

# Meeting Leader checklist

Upon the arrival

- remind the EC to check the calendar, announcements, recognitions
- banner and other accessories
- agenda
- check functionaries

Upon the start

- welcome guests / (ask them to introduce themselves shortly)
- mission (TM or TSPS)
- club business - announcements, EC ...
- recognition - awards, events, personal achievements
- introducing a new member / induction
- voting in

Before the evaluation

- evaluation purpose

Closing the meeting

- ask the guests about their impressions
- inform them about
- 4 meeting without obligations
  - after that, application for membership and fee

## The Mission of The TM Club

The mission of a Toastmasters Club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

## Evaluation

Evaluation is a positive, helping act. As conscientious Toastmasters, our goal must be to help fellow Toastmasters develop their skills. Evaluation is a positive experience designed to help people overcome weak habits and add power to good ones.