

Vice President Education (VPE)

Club Officer Training



Vice President Education (VPE)

Session Objectives

- ▶ Identify your role
- ▶ Fulfill your responsibilities
- ▶ Find resources that help you



Vice President Education (VPE)

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



Vice President Education (VPE)

Before Club Meetings ⁽¹⁾

- ▶ Review scheduled roles.
- ▶ Offer support to the Toastmaster.
- ▶ Schedule education sessions.



Vice President Education (VPE)

Before Club Meetings ⁽²⁾

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



Vice President Education (VPE)

Upon Arrival at Club Meetings

- ▶ Greet guests.
- ▶ Verify assigned members have arrived and are prepared.
- ▶ Assist the Toastmaster.
- ▶ Inform Topicsmaster of any guests willing to participate.



Vice President Education (VPE)

During Club Meetings ⁽¹⁾

- ▶ Initial project completion records.
- ▶ Ensure award applications are submitted.
- ▶ Recognize members for achievements.



Vice President Education (VPE)

During Club Meetings ⁽²⁾

- ▶ Preside over meeting when necessary.
- ▶ Answer education program or Spring speech contest questions.



Vice President Education (VPE)

Outside Club Meetings ⁽¹⁾

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



Vice President Education (VPE)

Outside Club Meetings ⁽²⁾

- ▶ Assign a mentor.
- ▶ Attend club executive committee meetings.
- ▶ Attend district council meetings.
- ▶ Prepare your successor for office.



Vice President Education (VPE)

How to fulfill the VPE Responsibilities

- ▶ 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?

Vice President Education (VPE)

Getting Started ⁽¹⁾

- ▶ 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

Vice President Education (VPE)

Getting Started ⁽²⁾

- ▶ Invite 1-3 members to serve on education committee
- ▶ Meet with each member to discuss educational goals
- ▶ Inquire about mentorships

Vice President Education (VPE)

Session Objectives - Recap

- ▶ Identify your role
- ▶ Fulfill your responsibilities
- ▶ Find resources that help you



Vice President Education (VPE)

Vice President Education Resources

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