Vice President Education (VPE)

Club Officer Training
Agenda

- VPE Role
- VPE Responsibilities
- VPE Resources
Session Objectives

- Identify your role
- Fulfill your responsibilities
- Find resources that help you
VPE Role
VPE Responsibilities

- The Club Meeting
- Outside the Club Meeting
- The Executive Committee
The Club Meeting

- Before Club Meetings
- Upon Arrival at Club Meetings
- During Club Meetings
Before Club Meetings

- Review scheduled roles.
- Offer support to the Toastmaster.
- Schedule education sessions.
Before Club Meetings

- Ensure a member conducts presentations from The Successful Club Series (Item 289).
- Notify the club president of education awards.
Upon Arrival at Club Meetings

- Verify assigned members have arrived and are prepared.
- Remind members to select an evaluator.
- Assist the Toastmaster.
Upon Arrival at Club Meetings

- Greet guests.
- Inform Topicsmaster of any guests willing to participate.
During Club Meetings

- Initial project completion records.
- Ensure members fill out award applications.
- Recognize members for achievements.
During Club Meetings

- Preside over meeting when necessary.
- Answer education program or speech contest questions.
Outside the Club Meeting

- Plan club meetings.
- Promote participation in the education program.
- Orient new members.
- Encourage new members to participate.
Outside the Club Meeting

- Assign a mentor.
- Attend club executive committee meetings.
- Attend district council meetings.
Outside the Club Meeting

- Facilitate member progress on Base Camp.
- Arrange for your replacement or assistance.
- Prepare your successor for office.
The Executive Committee

- Prepare and present education program reports.
- Share information on upcoming speech contests.
How to Fulfill the VPE Responsibilities

- How
- When
- Who
- What
VPE Responsibility Action Plan

- How will you fulfill this responsibility?
- When will each action be completed?
- Who is available to help you?
- What materials and resources can you use?
VPE Resources
Getting Started

- Attend district-sponsored club-officer training program
- Read materials
- Meet with the outgoing executive committee
- Meet with the outgoing VPE
- Meet with the current executive committee
Getting Started

- Invite 1-3 members to serve on education committee
- Meet with each member to discuss educational goals
## Additional Resources

### Vice President Education Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech contest information</td>
<td><a href="http://www.toastmasters.org/speechcontests">www.toastmasters.org/speechcontests</a></td>
</tr>
<tr>
<td><em>Speech Contest Rulebook</em> (Item 1171)</td>
<td><a href="http://www.toastmasters.org/1171">www.toastmasters.org/1171</a></td>
</tr>
<tr>
<td><em>Distinguished Club Program and Club Success Plan</em> (Item 1111)</td>
<td><a href="http://www.toastmasters.org/1111">www.toastmasters.org/1111</a></td>
</tr>
<tr>
<td>Distinguished Club Program Goals (Item 1111C)</td>
<td><a href="http://www.toastmasters.org/1111C">www.toastmasters.org/1111C</a></td>
</tr>
<tr>
<td>Wall Chart Set (Item 306)</td>
<td><a href="http://www.toastmasters.org/306">www.toastmasters.org/306</a></td>
</tr>
<tr>
<td><em>Competent Leadership</em> (Item 265)</td>
<td><a href="http://www.toastmasters.org/265">www.toastmasters.org/265</a></td>
</tr>
<tr>
<td>Accredited Speaker Program</td>
<td><a href="http://www.toastmasters.org/accreditedspeakerrules">www.toastmasters.org/accreditedspeakerrules</a></td>
</tr>
<tr>
<td>Education program FAQs</td>
<td><a href="http://www.toastmasters.org/edfaq">www.toastmasters.org/edfaq</a></td>
</tr>
<tr>
<td>Member Achievement Record (Item 1328)</td>
<td><a href="http://www.toastmasters.org/memberachievementrecord">www.toastmasters.org/memberachievementrecord</a></td>
</tr>
<tr>
<td>Educational achievement, gifts and recognition</td>
<td><a href="http://www.toastmasters.org/shop">www.toastmasters.org/shop</a></td>
</tr>
</tbody>
</table>
This concludes the session.

Club Officer Training