards achieved <br> 5. One Level 4, Level 5, or DTM award achieved <br> 6. One more Level 4, Level 5, or DTM award achieved | 10. On-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) for one period and on-time submission of one club officer list |
| MEMBERSHIP |  |
| 7. Four new, dual, or reinstating members <br> 8. Four more new, dual, or reinstating members |  |

## RECOGNITION

When your club meets the qualifying requirement and also does the following, it is eligible for Distinguished Club recognition at year-end:

| Achievement | Recognition Earned |
| :--- | :--- |
| Achieve five of 10 goals | Distinguished Club |
| Achieve seven of 10 goals | Select Distinguished Club |
| Achieve nine of 10 goals | President's Distinguished Club |

Check your progress at www.toastmasters.org/distinguishedperformancereports.

## CLUB RESOURCES

Membership Applications
Moments of Truth (Item 290)
Success 101 (Item 1622)
Brand Portal
Master Your Meetings (Item 1312)
Membership Growth (Item 1159)
Put on a Good Show (Item 220)
Finding New Members for Your Club (Item 291)
Questions about the Distinguished Club Program

Questions about club officers
Finding District contacts, your club's Area Director and a listing of District websites
Toastmaster magazine
www.toastmasters.org/membershipapps
www.toastmasters.org/290
www.toastmasters.org/1622
www.toastmasters.org/brandportal
www.toastmasters.org/1312
www.toastmasters.org/1159
www.toastmasters.org/220
www.toastmasters.org/291
membership@toastmasters.org
clubofficers@toastmasters.org
www.toastmasters.org/districtwebsites
www.toastmasters.org/magazine

NOTES

