



Setting your Club up for success

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Purpose

- Energise you to set goals for you and your Club

Process

- Take a look at goal setting and how it works
- Dip into the Toastmasters tools – Club Success Plan
- Focus on the Committee Formation section

Payoff

- ❖ Help your Club thrive
- ❖ Help you to get the most from your investment of time and energy in Toastmasters this year

Goal Setting

Why do we set goals?

Why are we encouraged to set goals?

Answers in CHAT



Written Goals

42% increase in goal achievement with written goals*

Why does this work? Some Neuroscience



* Reference Gail Matthews PhD. – Brief Summary of Recent Goals Research

E^2 : the Neuroscience of written goals

External Storage

- A short pencil is better than a long memory
- Easy Access
- Visual reminder and cues

E x E = Double Whammy!

Encoding – create and store long term memories

- The “generation effect” – we remember stuff we create ourselves
- To make a goal we need to picture it in our mind
- To write it down we need to access it and regenerate it



Crafting vivid goals

- **S**pecific

“We’re going to grow our membership numbers”

Is this SMART?

- **M**easurable

- **A**chievable

- **R**ealistic

- **T**ime Bound

“The VP Membership will record the number of guests and new members and report our Guest/New Member Conversion Rate to the Club at the first meeting of each month”

This is a SMART goal!

Club Success Plans

Poll

Our Club uses the Toastmasters Club Success Plan to guide our activities

1. ***Yes***
2. ***No***
3. ***Don't Know***



Club Success Plans

Poll

***Our Club uses the
Toastmasters Club
Success Plan to guide
our activities***

***“A meeting without an
agenda achieves
everything on it”***

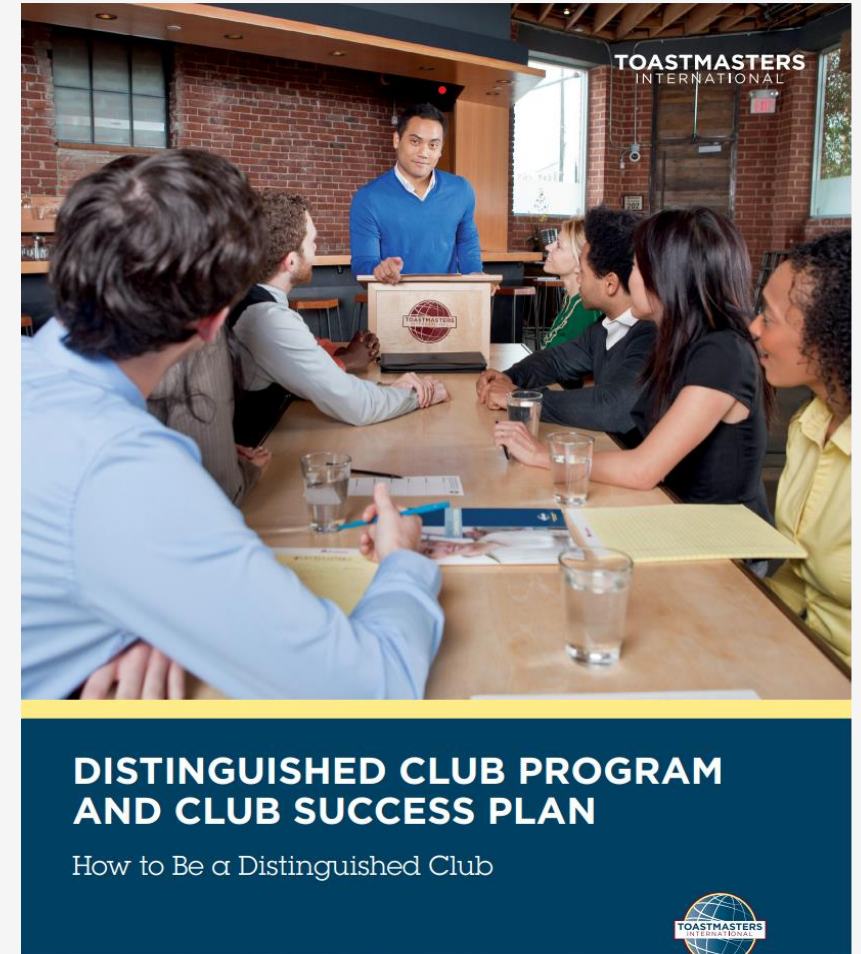
Club Success Plans

Club Committee Formation Plan

Distinguished Club Program Goals

- ❑ Educational Goals x 6
- ❑ Membership Goals x 2
- ❑ Club Officer Training Goals x 1
- ❑ Administration Goals x 1

<https://www.toastmasters.org.nz/club>



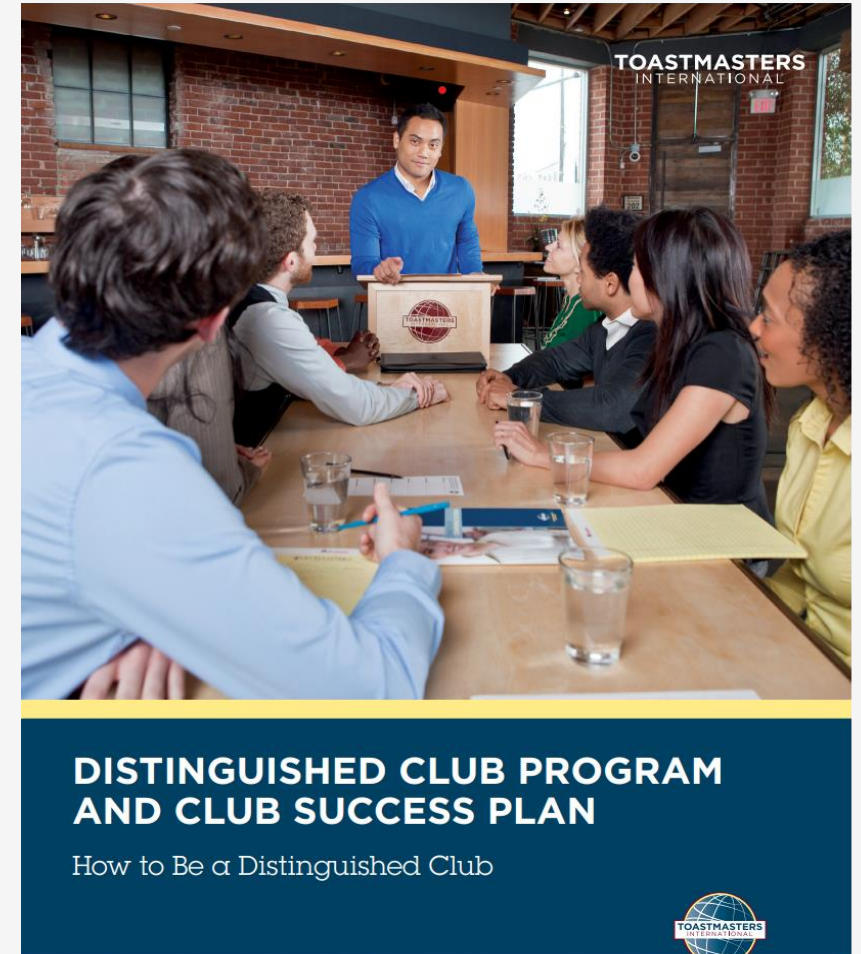
Club Success Plans

Club Committee Formation Plan



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Club Committee Formation Plan

CLUB SUCCESS PLAN

Club Number

TEAM COMPOSITION

Name the members of the Club Executive Committee (all seven officers and the Immediate Past President):

CORE VALUES

Toastmasters International's core 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' core 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.)

POTENTIAL OBSTACLES

What obstacles will the Club Executive Committee have to consider when strategizing? (These obstacles might include conflicting personal commitments, for example.)

MEETING PROTOCOL

In general, how will the Club Executive Committee process tasks? (For example, consider how often to meet or call, what the meeting practices will be, etc.)

TEAM INTERACTIONS AND BEHAVIORAL NORMS

How will decisions be made?

What will be the Club Executive Committee's method of communication? Determine the first preference, second preference, and so on.

What will the communication parameters be? (Parameters might include whether the Club Executive Committee communicates by phone or email.) How long will meetings last? How often will the committee members communicate with each other and with the Area Director?

How will the Club Executive Committee resolve differences of opinion?

How will the Club Executive Committee members support one another?

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

How will the Club Executive Committee and supporting members be recognized for their efforts?

Core Values and Team Operating Principles

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Respect
Integrity
Service
Excellence

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Obstacles and Meeting Protocols

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Team Interactions Behavioural Norms – Agreeing Expectations

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Behavioural Norms Poll:

Pick one you want to explore

1. Decision making
2. Method of communication
3. Meeting parameters
4. Dealing with differences of opinion
5. Support for each other
6. Accountability
7. Recognition



Exploring xxx Behavioural Expectation

Why is it important?

Has this been an issue before?

What sort of things might a Committee agree are the norms for this section?

Would it be useful for your Committee to have this discussion?

Where to from here?

- Use the opportunity in your Breakout Room to make some goals
- Schedule a Committee Meeting to work on your plan
- Plan to thrive this year!

