

Vice President Membership's Calendar/Checklist



The following calendar/checklist shows by month the activities and events you should be addressing. You may use the blank lines to add items.

June

Before taking office in July you should:

- Attend district-sponsored club-officer training program
- Meet with outgoing executive committee and obtain files from outgoing vice president membership
- Ask 1-3 members to serve on membership committee
- Meet with executive committee to complete Club Success Plan
- Work with executive committee to develop club budget
- Review TI Supply Catalog and order membership building materials
- Obtain vice president membership manual from incoming president and read it
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July

- Attend district-sponsored club-officer training program if you didn't attend in June
- Meet with membership committee to plan membership-building activities
- Report on results of *Beat the Clock!* and TI annual membership programs at club meeting and in club newsletter
- Promote TI's membership programs, including Smedley Award, during meetings and in club newsletter
- Contact members who missed club meetings
- Have members complete a Member Interest Survey
- Attend executive committee meeting and report on membership activities/accomplishments/plans

- Have all new members complete Application for Membership
- Arrange to have new members voted into club and inducted
- Ask vice president education to orient new members
- Provide guests with information about the club
- Follow up with guests and invite them to attend again or to join
- Attend and vote at area council meeting
- _____
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August

- Attend district-sponsored club-officer training program if you didn't attend in June or July
- Meet with membership committee to plan membership-building activities
- Promote Smedley Award membership campaign during club meetings and in club newsletter
- Work with president, secretary, and treasurer to collect renewal payments
- Review results of Member Interest Survey and discuss them with executive committee
- Contact members who missed club meetings
- Attend executive committee meeting and report on membership activities/accomplishments/plans
- Have all new members complete Application for Membership
- Arrange to have new members voted into club and inducted
- Ask vice president education to orient new members

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- Provide guests with information about the club
 - Follow up with guests and invite them to attend again or to join
 - Attend and vote at area council meeting
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September

- Meet with membership committee to plan membership-building activities
- Promote Smedley Award membership campaign during club meetings and in club newsletter
- Work with president, secretary, and treasurer to collect dues and complete the dues renewal process. Dues must be at World Headquarters by October 1
- Contact members who missed club meetings
- Attend executive committee meeting and report on membership activities/accomplishments/plans
- Have all new members complete Application for Membership
- Arrange to have new members voted into club and inducted
- Ask vice president education to orient new members
- Provide guests with information about the club
- Follow up with guests and invite them to attend again or to join
- Attend and vote at area council meeting
- _____
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October

- Meet with membership committee to plan membership-building activities
- Ensure dues renewals are received at World Headquarters by October 1
- Promote Annual Membership Program and Annual Club Membership Program during club meetings and in club newsletter
- Report on results of Smedley Award membership campaign at club meeting and in club newsletter
- Contact members who missed club meetings

- Attend executive committee meeting and report on membership activities/accomplishments/plans
- Have all new members complete Application for Membership
- Arrange to have new members voted into club and inducted
- Ask vice president education to orient new members
- Provide guests with information about the club
- Follow up with guests and invite them to attend again or to join
- Attend and vote at area council meeting
- _____
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November

- Meet with membership committee to plan membership-building activities
- Promote Annual Membership Program and Annual Club Membership Program during club meetings and in club newsletter
- Contact members who missed club meetings
- Attend executive committee meeting and report on membership activities/accomplishments/plans
- Have all new members complete Application for Membership
- Arrange to have new members voted into club and inducted
- Ask vice president education to orient new members
- Provide guests with information about the club
- Follow-up with guests and invite them to attend again or to join
- If club elects semiannually, prepare to give files to incoming vice president membership
- Attend and vote at area council meeting
- _____
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December

- Meet with membership committee to plan membership-building activities
- Attend district-sponsored club-officer training program

- Promote Annual Membership Program and Annual Club Membership Program during club meetings and in club newsletter
- Contact members who missed club meetings
- Attend executive committee meeting and report on membership activities/accomplishments/plans
- Have all new members complete Application for Membership
- Arrange to have new members voted into club and inducted
- Ask vice president education to orient new members
- If club elects semiannually, give files and handbook to incoming vice president membership
- Attend and vote at area council meeting
- Provide guests with information about the club
- Follow up with guests and invite them to attend again or to join

If the club elects semiannually, the incoming vice president membership should:

- Attend district-sponsored club-officer training program
- Read vice president membership handbook
- Ask 1-3 people to serve on membership committee
- Meet with incoming executive committee to develop club budget
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- _____

January

- Attend district-sponsored club-officer training program if you didn't attend in December
- Meet with membership committee to plan membership-building activities
- Promote Annual Membership Program and Annual Club Membership Program during club meetings and in club newsletter
- Contact members who missed club meetings
- Attend executive committee meeting and report on membership activities/accomplishments /plans
- Have all new members complete Application for Membership
- Arrange to have new members voted into club and inducted
- Ask vice president education to orient new members

- Review TI Supply Catalog and order membership building material
- Provide guests with information about the club
- Follow up with guests and invite them to attend again or to join
- Attend and vote at area council meeting
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February

- Attend district-sponsored club-officer training program if you didn't attend in December or January
- Meet with membership committee to plan membership-building activities
- Promote *Talk Up Toastmasters* membership campaign during club meetings and in club newsletter
- Work with president, secretary, and treasurer to collect semiannual dues
- Contact members who missed club meetings
- Attend executive committee meeting and report on membership activities/accomplishments/ plans
- Have all new members complete Application for Membership
- Arrange to have new members voted into club and inducted
- Ask vice president education to orient new members
- Provide guests with information about the club
- Follow up with guests and invite them to attend again or to join
- Attend and vote at area council meeting
- _____
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March

- Meet with membership committee to plan membership building activities
- Promote *Talk Up Toastmasters* membership campaign during club meetings and in club newsletter
- Work with president, secretary, and treasurer to collect dues and complete the dues renewal process. Dues must be at World Headquarters by April 1
- Contact members who missed club meetings

- Attend executive committee meeting and report on membership activities/accomplishments/plans
- Have all new members complete Application for Membership
- Arrange to have new members voted into club and inducted
- Ask vice president education to orient new members
- Provide guests with information about the club
- Follow up with guests and invite them to attend again or to join
- Attend and vote at area council meeting
- _____
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April

- Meet with membership committee to plan membership-building activities
- Report on results of *Talk Up Toastmasters* membership campaign
- Contact members who missed club meetings
- Attend executive committee meeting and report on membership activities/accomplishments/plans
- Have all new members complete Application for Membership
- Arrange to have new members voted into club and inducted
- Ask vice president education to orient new members
- Provide guests with information about the club
- Follow up with guests and invite them to attend again or to join
- Attend and vote at area council meeting
- Ensure dues renewals are received at World Headquarters by April 1
- _____
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May

- Meet with membership committee to plan membership-building activities
- Promote *Beat the Clock!* membership campaign during club meetings and in club newsletter

- Contact members who missed club meetings
- Attend executive committee meeting and report on membership activities/accomplishments/plans
- Have all new members complete Application for Membership
- Arrange to have new members voted into club and inducted
- Ask vice president education to orient new members
- Prepare to give files to newly elected vice president membership
- Provide guests with information about the club
- Follow up with guests and invite them to attend again or to join
- Attend and vote at area council meeting
- _____
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June

- Promote *Beat the Clock!* membership campaign during club meetings and in club newsletter
- Attend executive committee meeting and report on membership activities/accomplishments/plans
- Meet with incoming executive committee and give files to newly elected vice president membership. Help prepare new vice president membership for office
- Contact members who missed club meetings
- Have all new members complete Application for Membership
- Arrange to have new members voted into club and inducted
- Ask vice president education to orient new members
- Provide guests with information about the club
- Follow up with guests and invite them to attend again or to join
- Attend and vote at area council meeting
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