

Club Coach & Club Officers Goal Agreement Form

Guideline from Toastmasters International

A successful Toastmasters club is similar to a successful business: Club members are the customers and the club strives to keep them happy with the service it provides. The service a Toastmasters club provides is the club meeting. Good club meetings provide the means and environment for members to reach their goals by becoming effective speakers, listeners, thinkers and leaders.

Program planning and meeting organization are important factors in providing top-level service. Your club helps its members attain success and provides the services everyone needs by guaranteeing that:

- Each member is prepared to carry out all assignments to the best of his or her ability.
- Members present well-developed speeches from the *Competent Communication* manual and manuals in the *Advanced Communication Series*.
- Members complete projects in the *Competent Leadership* manual to enhance their leadership skills.
- Every member receives an agenda outlining the program of the day.
- Meeting participants' responsibilities are explained to the assembly.
- The program is planned and participants are reminded of their responsibilities at least a week in advance.
- The meeting plan includes exciting theme programs and thought-provoking Table Topics sessions and is organized so the meeting starts and ends on time.
- Guests are invited to join the day they visit the club.
- Club officers use the Club Success Plan to set goals for the club and members.
- Evaluations are based on project objectives and the individual learning needs of the member.
- The vice president education encourages completion of manuals.
- The club uses Toastmasters International Branded materials and follows branding standards when creating their own.

The following are agreed recommendations for improvement:

- 1) _____

- 2) _____

- 3) _____

- 4) _____

The club coach will:

- Build a rapport with the *club leadership* and *members*;
- Observe and analyze the club environment, then *assist the club* in generating solutions;
- Help the *club* develop a plan with goals for improvement;
- Help make it possible for the *club's officers* and *members* to implement the plan;
- Instill enthusiasm, fidelity and a sense of responsibility for the club's future.
- Will serve the club (and may join as a member) to grow to 20 members and achieve Distinguished Club status in the Toastmasters International DCP plan.
- Will report monthly to the Lt. Governor Marketing on their progress.

Club President

Club VP Education

Club VP Membership

Club VP Public Relations

Secretary

Treasurer

Sgt @ Arms

Proposed Club Coach

Proposed Club Coach

Area Director