



## Club Success Plan

Program Year: 2024-2025

Club Number: 1528

The Club Success Plan is a helpful tool to assist your club in achieving Distinguished status. This plan is broken into five sections, along with an area to list contributing members and a list of created action items. With a solid plan and teamwork, your club will be Distinguished or better in no time!

### Goals to Achieve

Achievement	Recognition Earned
Achieve five of 10 goals	Distinguished
Achieve seven of 10 goals	Select Distinguished
Achieve nine of 10 goals	President's Distinguished

The Distinguished Club Program (DCP) comprises 10 goals for your club to earn each program year to achieve one of three Distinguished levels. This Club Success Plan will be used as your guide to becoming Distinguished. Incorporating Moments of Truth into your club meetings will help get your club on track to being Distinguished or higher!

### The 10 goals of the DCP have been placed into four groups:

#### Education

1. Four Level 1 awards achieved
2. Two Level 2 awards achieved
3. Two more Level 2 awards achieved
4. Two Level 3 awards achieved
5. One Level 4, Path Completion, or DTM award achieved
6. One more Level 4, Path Completion, or DTM award achieved

#### Membership

7. Four new, dual, or reinstating members
8. Four more new, dual, or reinstating members

#### Training

9. A minimum of four club officer roles trained during each of the two training periods

#### Administration

10. On-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) for one period and on-time submission of one club officer list

# Committee Values

## 1. Club Executive Committee Values

What are the Club Executive Committee's values?

- To create a club environment supportive of members' growth in a positive and professional atmosphere.
- To define a "professional" as someone who is prepared, bringing excellence to meeting roles and presentations.
- Listening to each other with open minds.
- Sharing knowledge, information, and experience so all can benefit.

## 2. Club Executive Committee Interactions

How will decisions be made?

- Decisions will be made on reason, not rank.
- Decisions will be made by majority vote.
- We will encourage discussion prior to a majority vote.
- Once a decision has been made, the team agrees to support the decision.
- We will respect each others' communication and leadership styles.

How will the Club Executive Committee resolve differences of opinion?

- Have open discussions.
- Be willing to have crucial conversations.
- Find a common good.
- Maintain a positive environment.
- Support opinions with objective data.
- Show respect using leadership and communication styles from Pathways. (Level 2 Pathways)

How will the Club Executive Committee be held accountable for its responsibilities?

- As a group, the Club Executive team holds one another accountable for delivering on responsibilities.
- Offer assistance when needed.
- Set timelines for action items.
- Each officer is to contribute information about club events to help the club Secretary in updating our Club History booklet (a "living document").

## 3. Member Engagement

When was the last time the club conducted Moments of Truth?

The Moments of Truth Module was conducted in June 2024. Some ideas for club improvement:

- Ideas for more creative awards
- Club officer and club website tutorials outside of regular club meetings
- Establish a new mentoring program
- Utilize club event boards
- Encourage use of a Buddy system
- Monthly/weekly Birthday recognitions
- Create an onboarding program for new members

## Committee Values (cont.)

- Sponsor an activity at The Park
- Utilize paper nametags at meetings
- Hold joint social meetings with other clubs
- Take more pictures of events and club meetings

On a scale of 1 to 5 how beneficial was Moments of Truth?

Not beneficial      Very beneficial

On a scale of 1 to 5 how motivated are members to attend club meetings?

Not at all motivated      Extremely motivated

On a scale of 1 to 5 how motivated are members to sign up for meeting roles?

Not at all motivated      Extremely motivated

If your club scored two or less in the above two questions, what factors led to the club scoring itself?

N/A

What strategies will your club use to ensure members consistently attend club meetings and take roles?

- Using our Mentor program to help each member to identify their personal goals.
- The VP Education helps to onboard new members in Pathways.
- Establish a permanent Pathways Tracker for each member so the club has a current record of where all members are in their Paths.
- Use club events as a means to complete Levels 3, 4 & 5.
- Our theme is "You Must Be Present to Win" and we are using awards and drawings as incentives for member attendance.

# Education Goals

## 1. Member Progress Worksheet

Use the below table to plan out how you and your club can attain the education goals.

Goal/Award			Member Name
Goal 1			
	Level 1		Barbara Brackett, Dinah McCain, Myls Mylvaganam
	Level 1		Andrian Stadnic, Mary Ly, Moe Stevens
	Level 1		Carlos Rangel, Josh Lewis
	Level 1		Joey Waldrop, Lazum Ja
Goal 2			
	Level 2		Dinah McCain, Joey Waldrop
	Level 2		Moe Stevens
Goal 3			
	Level 2		Earl Carrington
	Level 2		Parvinder Kaur
Goal 4			
	Level 3		Tina Soriano
	Level 3		Tracy Fletcher-Bowman
Goal 5			
	Level 4	Path completion or DTM	Barbara Brackett, Earl Carrington
Goal 6			
	Level 4	Path completion or DTM	Dinah McCain, Joey Waldrop, Riana Menezes

# Education Goals (cont.)

## 2. Strategies and Tactics

What obstacles keep members from completing projects?

- In a large club, there are limited opportunities to speak more frequently than once per month.
- After members earn Level 1 awards, what is their understanding of the additional awards that can be earned?
  - After earning Level 1 awards, members are introduced to mentoring and electives in future levels. The members then move on to Level 2.
  - Utilize our Events Board to help members complete Levels 3, 4 & 5.

What are some ways to motivate members to progress through the education program?

- Pathways is discussed at every meeting.
- Members are recognized at the club meeting when they achieve their awards level.
- Members are encouraged to attend District-sponsored training for club officers and electives, even if they are not an officer. The expectation is set that all officers attend Club Officer Training.
- Regularly schedule program diversity such as The Successful Club Series, The Better Speaker Series, The Leadership Excellent Series, etc.

## 3. Education Engagement

On a scale of 1 to 5 how familiar are members with the Pathways learning experience?

Not at all familiar      Extremely familiar

How does your club promote Pathways?

- Members are encouraged to make all their speeches/presentations from the Pathways program.
- Mentors assist members with navigating Pathways to avoid discouragement.

How will your club prepare its new members to work in Pathways? Who will be responsible for showing them around Base Camp?

- All members are assigned a mentor. The mentor and the VP Education are the primary resources for new members being oriented to Base Camp.
- Review mentors/mentees yearly and reassign if necessary.

# Membership Goals

## 1. Qualifying Requirement

For your club to be eligible to participate in the recognition program, your club must have either 20 paid members or a net growth of at least five new members as of June 30.

Membership base as of July: 41

Membership goal by June 30: 41

## 2. Strategies and Tactics

What is your club's plan to motivate its current members to renew?

- The Speaking Machine motivates its current members to renew by making sure they are engaged in the meetings and taking on roles that ensure they are meeting their Toastmaster, personal, and professional goals.
- Social events like the annual Ice Cream Social, Salad Bar, Spooky Tales, and Holiday gatherings foster comradery amongst members and often include families. This creates a club where members want to renew.

What is your club's plan to gain new members?

- The entire club has a responsibility to gain new members.
- Guests are asked to introduce themselves at the beginning of the meeting and for feedback at the end.
- The guest packet is reviewed by the VP Membership (or designee) with the visitor and the visitor is asked to join. If they decline, they are asked to come to the next meeting.

# Training Goals

## 1. Club Officer Training Progress

Which officers will attend training?

OFFICER TITLE	NAMES	ROUND 1 Jun - Aug	ROUND 2 Nov - Feb
President	Joey Waldrop	✓	✓
VP Education	Barbara Brackett	✓	✓
VP Membership	Myls Mylvaganam	✓	✓
VP Public Relations	Tina Soriano	✓	✓
Secretary	Parvinder Kaur	✓	✓
Treasurer	Tracy Fletcher-Bowman	✓	✓
Sergeant at Arms	Josh Lewis	✓	✓

## 2. Strategies and Tactics

What are some ways to motivate officers to attend an officer training session?

- The club expectation has been set by example of prior officers that when members are announcing their candidacy, they promise their commitment that all seven officers will attend Club Officer Training twice a year.
- They understand there is a pride in being an officer in a Presidents Distinguished Club.

# Administration Goals

## 1. Assign Responsible Party

Decide who will be responsible for submitting the following two items to World Headquarters on time.

Membership Dues: Joey Waldrop, President; Tracy Fletcher-Bowman, Treasurer

Officer List: Parvinder Kaur, Secretary

## 2. Strategies and Tactics

What obstacles does your club have in achieving its administration goals and what can be done to overcome them?

Obstacle 1: Publicizing the final date by which membership dues must be submitted instead of the first date dues can be submitted.

Solution: Dues are discussed starting two months before the month they are due (August 1 and February 1) . Beginning on those dates, dues start being collected. Officers are encouraged to submit membership dues to Toastmasters International and then deliver club dues to the club Treasurer.

Obstacle 2: Not having the ability to accept dues payments by credit card in person at meetings.

Solution: This has been mitigated with the purchase of technology that allows this to be done.

# Signatures

---

President

---

Date (MM/DD/YYYY)

---

Vice President Education

---

Date (MM/DD/YYYY)

---

Vice President Membership

---

Date (MM/DD/YYYY)

---

Vice President Public Relations

---

Date (MM/DD/YYYY)

---

Secretary

---

Date (MM/DD/YYYY)

---

Treasurer

---

Date (MM/DD/YYYY)

---

Sergeant at Arms

---

Date (MM/DD/YYYY)

---

Immediate Past Club President

---

Date (MM/DD/YYYY)

---

Club Member and Role

---

Date (MM/DD/YYYY)

---

Club Member and Role

---

Date (MM/DD/YYYY)

---

Club Member and Role

---

Date (MM/DD/YYYY)

# Appendix A

## Action Item Worksheet

Use this worksheet to write down any action items that come about as you work through the Club Success Plan.

<i>Action Item</i>	<i>DCP Goal</i>	<i>Responsible Party</i>	<i>Due Date (MM/DD/YYYY)</i>
Begin/End meetings on time	7	Joey Waldrop	6/30/2024
<i>Notes:</i> The purpose is to teach members how to conduct a meeting using time management skills. It is also respectful of members' time.			
<i>Action Item</i>	<i>DCP Goal</i>	<i>Responsible Party</i>	<i>Due Date (MM/DD/YYYY)</i>
Pathways Training	1	Barbara Brackett	6/30/2024
<i>Notes:</i> How to: <ul style="list-style-type: none"> <li>• Navigate Pathways in preparation for a speech.</li> <li>• Be familiar with Pathways tools and resources.</li> </ul>			
<i>Action Item</i>	<i>DCP Goal</i>	<i>Responsible Party</i>	<i>Due Date (MM/DD/YYYY)</i>
Mentor Program	1	Barbara Brackett and Lunda Nunez	6/30/2024
<i>Notes:</i> To establish an effective mentoring program where all members are excited and fulfilling their goals.			
<i>Action Item</i>	<i>DCP Goal</i>	<i>Responsible Party</i>	<i>Due Date (MM/DD/YYYY)</i>
Youth Leadership	6	Joey Waldrop and Barbara Brackett	6/30/2024
<i>Notes:</i> To help members use the Toastmaster program outside the club and apply it to #5 requirement towards their Distinguished Toastmaster award.			