

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

- ▶ 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

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| Speech contest information | www.toastmasters.org/speechcontests |
| <i>Speech Contest Rulebook</i> (Item 1171) | www.toastmasters.org/1171 |
| <i>Distinguished Club Program and Club Success Plan</i> (Item 1111) | www.toastmasters.org/1111 |
| Distinguished Club Program Goals (Item 1111C) | www.toastmasters.org/1111C |
| Wall Chart Set (Item 306) | www.toastmasters.org/306 |
| <i>Competent Leadership</i> (Item 265) | www.toastmasters.org/265 |
| Accredited Speaker Program | www.toastmasters.org/accreditedspeakerrules |
| Education program FAQs | www.toastmasters.org/edfaq |
| Member Achievement Record (Item 1328) | www.toastmasters.org/memberachievementrecord |
| Educational achievement, gifts and recognition | www.toastmasters.org/shop |

This concludes the session.

Club Officer Training

