

Vice President Education Training Handout

For use at the 2023-2024 Division H-hosted Officer Training Sessions

The three R's are:

Role

Responsibilities

Resources

R1 is Role (see Club Leadership Handbook (CLH) page 19, 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 Pathways levels you will be confirming and processing level completions in Base Camp.
- Contests: 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 FreeToastHost 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 about mentoring in the Successful Club Series 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 five headings on CLH pages 19, 20).

Responsibilities are in four categories as you can see under Summary of Responsibilities on page 21.

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 23 links to resources on Toastmasters International Web site.
- 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 19 through 23 in the Club Leadership Handbook.
3. Check out the resources on page 23.
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.

Club President Resources

<i>Chairman</i>	www.toastmasters.org/200
Club Constitution for Clubs of Toastmasters International	www.toastmasters.org/govdocs
<i>Distinguished Club Program</i>	www.toastmasters.org/1111
<i>Personally Speaking</i>	www.toastmasters.org/B63

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Vice President Education

The Vice President Education schedules members' speeches, verifies the completion of projects, and serves as a resource for questions about the education program, speech contests, and club mentor program. They are an important source of Toastmasters knowledge for club members and it is their job to become familiar with all aspects of the Toastmasters education program.

Club Constitution for clubs of Toastmasters International

Article VII: Duties of Officers, Section 2

Vice President Education Responsibilities

Coordinate Club Schedule

They oversee the creation of the club schedule at least three weeks in advance.

They ensure that all meeting roles are properly fulfilled; for example, it is not recommended to assign a new member to be the Toastmaster of their first meeting.

Publish, email, or otherwise distribute the meeting schedule regularly so that all members know what is expected and can adjust accordingly if necessary.

Overwhelmed? Get Help!

As the club's Vice President Education, the workload gets heavy at times. This is an excellent position to gain leadership experience and learn how a Toastmasters club works. If the burden is too heavy, ask for a volunteer assistant to help you. This is a great way to teach others about the Toastmasters education program and train a successor to run for the office when the next Club Executive Committee is elected.

Support the Education Program

Explain the Toastmasters Pathways learning experience to members.

Within two meetings of a member joining, ask them to confirm that they received the new member welcome email. Encourage them to follow the instructions in the email and select a path as soon as possible, so they can begin working on their Ice Breaker.

Answer any questions they have about available paths and let them know about the five levels that build in complexity, as well as the elective options available beginning at Level 3. Make sure to share information about educational achievements including digital badges, certificates, and credentials by their name.

Monitor member progress in the club and encourage all members to continue progressing in their path(s). Help members schedule speeches, approve Base Camp level-completion requests promptly, and ensure that level-completion credit is awarded on Club Central as soon as members are eligible. When a member completes all five levels and the path completion section in a path, celebrate their accomplishment and encourage them to select their next path.

Base Camp Manager

For most clubs, the Vice President Education will assume the role of Base Camp manager in the Toastmasters Pathways learning experience. The Base Camp manager facilitates member progress by approving requests and tracking progress on Base Camp. The Club President, Vice President Education, and Club Secretary are the only club officers who have access to the Base Camp manager page. Clubs must ensure that at least one of these officers is able to complete Base Camp manager tasks. More information can be found by going to the Education Program FAQ at www.toastmasters.org/Education/Pathways/FAQ.

Plan Speech Contests

Read the *Speech Contest Rulebook* thoroughly and refer to it as necessary when planning speech contests. Information can also be found at www.toastmasters.org/speechcontests.

Find out which speech contests the District is scheduled to host during the term of office and plan the club contests accordingly.

Manage Mentor Program

Assign every new member a mentor and keep track of who is mentoring whom.

The **Club Mentor Program Kit** provides everything needed to start a mentoring program within a club. The Pathways Mentor Program is available to members in Base Camp in the Suggested Learning section after completing Level 2 in any path. The Club Mentor Program and the Pathways Mentor Program complement each other, and individuals who are currently working in or have completed the Pathways Mentor Program make a great match for members looking for a mentor.

Accredited Speaker Program

Each year, Toastmasters International provides an opportunity for professional-level speakers with expert knowledge in a particular subject to earn the designation of Accredited Speaker. If this describes you or a member of your club, learn more about the Accredited Speaker Program here: www.toastmasters.org/membership/accredited-speaker. Applications are accepted at accreditedspeaker@toastmasters.org between January 1 and January 31 each year.

When conducting online meetings, it is important that the same care and attention is given as if it was an onsite meeting.

- ▶ Have an agenda
- ▶ Ensure speakers are present
- ▶ Confirm that all meeting roles are filled
- ▶ Message guests individually and ask if they are willing to participate or would prefer to observe

When onboarding new members, use the New Member Orientation page for helpful resources and a PowerPoint presentation that can be customized for the new member.

Summary of Responsibilities

Before Club Meetings

- ▶ Review the scheduled roles for the meeting five to seven days in advance.
- ▶ Offer support to the Toastmaster of the meeting to confirm members' role assignments and plan for substitutions if necessary.
- ▶ Notify the Club President if any members are scheduled to earn their education awards at the upcoming meeting.

Upon Arrival at Club Meetings

- ▶ Verify that the members assigned to meeting roles have arrived and are prepared to perform their duties.
- ▶ Assist the Toastmaster in filling meeting roles for absent members.
- ▶ Greet guests and ask them if they are willing to participate in the meeting or if they would prefer to observe.
- ▶ If guests agree to participate, inform the Topicsmaster that they can call on those guests as Table Topics® speakers and ask the Club President to introduce the guests at the beginning of the meeting.

During Club Meetings

- ▶ Recognize members when they reach educational achievements.
- ▶ Preside over the meeting when the Club President is absent.
- ▶ Answer member questions about the Toastmasters education program or speech contests and agree to research questions if needed.

Outside Club Meetings

- ▶ Attend and vote at Area and District Council meetings.
- ▶ Ask members if anyone is waiting to have a level completion verified on Base Camp.

Common Scenarios Vice Presidents Education Face

- Scenario:** It is difficult to find the time to create a good, workable club schedule that keeps all members happy and moving forward in the Toastmasters education program.
- Possible solutions:** As much as possible, be prepared. Create schedules one or two months in advance and post them on the club’s website where everyone can see them or display them during club meetings.
- Devise a system of automatic meeting role rotation, from simplest to most demanding; for example, each new member begins by presenting the thought of the day, then moves to Ah-Counter, then grammarian, then timer, and so on, until the new member fills a speaker role and eventually becomes Toastmaster of a meeting.
- Scenario:** Members are not always willing to commit to meeting roles.
- Possible solutions:** Encourage each Toastmaster of the meeting to initiate an email discussion several days before the meeting to confirm each member assigned to a meeting role is able to fulfill their duties. Emphasize the importance of member participation and commitment, and regularly acknowledge and thank members for their help in running quality meetings.
- Scenario:** A longtime member refuses to do projects in Pathways and no longer wants to participate in the education program.
- Possible solutions:** Meet with the member and ask what can be done to help. Encourage them to gain familiarity with Base Camp. If able, spend time walking the member through their first project in Pathways. Explain the benefits of Pathways as clearly as possible, and remind them that the heart of the club experience—i.e., speeches, evaluations, leadership, and culture—has not changed.

The Education Committee

In many ways, the Vice President Education holds the most demanding office in a Toastmasters club. A committee of dedicated club members can help make the job much easier. Committee members can organize speech contests, orient new members, and work on other special projects.

Vice President Education Resources

Speech contest information	www.toastmasters.org/speechcontests
<i>Speech Contest Rulebook</i>	www.toastmasters.org/1171
Distinguished Club Program	www.toastmasters.org/1111
Pathways Achievement Chart	www.toastmasters.org/822
Accredited Speaker Program Handbook	www.toastmasters.org/accreditedspeakerrules
Education program FAQs	www.toastmasters.org/Education/Pathways/FAQ
Pathways Achievement Tracker	www.toastmasters.org/823
Educational achievement, gifts, and recognition	www.toastmasters.org/shop

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Vice President Membership

The Vice President Membership promotes the club and manages the process of bringing in guests and transforming them into members.

Help maintain a constant influx of new members by initiating contact with guests, helping them feel welcome, and providing them with the information needed to join the club. Monitor membership levels and strategize with the rest of the Club Executive Committee about how to overcome membership challenges when they occur.

Club Constitution for clubs of Toastmasters International

Article VII: Duties of Officers, Section 3

Vice President Membership Responsibilities

Recruit New Members

The Vice President Membership leads the club's efforts to continually increase membership.

Promote the goal of gaining one new member per month and, if the club has fewer than 20 members, obtaining 20 or more members by program year-end.

Conduct Membership-building Programs

Club Programs: Organize and promote the club's participation in the Smedley Award, Talk Up Toastmasters!, and Beat the Clock membership programs. For information about these programs, go to www.toastmasters.org/membershipprograms.

Member Program: Encourage club members to gain recognition in the form of a Sponsor Award by sponsoring five, 10, or 15 new members.



Evaluation

BEGINNER INTERMEDIATE ADVANCED

What level of knowledge of the topic did you have prior to this session?

Indicate to what degree you agree with the following statements about this session.

STRONGLY AGREE AGREE NEITHER AGREE NOR DISAGREE DISAGREE STRONGLY DISAGREE

Overall, I was satisfied with the session.

I will use the content to strengthen my club.

The learning objectives were met.

Yes No

Will you implement at least one idea from this session in the next 30 days?

Write your comments about the session.

[Empty text box for comments]

Indicate to what degree you agree that the facilitator demonstrated the following:

STRONGLY AGREE AGREE NEITHER AGREE NOR DISAGREE DISAGREE STRONGLY DISAGREE

Solid knowledge of the subject matter

Excellent presentation skills

Division H-hosted Club Officer Training

Session: Summer | Winter

Position: Pres. | VPE | VPM | VPPR | Sec. | Treas. | SAA Leader: _____