

# Club Success Plan

The Framework for Continued Club Success

Presented by Cynthia D. Williams, ACB,  
ALB  
District 18 Education Committee

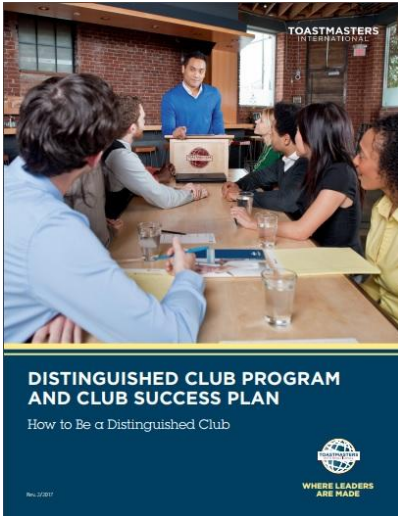


# Known Challenges

- ▶ Many do not want/like to read
- ▶ Many come in to the role simply unaware
- ▶ Many try to tackle it alone
- ▶ Many do not have someone to pass the baton properly
- ▶ The mere fact that the CSP is 15 – 17 pages long



# Agend



▶ Manual

The image displays a "CLUB SUCCESS PLAN" form. It includes a header with the title and a "Club Name" field. Below the header are three main sections, each with a large blue box for input: "TEAM COMPOSITION" (with a sub-instruction to "List the members of the club and their roles and the frequency and location"), "VALUES" (with a sub-instruction to "List values that are important to your club and how they will be reflected in your work"), and "TEAM OPERATING PRINCIPLES" (with a sub-instruction to "List the principles that will guide your club's operations").

▶ Club Success Plan



▶ Sharing Best Practices

# Objective

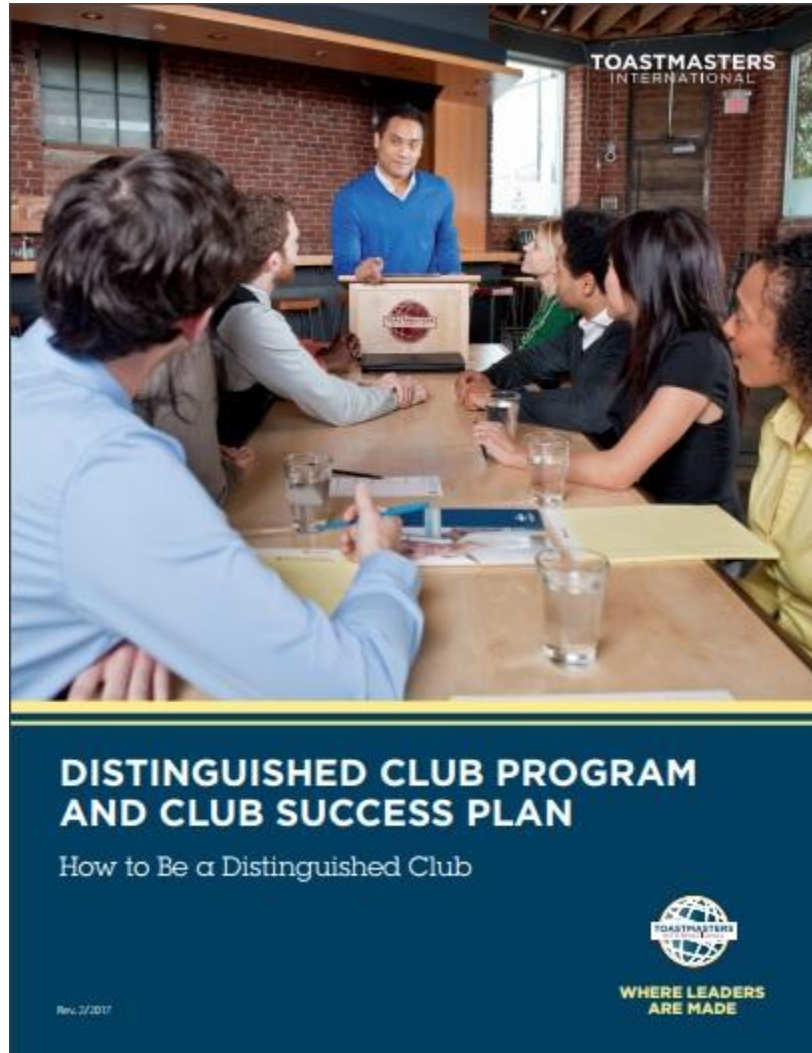
- ▶ Identify the location of the Club Success Plan
- ▶ Identify and Conquer the Know Challenges
- ▶ Construct a list of challenges and opportunities and discuss best practices



# Manual

# Item #1111

I SIMPLY  
WASN'T  
AWARE



# Club Success

If you Fail to Plan,  
You Plan to Fail  
Benjamin Franklin

**CLUB SUCCESS PLAN**

Club Number

**TEAM COMPOSITION**  
Name the members of the club executive committee (all seven officers and the immediate past president):

**VALUES**  
Toastmasters International's values are integrity, respect, service, and excellence. These values should be incorporated as anchor points in every decision made at all levels within the organization. Toastmasters' values provide a means of guiding and evaluating the organization's operations, planning, and envisioned future.

What are the club executive committee's values?

**TEAM OPERATING PRINCIPLES**  
What principles does the club executive committee hold? (These principles might include trust, safe learning, collaboration, etc.)

# Club Success Plan – Executive

TEAM - TOGETHER EVERYONE ACHIEVES MORE

- ▶ President
- ▶ VP Education
- ▶ VP Membership
- ▶ AP Public Relations
- ▶ Secretary
- ▶ Treasurer
- ▶ Sergeant at Arms
- ▶ Immediate Past President



# Club Success Plan

## President's vision for the Club

Pages 1 - 5

- ▶ Team Composition
- ▶ Values
- ▶ Team Operating Principles
- ▶ Potential Obstacles
- ▶ Meeting Protocol
- ▶ Team Interactions and Behavioral Norms

**CLUB SUCCESS PLAN**

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# Club Success Plan - Elements

## Team Efforts

- ▶ VPE: pgs. 6 – 8
  - ▶ DCP Goals 1 – 6
- ▶ VPE: pgs. 9 – 11
  - ▶ DCP Goals 7 - 8
- ▶ Sect: pgs. 12 – 14
  - ▶ DCP Goals 9
- ▶ Treasurer: pgs. 15 – 17
  - ▶ DCP Goals 10

**Education Action Plan**  
Identify the actions your club will take to meet the needs identified in the situation analysis.

**Education Action 1**  
Describe how to help members earn CC awards or complete Levels 1 and 2 in Pathways. Specifically, what action will be taken? Refer to this action as Education Action 1.

The 'What'

**Resources for Education Action 1**  
Your club has many resources at its disposal — equipment, materials, people and potential funding. Committees can be formed to carry out specific goals, especially when certain members are interested or have skills in a given field.

What equipment, materials, people — individuals or committees — can be used to help accomplish Education Action 1?

The 'How'

**Assignment for Education Action 1**  
In creating a plan, it is important to assign an individual or a group to each action. This way, the responsible party is held accountable for the completion of the assigned action.

Who is responsible for Education Action 1? If it is a committee, who are the members and what are each person's specific responsibility?

The 'Who'

**Timetable for Education Action 1**  
Determining a timetable allows the club executive committee to track progress toward each goal. Once the timetable is defined, the committee should review it periodically to determine whether your club is on track to complete each action or if adjustments must be made to reach the goal.

When will Education Action 1 be complete?

The 'When'

When will Education Action 1 be complete?

How will progress be tracked?

# Club Success Plan - Elements

What Action will you take to meet

- ▶ Be specific

What resources can be used to help

- ▶ Persons, Places, Things

Who is responsible

- ▶ Committee Member

When will the Action begin & end

- ▶ Date / Completion date

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When will Education Action 1 be complete?  
How will progress be tracked?




# Club Success Plan – At A Glance

## Club Success Plan & DCP Tracking Sheet At-A-Glance

Credit to: District 23

**Club Success Plan and DCP Tracking Sheet**



The standards for conducting a quality Toastmaster meeting can be found in the Moments of Truth (<http://www.toastmasters.org/Members/MembershipBuilding/Moments-of-Truth.aspx>). The way to measure the quality of a club is the Distinguished Club Program (DCP). Having 20 members (or a net gain of 5 in a Toastmaster year) and achieving DCP goals indicate the club's quality. One way to ensure having a quality club is to make a plan.

DCP Goal	Who	What is Needed?	When	Progress
1. Two CCs	1.			
	2.			
2. Two more CCs	1.			
	2.			
3. One ACB, ACS, ACG	1.			
4. One more ACB, ACS, ACG	1.			
5. One CL, ALB, ALS, DTM	1.			
6. One more CL, ALB, ALS, DTM	1.			
7. Four New Members	1.			
	2.			
	3.			
	4.			
8. Four More New Members	1.			
	2.			
	3.			
	4.			
9. At least 4 officers trained at each session: - June – August - December – February			Summer	
			Winter	
10. Submitted on time (both required) - October or April Dues Renewal - July or January officer list (due June 30 and December 31, respectively)	Dues			
	Officer Lists			
<b>DCP MEMBERSHIP REQUIREMENT:</b> At year end (June 30), the club must have at least 20 members OR a net growth of five members				
<b>Take advantage of these membership campaigns and showcases to recruit new members!</b>				
Open House Showcase <i>July and January</i>	Smedley Award Campaign <i>August 1 – September 30</i>	Talk Up Toastmasters Campaign <i>February 1 – March 31</i>	Beat the Clock Campaign <i>May 1 – June 30</i>	
Was your club Distinguished last year? What did your club do well? Where do you need to focus between now and June 30?				
<b>PLAN FOR A GREAT YEAR!</b> Set your goals....and make 'em happen!		Distinguished Club ..... Meet 5 or 6 Goals Select Distinguished Club ..... Meet 7 or 8 Goals President's Distinguished Club..... Meet 9 or 10 Goals		



# Sharing Best



# **This concludes Club Success Plan**

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