



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

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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

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VP of Education Responsibilities



Promote Member Education Progress

- Training
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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


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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
- Must be familiar with Pathways Levels, Project Structure and Requirements

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

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

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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



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
- Area Director



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.



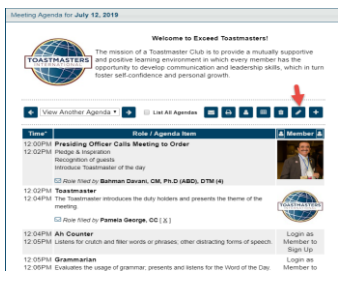
How to create an Agenda

- ▶ 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.



The sign up sheet can be downloaded from here



FreeToastHost 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.



A Sample of a Toastmasters Meeting Sign Up

Role	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 5
	2019-07-12	2019-07-19	2019-07-26	2019-08-02	2019-08-09
Toastmaster	Pamela George, CC				
Ah Counter					
Grammarian					
Timer					
Vote Counter					
Evaluator #1					
Speaker #1	Steve Blackwell, DTM				
Evaluator #2					
Speaker #2	Babman Davani, CM Ph.D (ABD), DTM (4)				
Table Topics					
General Evaluator	Pamela George, CC				

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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.d50tm.org website under Contest.



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VPE Resources



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Additional Resources

The Vice President Education's Resource Guide Compiled by Gary Cohen, DTM

Club Central

Portal for conducting club business, accessible only to club officers. Requires logging in. From <https://www.toastmasters.org/>, go to Leadership Central, Club Central. The "Submit Education Awards" section is the primary feature that will be used by the Vice President Education.

Distinguished Performance Reports

Dashboard for reviewing the club's progress in the Distinguished Club Program (DCP). No log in required. From <https://www.toastmasters.org/>, go to Leadership Central, Distinguished Performance Reports. From that page, there are multiple ways to navigate to your club's page: you can search for your club by name or number in the Club Search text box, or you can select **District 50** from the drop-down, select the Club Performance tab and scroll down to find your club organized by division and area.

Distinguished Club Program and Club Success Plan

All the information you need about the 10 DCP goals and how to make a plan to achieve them. Download the PDF at: <https://www.toastmasters.org/resources/distinguished-club-program-and-club-success-plan-english>

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Additional Resources

Club Leadership Handbook

A practical guide to club leadership. All club officers should receive a hard copy from your club's immediate past President. Pages 25-28 cover the VP Education role and responsibilities. It is also available for download at <https://www.toastmasters.org/resources/club-leadership-handbook>.

Speech Contests

Speech contests are an important part of the Toastmasters educational program. The following resources will help you conduct speech contests effectively.

<http://www.toastmasters.org/leadership-central/speech-contests/speech-contest-tutorials>
<http://d37toastmasters.org/speech-contests/>

Mentoring program

A mentor program offers many benefits for your club and its members. This presentation defines mentoring, explains benefits and discusses responsibilities of mentors.

<https://www.toastmasters.org/resources/mentoring>

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Session Evaluation

Session Evaluation Link:

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



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