

Vice President Education Training Handout

For use at the 2016-2017 Division G-hosted Officer Training Sessions

The three R's are:

Role

Responsibilities

Resources

R1 is Role (see Club Leadership Handbook (CLH) page 25, first paragraph). What are the important nouns in the first sentence?

- Speeches: You'll be, based on how your club does things, either scheduling member speeches or encouraging members to sign up on the agenda to deliver them.
- Projects: When members finish projects in the manuals you will be signing off on them in the Project Completion Record. This applies to communication and leadership projects.
- Awards: Once a manual is completed, log in to Club Central and under the "Submit education award(s) for club members" menu option select the appropriate award.
- Contests: Sad but true, just after the club year begins on July 1 we have to start planning for club level contests which are held in August. You as VPE have the primary responsibility here though the date should obviously be set after a consensus has been reached by at least the club's officers.
- Mentor program: If your club uses the Free Toast Host club management system, you already have a means by which members can sign up to be a mentor or request one. Assigning mentors to new members is a valuable benefit. If your club does not have this program, I recommend it. There's a useful presentation in the Successful Club Series about mentoring you might use.

Role paragraph distilled:

- Ensure that members understand the education program
- Know members' goals and enable them to achieve them

R2 is Responsibilities (see them under the four headings on CLH pages 25, 26).

Responsibilities are in three categories as you can see under Summary of Responsibilities on pages 26 and 27. Your goals:

- Well-planned and executed meetings.
- Club members receiving the proper ongoing training and education.

Executive committee meetings.

- VPE presides if president absent.
- VPE shares progress of members and mentors, advises if trouble areas, discusses plans for upcoming special meetings and contests.
- VPE has important role in the crafting of the Club Success Plan (6 of 10 goals relate to education!)
- VPE should attend District Executive Council meetings as he/she has a vote.

R3 is Resources.

- Officer training (as many as you can get to) to learn and to exchange ideas.
- CLH manual page 28 links to resources on Toastmasters International Web site.
- CLH manual page 26 for item numbers of educational modules from T.I., many/most available at no cost.
- Who/what else? Your predecessor as club VPE. VPEs at other clubs (pay 'em a visit!)

Homework assignment

1. Attend as many officer training sessions as you can.
2. Read pages 25 through 28 in the Club Leadership Handbook.
3. Check out the resources on pages 26 and 28.
4. Start thinking of creative ways to have meetings which are fun for all involved.
5. Put in place a plan to encourage member involvement and progress.