



Quality Club Meetings

Introduction

Club meetings are the premier venue for member achievement in the Toastmasters program, delivering members' opportunity to practice skills and receive feedback. Meetings impact member retention, promote club growth, and are a venue to recognize achievement. The purpose of this session is to foster a shared understanding of what a quality club meeting looks like and assist club officers in developing strategies to deliver great club meetings consistently.

Overview

First, you will discuss the impact of quality meetings. Then, you will define the characteristics of a quality meeting. Finally, you will identify what must be done to consistently deliver quality meetings.

In this session, facilitators discuss the following topics:

- Impact of Quality Meetings on a Club
- What is a Quality Meeting?
- Delivering Quality Meetings

Objectives

After completing this session, you will be able to do the following:

- Identify what a quality club meeting is
- Identify what goes into preparing quality club meetings
- Develop strategies to consistently deliver quality club meetings

By meeting these objectives, club officers will be well equipped to deliver consistently effective and enjoyable club meetings.

Delivering Quality Meetings

Breakout Room Activity: Formula for Success (20 minutes)

Choose one of the Categories of Quality. Discuss how a club can practically plan, deliver, and gather feedback to identify quality issues in meetings. Use the table to record your results. Choose a spokesperson to represent your group's key ideas and takeaways. They will present for up to two minutes.

Categories of Quality: Fostering a Culture of Excellence, Meeting Member Needs, Conducting Smooth and Impactful Meetings, and Member Engagement.

	Planning	Delivery	Gather Feedback
Pre-Meeting			
Meeting			
After the Meeting			

Presentation Notes



Resources

Key Characteristics of a Successful Meeting

- Starting and finishing on time
- Prospective members are guided through the club culture and meeting procedures
- Safe space is maintained
- High quality evaluations & feedback are given
- Roles are well executed
- All roles are filled
- Meetings present a fun atmosphere
- Energy in the room is positive
- Valuable content is shared throughout the meeting
- Recognition occurs appropriately (celebrating achievements)

Club Experience

[It's Time to meet Online!](#)

[Disruptive Meetings or Overzealous Hosts?](#)

[Club Etiquette](#)

[Club Quality Checklist](#)

Other Resources

[Moments of Truth](#)

[Club Officer Tools](#)

[Master Your Meetings](#)

Conclusion

Key Takeaways

What is one idea from this session that you plan to adopt in your club?

What are some other key takeaways from this session that will help you be successful?