Vice President Membership (VPM)

Club Officer Training
Agenda

- VPM Role
- VPM Responsibilities
- VPM Resources
Session Objectives

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

- Make a list of new members.
- Have a few Guest Packets (Item 387).
- Contact former guests and members who have not been attending meetings.
Upon Arrival at Club Meetings

- Greet all guests and members.
- Provide all guests with Guest Packets (Item 387).
- Answer questions guests may have.
After Club Meetings

- Meet with guests to answer questions.
- Invite guests to join the club.
- Help guests complete the membership application.
Outside the Club Meeting

- Conduct membership-building programs.
- Promote membership goals.
- Promote membership-building contests.
- Follow up on and keep track of guests.
Outside the Club Meeting

- Bring membership applications.
- Assist the vice president public relations.
- Ensure meeting information is correct.
- Attend club executive committee meetings.
Outside the Club Meeting

- Attend and vote at area council meetings.
- Arrange for your replacement or assistance.
- Prepare your successor for office.
The Executive Committee

- Organize and conduct membership contests.
- Report on club membership.
How to Fulfill the VPM Responsibilities

- How
- When
- Who
- What
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?
Getting Started

- Attend district-sponsored club-officer training program.
- Read materials.
- Meet with outgoing executive committee.
- Meet with outgoing vice president membership.
- Meet with current executive committee.
Getting Started

- Invite one to three members to serve on membership committee.
- Conduct a member survey on Moments of Truth session.
- Create Guest Welcome kits.
- Order any required materials.
Additional Resources

Vice President Membership Resources

Success 101 (Item 1622)  www.toastmasters.org/1622
Membership contest information  www.toastmasters.org/membershipcontests
_Distinguished Club Program and Club Success Plan (Item 1111)_  www.toastmasters.org/1111
Distinguished Club Program Goals (Item 1111C)  www.toastmasters.org/1111C
Speechcraft information  www.toastmasters.org/speechcraft
This concludes the session.

Club Officer Training