



District 38, Division H

Vice President Education Training Script

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

Based on Vice President Education Club Officer Training manual (T.I. Item 1313C Rev. 05/2018)
and Club Leadership Handbook (T.I. Item 1310 Rev. 05/2023).

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Last update: 26 July 2023

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 told us at the time 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. They are:

Role

Responsibilities

Resources

Included in your handout package are the relevant pages from the Club Leadership Handbook, which is a valuable resource for club officers. You can flip to the second handout page now, 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 in Pathways.

Alright, let's jump in. First R! Turn to Club Leadership Handbook page 19 in your handout package, please. I need a volunteer to read the paragraph under Vice President Education, as it describes your role.

Share with me some of the important nouns from the first sentence. [speeches, projects, 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 Pathways projects [LEVELS?] you will be signing off on them in the Project Completion Record. [EXHIBIT?]
- 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: 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 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 (reproduced below) which describes the office.]

The Vice President Education is the second-ranking club officer and is responsible for planning, organizing, and directing a club program which meets the educational needs of the individual members. The Vice President Education chairs the Club Education Committee. The Vice President Education also serves as one of this club's representatives on the Area and District Councils and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.

R2 is Responsibilities. There are five of them, and they're identified under the headings on pages 19 and 20. We'll go through them quickly, 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!

* **Coordinate Club Schedule:** The Club Schedule is the club meeting agenda, which should be created sufficiently in advance of the club meeting. Ensure that meeting roles are properly fulfilled and that the agenda is made available in advance of the meeting.

* **Support the Education Program:** You are the primary interface for members gaining knowledge about and using Pathways. Follow up with new members, confirming that they received the new member welcome e-mail from T.I. and encouraging them to select a path as soon as possible so they can begin working on their Ice Breaker speech. Monitor member educational program progress, and encourage and assist as need be. Approve Pathways level-completion requests promptly. Consider an occasional awards ceremony to celebrate member accomplishments.

* **Base Camp Manager:** Base Camp allows you to approve level-completion requests and track member progress. The other Base Camp managers are the Club President and Club Secretary.

* **Plan Speech Contests:** You should be well acquainted with the Speech Contest Rulebook. Find out which speech contests the District is hosting in the current year and plan your club contest(s) accordingly.

* **Manage Mentor Program:** Ideally, every new member will have a mentor, though it is not required. You keep track of mentors and their proteges. If a mentor program is not yet present in your club, consider using the available resources to start one.

Your responsibilities are in three categories, as you can see under the Summary of Responsibilities heading on page 21.

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, 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 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.

Common Scenarios Vice Presidents Education Face: [either review some of this material quickly or let it be homework].

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 CLH page 23, you'll see a list of links to resources on the T.I. site. 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 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.

Time for Q&A.

Encourage trainees to complete and submit the evaluation form at the back of the handout packet so we have feedback for improvement. ***Trainees should turn this in at the sign-in desk before they leave.***

[END]