


**Being the Vice President  
Education (VPE) for Your Club**

Club Officer Training




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**VP of Education Responsibilities**




**Promote Member Education Progress**

- Training
- Tracking
- Guiding



**Manage a Mentor Program**


- Assign
- Monitor
- Support



**Submission of Education Awards**

- Submit
- Recognize
- Promote

[www.toastmasters.org](http://www.toastmasters.org)




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**What Has Changed since Feb. 13, 2018?**



**TOASTMASTERS  
PATHWAYS**  
— learning experience —

- ▶ Pathways for **all new** members
- ▶ Pathways &/or traditional education program (CC, CL, etc.) for members prior to Feb. 13
  - Traditional awards through June 2020
- ▶ Pathways Base Camp Manager for VP of Ed, with President and Secretary as backups

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**VP of Education Responsibilities**

Promoting Member Education Progress

**Training**

Meet with new members to explain

- Manuals
- Goal Setting
- Expectations


Meeting Roles

- Ensure members understand expectations before filling roles
- Show Toastmasters how to fill roles and prepare agendas

Mentors and Chairs

- Ensure Mentors are qualified and understand goals
- Support members taking on chair roles for contests and campaigns

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Promote Member Education Progress

Promoting Member Education Progress

**Tracking**

Meet with each member to determine

- Current progress
- Traditional manuals and/or Pathways activity are updated
- Educational goals


Maintain a Club Overview record of progress

- Track Progress for Club Goals
- Encourage members to complete Goals
- Promote friendly competition

Manage Club Activity in Pathways

- Track and Approve activity via Base Camp Manager

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**Promote Member Education Progress**

Promoting Member Education Progress


## Guiding

**Leadership Projects**  
 Support Toastmaster with meeting assignments  
 Make assignments based on goals  
 Encourage members to mentor and fill chair positions

**Speeches**  
 Mix Less Experienced and Advanced Projects  
 Periodic Successful Series Presentations  
 Work with Mentors to encourage Speech projects

**Table Topics**  
 Meet with Guests Prior to Meeting to Encourage Participation  
 Notify Table Topics Master if They are Willing

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**VP of Education Responsibilities**

**Managing a Mentor Program**



- Assign
- Monitor
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**VP of Education Responsibilities**

Managing a Mentor Program


## Assign

**Assign Mentors to**  
 Every New Member  
 Any Member that Requests a Mentor  
 Members Forming High Performance Leadership Committees

**Mentor Qualifications**  
 Must have completed \_\_\_\_ Speeches  
 Preference toward those completing Mentor Project

**Mentors Provide**  
 Extremely valuable support for members progress  
 Supporting and Monitoring of Progress for VP of Education

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**VP of Education Responsibilities**


Managing a Mentor Program

**Monitor**

**Track Mentor Assignments**  
 Work with Membership to Include All New Members  
 Spread Assignments to as Many Members as Possible  
 Identify Those Achieving Mentor Qualifications

**Require Progress Reports**  
 Compile Progress Reports from Members  
 Present Reports at Officer Meetings  
 Monitor Reports for Potential Opportunities for Additional Training

[www.ioastmasters.org](http://www.ioastmasters.org)




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**VP of Education Responsibilities**


Managing a Mentor Program

**Support**

**Provide Training and Resources**  
 Always be available as a resource for Mentors  
 Keep Mentor Informed of Mentee Progress  
 Provide feedback to Mentor on Results

**Recognize Accomplishments**  
 Make sure Mentor is Recognized When Mentees Achieve Goals  
 Keep Track of Successes

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**VP of Education Responsibilities**

**Submission of Education Awards**



- Submit
- Recognize
- Promote

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**VP of Education Responsibilities**

Submission of Education Awards

**Submit**

**Verify Records**

- Verify Completion of All Required Projects
- Verify Member Identification
- Verify Supervisor Notification Requests and Acquire Contact Info


**Manage in Pathways Base Camp Manager**

- Track/recognize Club Member progress in Pathways
- Manage/Approve Members' Level Completion

**Submit Awards in Club Central**

- Ensure Submission is Timely
- Ensure Submission is Accurate
- Verify that Awards are Accredited

[www.ksastmasters.org](http://www.ksastmasters.org)




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**VP of Education Responsibilities**

Submission of Education Awards

**Recognize**


**Congratulate**

- Provide Member with Verification that Award has been Submitted
- Recognized their accomplishment
- Print Pathways Level Completion Certificates to Award in Club Meetings

**Notify**

- Officers
- Mentors
- Club

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**VP of Education Responsibilities**

Submission of Education Awards

**Promote**


**Ensure Member Receives Public Recognition**

- Club Announcement
- Newsletter

**Follow Up**

- Meet with Member to Set New Goals
- Assign Projects and Roles According to New Goals

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**Monitor Members' Education Progress and Schedule Accordingly**

- ▶ **Helpful websites to start and manage these objectives:**
  - ▶ <http://easy-speak.org>
  - ▶ <http://www.toastmastersclubs.org/welcome/> to request FreeToastHost
  - ▶ <https://www.toastmasters.org/pathways>
  - ▶ Excel, Google Sheets, and other cloud drives to build and collaborate with your Toastmaster club members.

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**How to create an Agenda**

- ▶ An Agenda will have a helpful timeline, roles, and assignments.
  - ▶ Sign Up Sheets can help with current and future agenda completion and promote the next educational goals for each member.
    - ▶ *Try to keep a blank sign up sheet at the meetings to promote preparation for upcoming meetings or events.*
  - ▶ Agendas can assist with educational roles being completed, and staying on goal.
    - ▶ *Suggestion – Always have an Agenda without Roles filled to quickly prepare for the next meeting, or a missing printed agenda.*
- ▶ *As the Vice President Education your responsibilities can include assigning roles.*

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**FreeToast Host Sign Up and Agendas**

- ▶ This is an example of an Agenda created within FreeToastHost.



**Leading**

This signup sheet can be downloaded from here



View Another Agenda ▾ List All Agendas

Time	Role / Agenda Item	Member
5:00PM	<b>Presiding Officer Opens Meeting</b>	Mei
5:02PM	Recognize Guests - Introduce Leadership Moment	
<small>Role filled by Mei</small>		
5:02PM	<b>Leadership Moment</b>	Cary
5:05PM	>> Introduce Toastmaster of the Day	

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**Free Toast Host Sign up and schedule**

- ▶ This role list can show current and future roles.
- ▶ This can also be used as a sign up sheet used online or in the meetings.

**Leading Edge Toastmasters Club Meeting Sign Up**

Role	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 5
2016-06-19					
Leadership Moment	Carly				
Toastmaster-Opening	Nick				
Remarks/Role Assignments					
Grammarian	Marge				
Lexicologist	Tracy				
Aff Counter/Posture Monitor					
Timer	Tracy				
Listener	Melissa				
CL Master	Sandy				
Table Topics Evaluator	Michela				
Vote Counter					
Evaluator #1	Bob				

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**Contests are a very important part of your Club's Success!**

- ▶ Be sure to help fill the roles within a club contest with those members who need the credits and share the contest rules and processes, while supporting the contest master and contest chair.
  - ▶ These resources can be located in the [www.d50toastmasters.org](http://www.d50toastmasters.org) website under Contest.



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**VPE Resources**



www.toastmasters.org

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**Additional Resources**

**Vice President Education Resources**

Speech contest information	<a href="http://www.toastmasters.org/speechcontests">www.toastmasters.org/speechcontests</a>
<i>Speech Contest Rulebook</i> (Item 1171)	<a href="http://www.toastmasters.org/1171">www.toastmasters.org/1171</a>
<i>Distinguished Club Program and Club Success Plan</i> (Item 1111)	<a href="http://www.toastmasters.org/1111">www.toastmasters.org/1111</a>
Distinguished Club Program Goals (Item 1111C)	<a href="http://www.toastmasters.org/1111C">www.toastmasters.org/1111C</a>
Wall Chart Set (Item 306)	<a href="http://www.toastmasters.org/306">www.toastmasters.org/306</a>
<i>Competent Leadership</i> (Item 265)	<a href="http://www.toastmasters.org/265">www.toastmasters.org/265</a>
Accredited Speaker Program	<a href="http://www.toastmasters.org/accreditedspekerrules">www.toastmasters.org/accreditedspekerrules</a>
Education program FAQs	<a href="http://www.toastmasters.org/edfaq">www.toastmasters.org/edfaq</a>
Member Achievement Record (Item 1328)	<a href="http://www.toastmasters.org/memberachievementrecord">www.toastmasters.org/memberachievementrecord</a>
Educational achievement, gifts and recognition	<a href="http://www.toastmasters.org/shop">www.toastmasters.org/shop</a>

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**Additional Resources**


Vice President of Education Resources

Officer Tools  
[www.toastmasters.org](http://www.toastmasters.org)  
[www.toastmasters.org/Leadership-Central/Club-Officer-Tools](http://www.toastmasters.org/Leadership-Central/Club-Officer-Tools)  
[www.toastmasters.org/My-Toastmasters/Profile/Club-Central](http://www.toastmasters.org/My-Toastmasters/Profile/Club-Central)

Membership Materials  
[www.toastmasters.org/membershipcontests](http://www.toastmasters.org/membershipcontests)  
[www.toastmasters.org/speechcraft](http://www.toastmasters.org/speechcraft)

Success 101 - [www.toastmasters.org/1622](http://www.toastmasters.org/1622)  
 DCP & Club Success Plan - [www.toastmasters.org/1111](http://www.toastmasters.org/1111)  
 DCP Goals - [www.toastmasters.org/1111C](http://www.toastmasters.org/1111C)

District Information  
[d50toastmasters.org/](http://d50toastmasters.org/)  
<http://d50toastmasters.org/training/>  
<http://d50toastmasters.org/resources/officer-tools/>  
<http://d50toastmasters.org/resources/contests/>  
<http://d50toastmasters.org/resources/downloads-directory.html>

[www.toastmasters.org](http://www.toastmasters.org) 

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**Session Evaluation**

***Session Evaluation Link:***

<http://bit.ly/tlfeedback>  
 (Facilitator has Session Number)

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