

New Member Care Checklist

Rev. 5/1/06

President

- Formally introduce or induct new members within 2 months.
- Send email message to the club's email list with welcome message for new member within 2 weeks.
- Encourage members to participate in club-leadership responsibilities.
- Recognize member achievements.

Vice President Education

- Orient new members and assign mentors within 1 month.
- Advise and support members in achieving personal development goals.
- Motivate new members to participate in meeting agendas and educational programs.
- Sign up new members for their ice-breaker speech within 2 months.

Vice President Membership

- Greet guests, provide guest packages and encourage guests to come again and join.
- Write "thanks for visiting" email messages to guests within 1 week of attendance.
- Subscribe new members and guests who want to subscribe to the club's email list within 2 weeks.
- Conduct member satisfaction surveys and evaluations.

Vice President Public Relations

- Introduce new members in next issue of the club's newsletter.

Secretary/Treasurer

- Email contact info to all club officers with 1 week of a new member joining.
- Add new member's contact info the club's membership roster within 1 week of joining

Mentor

- Call or meet with new member to explain meeting roles and responsibilities within 1 month.
- Offer to help the new member with speeches 1 through 3 and other meeting roles.
- Offer supportive one-on one feedback to the new member.

New Member

- Get acquainted with the Toastmasters Educational System and roles and responsibilities for club meetings.
- Call or meet with mentor to and say hello, within one month. Contact mentor for questions about Toastmasters roles and programs.
- Seek feedback from mentor if help is needed with speeches.