

TOASTMASTERS MEMBERSHIP FEATURES, BENEFITS AND VALUES



Planning and Review Checklist for _____ (Member)

The member and mentor should complete this review at agreed times or in February and August.

Reviewed on _____ with _____ (Mentor)

To provide effective communication and leadership accountability, the member should bring their Competent Communicator and Competent Leadership manual, their Advanced Communication manual (if applicable) and a copy of their updated 1328 Membership Achievement Record with them to the review.

The Toastmaster's Promise

As a member of Toastmasters International I promise:

- To attend club meetings regularly
- To prepare all of my speech and leadership projects to the best of my ability, basing them on projects in the Competent Communication, Advanced Communication or Competent Leadership manuals
- To prepare for and fulfil meeting assignments
- To provide fellow members with helpful, constructive evaluations
- To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- To serve my club as an officer when called upon to do so
- To treat my fellow club members and our guests with respect and courtesy
- To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- To adhere to the guidelines and rules for all Toastmasters educational and recognition programs
- To maintain honest and highly ethical standards during the conduct of all Toastmasters activities

Feature	Recommended Participation	Plan and Check-off
A self-paced program	Each member should develop a plan for achieving educational goals which are aligned to their needs and skill ambition.	The date for completion of my next education level (____) is: _____ Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Speech writing and presenting	To get the most from the program, each member should deliver at least three speeches every six months, more often if possible. Speeches projects are found in the Competent Communicator (CC) or Advanced Communicator (AC) manuals.	I have completed _____ speeches from the CC / AC program. Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Regular interactive meetings	Experiential learning occurs through attendance at a minimum of at least 80% of meetings. Should the member need additional access to meetings, seek out and join other clubs that offer dual membership.	I have attended at least _____% of the available meetings since the last review. Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Table Topics™	Participation in Table Topics™ (impromptu speaking) to develop skills is a key aspect of the educational program. Regular participation builds confidence and composure.	I regularly participate in Table Topics as a speaker, TopicsMaster or evaluator. Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Participation in meeting roles	Each meeting has several roles that develop leadership and speaking skills. The Competent Leader (CL) provides guidance in meeting leadership growth.	I have completed _____ roles from the CL program. Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No

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Evaluations <ul style="list-style-type: none"> • Prepared speeches • General Evaluations • Table Topics™ 	To give and receive feedback is a rewarding aspect of the Toastmasters program. It invokes three important skills: listening, thinking and speaking and creates compassion in leaders and builds self-esteem. Members receive feedback when they speak and lead in meetings, and should provide evaluation every two months or more.	I have given and received feedback for both speaking and leading assignments. Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Opportunity to conduct meetings	Chair a meeting at least every twelve months. This brings time management and composure skills to the member.	I have chaired at least one meeting in the past 12 months Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Sharing opportunity	Word of mouth is the most effective tool for membership growth. By sharing the opportunity with family, friends and work colleagues, relationships are maintained and strengthened.	I have invited _____ family / friends / colleagues to attend meetings. Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Opportunity to fulfil officer roles	From a group of 25-35 a member could take on one of the seven officer roles every four years. Club officer roles are leadership and team building exercises that develop the strength of the club. Club committees assist the club achieve their Distinguished Club Plan goals.	I have / have not (<i>strike one</i>) been a club officer during the past 12 months: _____ including officer training and meetings. If not, I have participated on a club committee. Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Affordable dues	Toastmaster's education programs are value for money. Regular contributions or six-monthly dues are payable by each member.	I enjoy contributing time and money to my own self-development. Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Participation outside the Club	I have participated in the following activities outside the meeting: (check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Area / Division Contests <input type="checkbox"/> Area / Division Council meetings <input type="checkbox"/> District Contests / Conferences <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	

Overall review of my participation

in the Toastmasters program: Exceeded expectations Met expectations Did not meet expectations

Member's Signature: _____

Mentor's Signature: _____

Date for the next review: _____

Note: The member retains this review for future discussion and mentoring against goals. Provide a copy to the Vice President Education for planning purposes.