



Club Survey

Complete this questionnaire, then give it to your club President. The president will discuss the answers with the club's executive committee and who should work on implementing any necessary changes. Your answers and the changes your club may make thereafter will put you well on the way toward becoming an ideal club.



Club Meetings

1. Do club meetings start and end on time?
2. Does the club president follow the pre-printed agenda?
3. Does every member wear a name badge and membership pin?
4. Are all members greeted at the door and made to feel welcome?
5. Are all guests greeted at the door and introduced to others?
6. Is there a friendly atmosphere during the meeting?
7. Is the meeting environment comfortable, pleasant and enjoyable?
8. Is your club meeting place easy to find, with signs posted?
9. Is the cost of meals reasonable?
10. Is the Toastmasters International Supply Catalog displayed at every meeting?
11. Is the business meeting conducted quickly and efficiently?
12. Are programs interesting and varied?
13. Are speakers, evaluators and other meeting participants reminded of their responsibilities well in advance of the meeting?
14. Are speeches well-prepared and based on manual projects?
15. Are evaluations positive, helpful and constructive?
16. Is everyone given an opportunity to participate in the program?
17. Are your officers effective in their roles as leaders?
18. Do officers report on the club's progress in the Distinguished Club Program?



Club Survey

Membership

1. Does your club set a membership goal for the year?
2. Does your club regularly have membership drives and promote its meetings to media and in the community?
3. Does your club participate in Toastmasters' membership building programs?
4. Are guests introduced during the club meeting?
5. After the meeting, are guests invited to join the club?
6. Are new members oriented to the Toastmasters program immediately after joining?
7. Are new members reported immediately to World Headquarters, so they can receive membership materials?
8. Are new members assigned to a mentor?
9. Are new members scheduled to speak soon after joining?
10. Are new members formally inducted and given a membership certificate, pin and name badge?
11. Is your club free of an absentee problem?
12. Does a member contact those who miss more than one meeting and encourage them to attend regularly?
13. Are all members assigned to a club committee?
14. Is your club free of members who disrupt meetings and have a negative influence on meetings and members?
15. Are members recognized during meetings for their accomplishments and contributions?



Educational Activities

1. Does your club provide opportunities for speaking outside the club?
2. Does your club regularly conduct programs from The Better Speaker Series, The Successful Club Series and the Leadership Excellence Series?
3. Are members encouraged to visit other Toastmasters clubs?
4. Does your club encourage members to attend area, division, district, and international functions?
5. Do you know the value of and requirements for various educational awards?



Club Survey

General

1. Do you have a club newsletter or website?
2. Does your club take advantage of freetoasthost.org to create its website?
3. Do you have a formal and impressive installation for club officers?
4. Are you encouraged to attend your club's executive committee meetings?
5. Are you familiar with the proxy your club receives each year which entitles it to vote at the International convention?
6. Does the club Treasurer begin collecting October and April dues early and give members plenty of reminders about the due dates?
7. Do your officers thoroughly understand their responsibilities and carry them out?
8. Are members encouraged to assume leadership roles in the club?

