



Vice President Education Training Script

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

Based on Vice President Education Club Officer Training manual (T.I. Item 1313C Rev. 03/2015).

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NOTE TO LEADER

Sometimes group discussion goes on for too long or gets off track. Try bringing the group's attention back to the topic by referring to this script and inviting members to continue their conversations after the session.

For example: "I'm glad we all have so many success stories to share about our time with Toastmasters, and I encourage you to continue these conversations after the session. For now, let's get back to discussing your responsibilities on the executive committee."

Session Introduction

My name is <name>. As a training facilitator, I am responsible for conveying the information that club officers need to fulfill their roles. Why? Because well-trained club officers are equipped to enhance club quality, develop and lead successful teams and thrive in the Distinguished Club Program. That last point is reinforced by statistics reported by the District 38 Chief Information Officer, who has told us that about 80% of the clubs who have their officers trained achieve some level of distinguished status.

We're going to look at the three R's, and they're not Reading, 'Riting and 'Rithmetic. They are:

Role

Responsibilities

Resources

I assume you all brought your Club Leadership Handbook which your new club president should have received and given to you. Put a bookmark at page 25 as that's where we'll be going shortly.

A little about me. [Describe your background in Toastmasters. Highlight the awards you've received, how long you've been a member and in which club officer roles you've served.]

But congratulations to you! As the person in charge of the educational aspects of your club, you have a very important role to both individual members and to the club. You are a key resource for new members as they get introduced to the program (and hopefully to a helpful mentor) as well as for existing members, as you track and encourage their progress down the two educational award tracks, which are?

[Answer: Communication (CC, ACB, ACS, ACG) and Leadership (CL, ALB, ALS)]

Alright, let's jump in. First R! Turn to page 25 in your Club Leadership Handbook, please. I need a volunteer to read that first paragraph as it describes your role.

Share with me some of the important nouns from the first sentence. [speeches, projects, awards, contests, mentor program]

Let's expand on these a bit.

- 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. [Show back of CC manual as exhibit.] This applies to communication and leadership projects.
- Awards: Once that manual is completed, you'll be logging in to Club Central and under the "Submit education award(s) for club members" menu option and selecting 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 a mentor program, I recommend it. There's a useful presentation in the Successful Club Series about mentoring you might use.

If we distill the role paragraph a bit we can come up with these two points:

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

You're not only a resource but you're an enabler! I bet you didn't know that!

[Read the club constitution section which describes the office.]

R2 is Responsibilities. There are four of them and they're identified under the headings on pages 25 and 26. We'll go through them quickly as I already described them a bit and your homework assignment is to review them thoroughly. If you have questions about these, ask! Ask me today, ask someone with VPE experience, ask your area director, but ask!

Your responsibilities are in three categories as you can see under the Summary of Responsibilities heading on pages 26 and 27.

Before, or outside, the club meetings, there are a number of things you should endeavor to do to ensure well-planned and executed meetings and to see that club members receive the proper ongoing training and education. T.I. has a number of educational series presentations available at no cost to help you help your club's members be better speakers, evaluators and leaders.

Question: how does your club currently encourage members to sign up for meeting roles?

Question: does your club vary the meeting type from time to time with, as an example, themed meetings?

Upon arrival at a club meeting you're split between making sure members are properly prepared for the

speaking role they've chosen or that they have an evaluator to review their role as a meeting functionary (for CL credit) and greeting guests and asking if they would like to participate in Table Topics. We encourage guests to participate but they're not required to do so. Guest involvement should be properly limited to Table Topics; don't ask them to serve as a functionary. Provide the Table Topicsmaster with the names of the guests who are willing to participate.

During the meeting you want to take care of the project completion records as we already covered, publicly recognize any member who has achieved an award and answer questions regarding the education program, contests and mentoring, as these are your areas of responsibility. If the president is absent, you're the leader of the meeting in his place.

Let's talk about the executive committee meetings for a moment. As the second in command, you preside over the meeting if the president can not. You should attend these meetings to share the progress of members and mentoring, advise of areas which need attention, discuss plans for special meetings and contests, etc. Early in the club year you have an important role in helping the club craft its Club Success Plan. You'll be detailing in that document how you plan to do what it takes such that the club achieves its educational goals which count for a whopping six of the ten Distinguished Club Program points. You also have, along with the president, a vote at district executive council meetings and at the international business meetings, which you can make either in person or by proxy.

R3 is Resources. Your first resource is right here, right now. Officer training. Even if your club elects officers on an annual basis I strongly recommend you attend the summer and winter training. Get to as many sessions as you can, not so you can hear the same lecture over and over again but so that you can hear from and exchange ideas with as many of your fellow VPEs and Toastmasters as possible. It's the N word: Networking. If you turn to page 28, you'll see a list of links to resources on the T.I. site. If you flip back to page 26, you'll see the item numbers for some of the educational resources we touched on under the Before Club Meetings heading. If you go to the Shop part of the T.I. site and type in those item numbers, you'll be able to either purchase them or download (most of them) at no cost. Another resource would perhaps be the VPE who preceded you. Visits to other clubs are also a great way to see how your counterparts elsewhere do their job.

Let's summarize by presenting your 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.

Time for Q&A.

Distribute evaluation form to encourage feedback for improvement. ***Trainees should turn this in at the sign-in desk before they leave.***

[END]