



Onboarding a New Member into a Toastmasters Club

Step-by-step process

STEP ONE

Guest orientation	Responsibility	Timeline
<input type="checkbox"/> Greet guest with a warm and friendly welcome	VP Membership / club members	First club visit
<input type="checkbox"/> Ask guest to sign Visitor's Book	VP Membership	
<input type="checkbox"/> Provide guest with a copy of Toastmasters NZ D112 Visitor Brochure and a Toastmasters magazine (if available)	VP Membership	
<input type="checkbox"/> During the meeting sit with guest and explain the different roles/segments of the meeting	VP Membership / other club members	
<input type="checkbox"/> Invite guest to participate in table topics – allow guest to accept or decline	VP Membership / Table Topics Master	
<input type="checkbox"/> After the meeting, follow up with an email and invite guest to the next club meeting	VP Membership	
<input type="checkbox"/> Offer membership and provide guest with Form 800 (https://www.toastmasters.org/resources/membership-application-for-clubs-english)	VP Membership	

STEP TWO

New Member orientation	Responsibility	Timeline
<input type="checkbox"/> Form 800 completed and forwarded to Treasurer (https://www.toastmasters.org/resources/membership-application-for-clubs-english)	VP Membership	Complete these steps immediately after the member is a financial member of the club.
<input type="checkbox"/> Provide a note on fees to new member	Treasurer	
<input type="checkbox"/> Register new member at Toastmasters International and pay fees	Treasurer	
<input type="checkbox"/> Forward new member contact details (name, email address, mobile number) to VP Public Relations to add to the club's FreeToastHost email distribution group	Treasurer / VP Public Relations	
<input type="checkbox"/> Send Opt-in email to new member	VP Public Relations	
<input type="checkbox"/> Forward new member contact details (name, email address, mobile number) to VP Education to add to the club roster	Treasurer / VP Education	
<input type="checkbox"/> Send welcome email (or letter) to new member	President	
<input type="checkbox"/> Induct new member into the club	VP Membership	



STEP THREE

Appoint mentor to new member	Responsibility	Timeline
<i>If the club has a new member induction officer, go straight to step 4 first</i>		
<input type="checkbox"/> Invite new member to choose a club member as their mentor	President/VP Education/VP Membership	Complete these steps immediately after the member is a financial member of the club.
<input type="checkbox"/> If new member cannot choose, President may suggest someone with a “good character fit”	President	
<input type="checkbox"/> Mentor formally accepts/declines the appointment	Mentor	
<input type="checkbox"/> President introduces mentor to the mentee	President	
<input type="checkbox"/> Mentor meets with mentee to discuss mentee’s goals and aspirations through Toastmasters	Mentor	

STEP FOUR

Introduction to Toastmasters International / Pathways / FreeToastHost / Easy Speak	Responsibility	Timeline
<input type="checkbox"/> Set up meeting with new member (zoom or in-person) to log into Toastmasters International and set password	VP Education / New Member Induction Officer	Complete these steps immediately after the member is an official member of the club
<input type="checkbox"/> Navigate Pathways and Base Camp <input type="checkbox"/> Explain Pathways Education Programme <input type="checkbox"/> Base Camp <input type="checkbox"/> Paths and levels <input type="checkbox"/> Icebreaker and projects <input type="checkbox"/> How to navigate projects to completion <input type="checkbox"/> How to assign completed projects	VP Education / club member / Pathways Guide / New Member Induction Officer	
<input type="checkbox"/> Explain FreeToastHost (and/or whatever website/social media the club uses) and functionality	VP Education / VP Public Relations / New Member Induction Officer	
<input type="checkbox"/> Explain Easy Speak (or whatever rostering system the club uses) and functionality	VP Education / New Member Induction Officer	
<input type="checkbox"/> Ask the member for feedback on their experience (e.g. using the New Member Experience Survey https://www.toastmasters.org/resources/new-member-experience-survey), and share any learnings with the club officer committee	VP Membership / New Member Induction Officer	



STEP FIVE

Participation in club meetings	Responsibility	Timeline
<input type="checkbox"/> Participate in table topics	Meeting chairman	All club meetings
<input type="checkbox"/> Roster new member into club roles, e.g. Timer, Grammarian, Ah/Um Counter	VP Education	1 – 2 months
<input type="checkbox"/> Schedule Ice Breaker speech	VP Education	2 nd or 3 rd club meeting, or when new member is ready
<input type="checkbox"/> <i>If Step 4 was completed by New Member Induction Officer, go back to Step 3 (Appoint Mentor) now</i>	<i>New Member Induction Officer</i>	<i>Before or after Ice Breaker speech is given</i>
<input type="checkbox"/> Mentor to assist new member with projects and ensure good understanding of club systems and processes	Mentor	Ongoing