



AREA DIRECTOR'S CLUB VISITS

The area director, in particular, serves as a liaison between your club and the district. Twice each year, the area director visits your club. During these visits, he or she may ask to review your **Club Success Plan**. You should be prepared to show and discuss the plan and your club's progress in it. The area director may be able to assist your club with district support or have valuable tips for incorporating *Moments of Truth* into your meetings.



CLUB SUCCESS PLAN

Club Number 4634798

TEAM COMPOSITION

Name the members of the club executive committee (all seven officers and the immediate past president):

Jana Kolesárová - president
Vladimír Zahradník - VPE, Secretary
Kornélia Hudáková - VPM
Lucia Pethoová - VPPR
Kamila Pekarovicová - treasurer
Jozef Staruch - SAA, immediate past president

VALUES

Toastmasters International's 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' 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.)

Porada - 1x/ 4-6 tyzdnov.
Hlasovanie o termíne porady - cez Doodle, termíny zverejní 2 tyzdne pred poradou.
Miesto porady - podľa dohody.
(Porady budú uverejňované aj v EasySpeaku, aby mali prehľad aj členovia mimo vedenia).

TEAM INTERACTIONS AND BEHAVIORAL NORMS

How will decisions be made?

Hlasovanie - musí súhlasi väčšina členov vedenia.

What will be the club executive committee's method of communication? Determine the first preference, second preference and so on.

Komunikácia - písomná cez gmail, ústna na poradách a stretnutiach.

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?



STARTING POINT

What is your club's membership base? 15

Qualifying Requirement

To be considered for recognition, your club must have either 20 members or a **net growth** of at least five new members as of June 30.

How many members does your club aim to have as of June 30? 25

How much net growth does your club aim to have as of June 30? 10+

Goals to Achieve

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

How many of the 10 goals does your club aim to achieve? 9

EDUCATION: GOALS 1 THROUGH 6

1. Two Competent Communicator (CC) awards
 2. Two more CC awards
 3. One Advanced Communicator Bronze (ACB), Advanced Communicator Silver (ACS) or Advanced Communicator Gold (ACG) award
 4. One more ACB, ACS or ACG award
 5. One Competent Leader (CL), Advanced Leader Bronze (ALB), Advanced Leader Silver (ALS) or Distinguished Toastmaster (DTM) award
 6. One more CL, ALB, ALS or DTM award
- P1. Four members complete Level 1
- P2. Two members complete Level 2
- P3. Two more members complete Level 2
- P4. Two members complete Level 3
- P5. One member completes Level 4
- P6. One member completes Level 5

Situation Analysis

The purpose of a situation analysis is to assess the state of your club right now. Only once your club identifies where it is can you plan where it's going.

Review the current situation in your club regarding educational goals.

What is the current status of club members in either education program? Who is due to earn an education award or complete a level in Pathways in the near future?

-VPE zistí.

How motivated are members to progress through the education program?

- niektorí vedia svoje 'preco', niektorí to zrejme nevedia (nie sú motivovaní pripravovať si prejavy).

What obstacles keep members from completing projects?

-nízka motivácia.

How familiar are members with the education program?

-VPE zistí.

How does your club promote the education program?

**- VPE - zistí.
+ máme k dispozícii Navigator a slovenské preklady na pomoc pri projektoch.**

Additional notes:

- zistiť, kto má koho mentora, v prípade chýajúceho - odporučiť, aby si členovia našli.
- mentori- zistiť motiváciu člena a pripomínať mu ju.
- chceme zaviesť pravidelnosť prejavov (1x/6 týždňov), zdôrazňovať dôležitosť určenia si cieľa (proaktívne oslovovať členov a pripomínať im "preco".)
- predsedanie - promova Pathways; pri predstavovaní rečníka - predstaviť projekt, aby členovia vedeli, čo ich čaká v ďalších leveloch.

Education Action Plan

Identify the actions your club will take to meet the needs identified in the situation analysis.

Education Action 1

Describe how to help members earn CC awards or complete Levels 1 and 2 in Pathways. Specifically, what action will be taken? Refer to this action as Education Action 1.

- mentori, motivacia (pripominat ciele) + naplanovat prejavy dopredu (aby tam bol termin).

Resources for Education Action 1

Your club has many resources at its disposal — equipment, materials, people and potential funding. Committees can be formed to carry out specific goals, especially when certain members are interested or have skills in a given field.

What equipment, materials, funding or people — individuals or committees — can be used to help accomplish Education Action 1?

- mentori, prelozene projekty, navigator.

Assignment for Education Action 1

In creating a plan, it is important to assign an individual or a group to each action. This way, the responsible party is held accountable for the completion of the assigned action.

Who is responsible for Education Action 1? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

**- mentori - VPE.
- motivacia - mentori.**

Timetable for Education Action 1

Determining a timetable allows the club executive committee to track progress toward each goal. Once the timetable is defined, the committee should review it periodically to determine whether your club is on track to complete each action or if adjustments must be made to reach the goal.

When will Education Action 1 begin?

- od septembra.

When will Education Action 1 be complete?

- v decembri.

How will progress be tracked?

**- DCP body, pocet prejavov.
- spatna vazba od novych clenov (dozvediet sa ju vieme aj cez jeho mentora.)**

Education Action 2

Consider how to address the needs of members so they can earn ACB, ACS and ACG awards or complete Levels 2 and 3 in Pathways. Specifically, what action will be taken? Refer to this action as Education Action 2.

Resources for Education Action 2

What equipment, materials, funding or people — individuals or committees — can be used to help accomplish Education Action 2?

Assignment for Education Action 2

Who is responsible for Education Action 2? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

Timetable for Education Action 2

When will Education Action 2 begin?

When will Education Action 2 be complete?

How will progress be tracked?

Education Action 3

Describe your approach to helping members earn CL, ALB, ALS and DTM awards or complete Levels 4 and 5 in Pathways. Specifically, what action will be taken? Refer to this action as Education Action 3.

Resources for Education Action 3

What equipment, materials, funding or people — individuals or committees — can be used to help accomplish Education Action 3?

Assignment for Education Action 3

Who is responsible for Education Action 3? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

Timetable for Education Action 3

When will Education Action 3 begin?

When will Education Action 3 be complete?

How will progress be tracked?



MEMBERSHIP: GOALS 7 AND 8

7. Four new members
8. Four more new members

Situation Analysis

Review the current situation in your club regarding membership.

What is the current membership situation? On average, how many new members join your club each year?

- momentálne máme 15 členov.
- priemerne za 1 rok pribudne 5 nových členov.

What are your club's current obstacles in achieving its membership goals?

- nedotiahnute kontakty, už keď máme mailovú adresu od hosta, nedotiahneme komunikáciu do konca.

Additional notes:

- 1x/mesane - posiela pripomínací mail (s pekným textom, novinkami z klubu, dátumami stretnutí).
- vzdelávacia na temu Close the deal.
- zistiť štatistiku o počte hostí (z dotazníkov).

Membership Action Plan

Membership Action 1

Describe how your club will gain four new members. Specifically, what action will be taken? Refer to this action as Membership Action 1.

- dotazníky, LinkedIn, FB - pozývanie ľudí na udalosti, ozvít udalosť na FB (príspevkami v nej, pozývaním ľudí, zdieľanie udalosti).
- mailchimp.
- nasmerovať ľudí na stretnutí na našu stránku na FB.
- prednáška na vysokých školách, nabor vysokoskolákov.
- súťaž medzi členmi - kto pritiahne najviac nových členov do klubu - prvá cena poukaz do Panta Rhei.

Resources for Membership Action 1

What equipment, materials, funding or people — individuals or committees — can be used to help accomplish Membership Action 1?

Assignment for Membership Action 1

Who is responsible for Membership Action 1? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

- Lula a Kamila -FB.
- Nely - dotazniky.
- Vlado a Lula - LinkedIn.
- Janka - vyhlasi na najblizsom stretnuti sutaz o novych clenov.

Timetable for Membership Action 1

When will Membership Action 1 begin?

-august.

When will Membership Action 1 be complete?

- pravidelne.

How will progress be tracked?

-pocet hosti/pocet ludi na stretnuti/pocet novych clenov.

Membership Action 2

Describe how your club will gain four more new members. Specifically, what action will be taken? Refer to this action as Membership Action 2.

Resources for Membership Action 2

What equipment, materials, funding or people — individuals or committees — can be used to help accomplish Membership Action 2?

Assignment for Membership Action 2

Who is responsible for Membership Action 2? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

Timetable for Membership Action 2

When will Membership Action 2 begin?

When will Membership Action 2 be complete?

How will progress be tracked?



TRAINING: GOAL 9

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

Situation Analysis

Review the current situation in your club regarding training.

What is the current training situation? On average, how many club officers are trained each year?

What are your club's current obstacles in achieving its training goals?

Additional notes:

- skolenie 25.8.2019 o 17:00.

Training Action Plan

Training Action 1

Describe how your club will ensure that four club officers are trained between June 1 and August 31. For newly chartered clubs, view the Goal 9 chart that appears on page 9 of this manual for training requirement guidelines. Specifically, what action will be taken?

Refer to this action as Training Action 1.

Resources for Training Action 1

What equipment, materials, funding or people — individuals or committees — can be used to help accomplish Training Action 1?

Assignment for Training Action 1

Who is responsible for Training Action 1? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

Timetable for Training Action 1

When will Training Action 1 begin?

When will Training Action 1 be complete?

How will progress be tracked?

Training Action 2

Describe how your club will ensure that four club officers are trained between December 1 and February 28 (or February 29 in leap years). For newly chartered clubs, view the Goal 9 chart that appears on page 9 of this manual for training requirement guidelines. Specifically, what action will be taken? Refer to this action as Training Action 2.

Resources for Training Action 2

What equipment, materials, funding or people — individuals or committees — can be used to help accomplish Training Action 2?

Assignment for Training Action 2

Who is responsible for Training Action 2? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

Timetable for Training Action 2

When will Training Action 2 begin?

--

When will Training Action 2 be complete?

--

How will progress be tracked?

--



ADMINISTRATION: GOAL 10

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

Situation Analysis

Review the current situation in your club regarding administration.

What are your club's current obstacles in achieving its administration goals?

Additional notes:

- ako "prinutit" ludi, aby platili nacas? - mail a pripomienky na stretnuti uz mesiac pred terminom (august).

Administration Action Plan

Administration Action 1

Describe how your club will ensure that membership dues accompanied by the names of eight members (at least three of whom must be renewing members) are received by World Headquarters for the current dues period (on or before **October 1** or **April 1**). Specifically, what action will be taken? Refer to this action as Administration Action 1.

Resources for Administration Action 1

What equipment, materials, funding or people — individuals or committees — can be used to help accomplish Administration Action 1?

Assignment for Administration Action 1

Who is responsible for Administration Action 1? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

Timetable for Administration Action 1

When will Administration Action 1 begin?

When will Administration Action 1 be complete?

How will progress be tracked?

Administration Action 2

Describe how your club will ensure a club officer list is received by World Headquarters on or before **June 30** and/or **December 31** (if the club elects semiannually). Specifically, what action will be taken? Refer to this action as Administration Action 2.

Resources for Administration Action 2

What equipment, materials, funding or people — individuals or committees — can be used to help accomplish Administration Action 2?

Assignment for Administration Action 2

Who is responsible for Administration Action 2? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

Timetable for Administration Action 2

When will Administration Action 2 begin?

When will Administration Action 2 be complete?

How will progress be tracked?