

## **HO #1**

### **VICE PRESIDENT MEMBERSHIP STANDARDS**

#### **Outside of the club meeting**

1. Conduct ongoing membership-building programs.
2. Promote the membership goal of one new member per month.
3. Promote achieving 20 members by year-end or sooner, if the club has fewer than 20 members.
4. Promote club and Toastmasters International membership-building programs.
5. Conduct a minimum of two formal club membership programs annually.
6. Keep track of guests, new members joining, and members not attending meetings. Follow up by phone, mail or e-mail.
7. Explain the educational program to the prospective members, get their commitment to join, and collect membership applications.
8. Bring the applications to the club for voting and, if the members are accepted, collect dues and fees and give them to the treasurer with the applications.
9. Attend club executive committee meetings.
10. Attend and vote at area council meetings.
11. Attend district-sponsored club officer training.
12. Arrange for a replacement if unable to attend a club meeting.
13. Prepare your successor for office.

#### **At the club meeting**

1. Greet guests and have each complete a guest card.
2. Report on current membership, promote membership campaigns, and welcome new members.
3. Work with the president and vice president education to ensure each new member is formally inducted at the first meeting after being voted in by the club.
4. Help guests wishing to join to complete the Application for Membership.
5. Speak with fellow members to determine if their needs are being met.