
Being the Vice President Education (VPE) for Your Club

Club Officer Training



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

What Has Changed since Feb. 13, 2018?



- ▶ 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

VP of Education Responsibilities

Promote Member Education Progress



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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



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



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



VP of Education Responsibilities

Managing a Mentor Program



- Assign
- Monitor
- Support

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



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



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



VP of Education Responsibilities

Submission of Education Awards



- Submit
- Recognize
- Promote

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



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



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



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.

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.*

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	Presiding Officer Opens Meeting	Mei
5:02PM	Recognize Guests - Introduce Leadership Moment	
	<input type="checkbox"/> Role filled by Mei	
5:02PM	Leadership Moment	Cary
5:05PM	>> Introduce Toastmaster of the Day	



Free ToastHost 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	Cary				
Toastmaster: Opening Remarks/Role Assignments	Nick				
Grammarian	Marga				
Lexicologist	Tracy				
Ah Counter/Posture Monitor					
Timer	Tonje				
Listener	Melissa				
CL Master	Sandy				
Table Topics Evaluator	Michele				
Vote Counter					
Evaluator #1	Bob				

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 website under Contest.



VPE Resources



Additional Resources

Vice President Education Resources

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

Additional Resources

Vice President of Education Resources

Officer Tools

www.toastmasters.org

www.toastmasters.org/Leadership-Central/Club-Officer-Tools

www.toastmasters.org/My-Toastmasters/Profile/Club-Central

Membership Materials

www.toastmasters.org/membershipcontests

www.toastmasters.org/speechcraft

Success 101 - www.toastmasters.org/1622

DCP & Club Success Plan - www.toastmasters.org/1111

DCP Goals - www.toastmasters.org/1111C

District Information

d50toastmasters.org/

<http://d50toastmasters.org/training/>

<http://d50toastmasters.org/resources/officer-tools/>

<http://d50toastmasters.org/resources/contests/>

<http://d50toastmasters.org/resources/downloads-directory.html>



Session Evaluation

Session Evaluation Link:

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