

VICE PRESIDENT MEMBERSHIP STANDARDS

Outside of the club meeting...

1. Conduct ongoing membership building programs and efforts.
2. Promote the membership goal of one new member per month.
3. If the club has fewer than 20 members, promote achieving 20 members or net growth of 5 members by year-end or sooner.
4. Promote club and Toastmasters International membership building programs.
5. Conduct a minimum of two formal club membership programs annually. Consider involving current members in club membership contests.
6. Keep track of guests, new members joining, and members not attending meetings. Send a note to guests immediately after the meeting, and contact members who have been absent to let them know they've been missed.
7. For all prospective members, explain the educational program, personally invite them to join, and collect membership applications. Always have Form 800 application forms on hand, with the club information already filled out.
8. Bring the applications to the club for voting and, if the members are accepted, collect dues and fees and give them to the treasurer with the applications.
9. Attend club executive committee meetings.
10. Attend and vote at area council meetings.
11. Attend district-sponsored club officer training.
12. Arrange for a replacement if unable to attend club meeting.
13. Create a committee and recruit two or 3 club members to serve. One of these can become your successor.

At the club meeting...

1. Greet guests and have each sign in the guestbook or provide contact information.
2. Report on current membership, promote membership campaigns, and welcome new members.
3. Work with the president and vice president education to ensure each new member is formally inducted at the first meeting after being voted in by the club.