**Club Officer First 100 Day Checklist**

* **Make sure club’s contact information is correct**
	+ Club website
	+ Toastmaster International website
	+ Social media sites
* **Make sure club submits new officer list (due BEFORE July 1st for credit)**
* **Transfer to new officers**
	+ Passwords for all accounts (email, social media, website, etc.)
	+ Bank information and authorized signer
	+ Physical and electronic documents
* **Attend training (TLI)**
* **Assign proxies for convention**
* **Contact area director**
	+ Schedule officer installation with area director
* **Conduct Moments of Truth (area director can assist)**
* **For struggling clubs (less than 12 members)**
	+ Work with club assist chair/club growth director to assign club coaches
* **Conduct Officer Meetings**
	+ July
	+ August
	+ September
* **Renew dues by end of September (district may have incentives)**
* **Smedley membership campaign for new members (district may have incentives)**
* **Complete club success plan (district may have incentives incentives)**
* **Choose assistant officers**