

### Club Leadership Matrix

The following table shows what leadership role fulfill Moment of Truth requirements

ROLE	First Impressions	Membership Orientation	Fellowship, Variety and Communication	Program Planning and Meeting Organization	Membership Strength	Achievement Recognition
President	X	X	X	X	X	X
Vice President Education	X	X	X	X	X	X
Vice President Membership	X	X	X		X	
Vice President Public Relation	X		X	X	X	X
Secretary	X		X			X
Treasurer	X		X			
Sergeant at Arms	X		X			
All Members	X		X	X		

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#### First Impressions

	Guests Greeted warmly and introduced to officers and members	Guest book and name tags provided	Professionally arranged meeting room	Convenient meeting location	Guests invited to address the club	Guests invited to join
President	X				X	X
Vice President Education	X					
Vice President Membership	X					
Vice President Public Relations	X					
Secretary	X					
Treasurer	X					
Sergeant at Arms	X	X	X	X		
All Members	X					

#### Membership Orientation

	Formal induction	Assignment of mentor	Education programs and recognition system discussed	Learning needs assessed	Speaking role(s) assigned	Member involved in club activities
President	X					
Vice President Education	X	X	X	X	X	
Vice President Membership						
Vice President Public Relations						
Secretary						
Treasurer						
Sergeant at Arms						
All Members						X

#### Fellowship, Variety and Communication

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	Guests greeted warmly	Enjoyable, educational meetings	Regularly-scheduled social events	Participation in area, district, and International events	Inter-club events	Club newsletter and/or website- updated regularly
President				X	X	
Vice President Education		X		X	X	
Vice President Membership						
Vice President Public Relations						X
Secretary						
Treasurer						
Sergeant at Arms						
All Members	X		X			

### Program Planning and Meeting Organization

	Program and agenda publicized in advance	Members are prepared to carry out all program assignments	All projects are manual projects	Meetings begin and end on time	Creative Table Topics™ and activities	Positive and helpful evaluations
President		X		X		
Vice President Education		X			X	
Vice President Membership	X					
Vice President Public Relations	X					
Secretary						
Treasurer						
Sergeant at Arms						
All Members			X			X

### Membership Strength

### Club Leadership Matrix

*The following table shows what leadership role fulfill Moment of Truth requirements*

	Club has 20 or more members	Members are retained	Promotion in club's organization or community	Club programs are varied and exciting	Toastmasters sponsoring new members are recognized	Regular membership-building programs
President		X			X	
Vice President Education		X				
Vice President Membership	X	X			X	X
Vice President Public Relations			X			
Secretary						
Treasurer						
Sergeant at Arms						
All Members						

### Achievement Recognition

	Award applications immediately submitted to World Headquarters	Progress chart displayed and maintained	Member achievements recognized with ceremony	Club, district, and International leaders recognized	Club and member achievements publicized	DCP used for planning and recognition
President			X	X		X
Vice President Education	X	X	X		X	X
Vice President Membership						X
Vice President Public Relations					X	X
Secretary						X
Treasurer						
Sergeant at Arms		X				
All Members						