

Vice President Membership 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 28, first two paragraphs under Vice President Membership). What are the important verbs there?

Role paragraphs distilled:

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

Sponsor of New, Reinstated or Dual Member

This section is completed by a club officer.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsor's last name/surname	Sponsor's first name	Sponsor's member number	Sponsor's club number

R2 is Responsibilities (see them under the four headings on CLH page 29). Your goals:

- A great first impression for guests.
- Smooth and rapid handling of membership applications.

R3 is Resources.

- Officer training (as many as you can get to) to learn and to exchange ideas.
- CLH manual page 31 links to resources on Toastmasters International Web site.
- Who/what else? Your predecessor as club VPM. VPMs at other clubs (pay 'em a visit!)

Homework assignment

1. Attend as many officer training sessions as you can.
2. Read pages 28 through 31 in the Club Leadership Handbook.
3. Check out the resources on page 31.
4. Acquire the supplies you need to properly handle guests.
5. Maintain communication with prospects, guests, and perhaps former members to keep new members coming in to counter natural attrition and have an adequate member base.
6. Consider a membership campaign or contest (cf. CL projects 8 and 10).